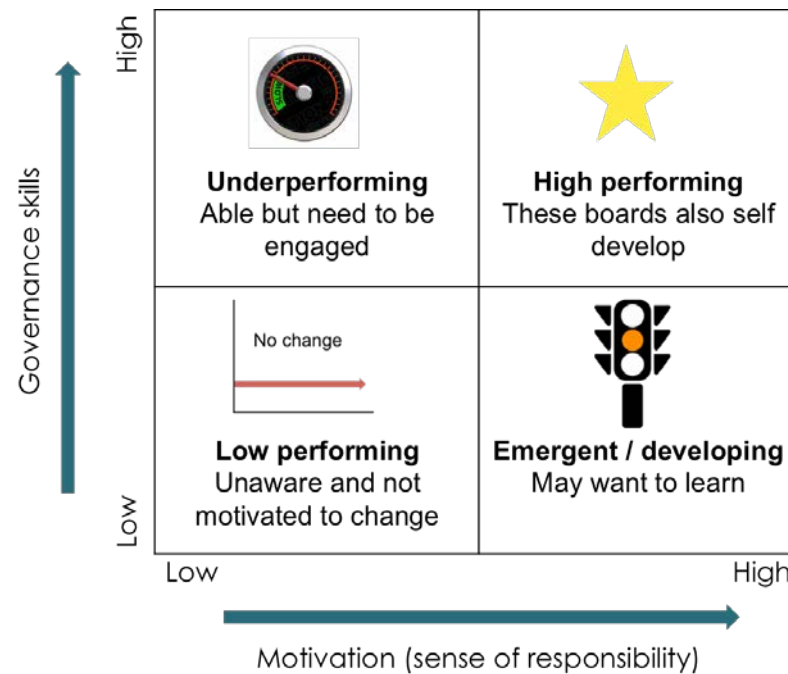




# **School Board Self-Reflection Tool**

# School Board Mindset/Skill Matrix



<b>Roles and Responsibilities</b>	<b>DISAGREE STRONGLY</b>	<b>DISAGREE SLIGHTLY</b>	<b>NO REACTION</b>	<b>AGREE SLIGHTLY</b>	<b>AGREE STRONGLY</b>
The board complies with relevant legislation - knows what legislation is relevant for each decision.					
The roles and responsibilities of the board are clearly set out in the board's Terms of Reference.					
The roles and responsibilities of individual board members are clearly defined.					
The roles and responsibilities of the board chair are clearly defined.					
The roles and responsibilities of the principal are clearly defined.					
The board is actively involved in school planning and approvals.					
The board monitors achievement against the school plan.					
The board endorses financial arrangements necessary to fund planning objectives, priorities and directions.					
The board understands school budgets and reviews them with confidence.					
The board is actively involved in annual reporting processes.					
The board monitors progress made against school priorities and targets, specific outcomes attached to funding for targeted initiatives and State and nationally agreed priorities.					
The board monitors the satisfaction of parents, students and teachers.					
The board promotes the school in the community.					

## Comments

<b>Board Meetings</b>	<b>DISAGREE STRONGLY</b>	<b>DISAGREE SLIGHTLY</b>	<b>NO REACTION</b>	<b>AGREE SLIGHTLY</b>	<b>AGREE STRONGLY</b>
The board has a schedule of business covering recurring governance matters.					
The agendas and timing of meetings enables sufficient time and opportunity to deal with all of the key issues.					
Minutes are received in time to thoroughly prepare for meetings.					
Meetings begin on time.					
Meetings end on time.					
Time is used effectively at board meetings.					
Board members are able to express their opinions freely and are encouraged to participate in meetings.					
School board minutes are a true and accurate record of meetings and endorsed by the board.					
Minutes of meetings are made available to the school community.					
Board members support board decisions outside the meeting.					
Contribution to the work of the board is valued.					

## Comments

Composition of the Board	DISAGREE STRONGLY	DISAGREE SLIGHTLY	NO REACTION	AGREE SLIGHTLY	AGREE STRONGLY
There is a well-defined and transparent process for board recruitment, including nomination and selection.					
Consideration been given to the composition of the board, to ensure the board has members with appropriate skills and capacity to effectively undertake the roles and responsibilities.					
The board has sufficient diversity of relevant experience and perspective.					
Board members are able to commit the time required for their role.					
The Terms of Reference identifies procedures relating to the replacement or removal of board members.					
The board is of a size that is sufficient to enable it to have the necessary knowledge, skills and experience.					
Tenures of board members are staggered in such a way so as not to cause undue disruption to board upon term completion.					
Board members are aware of their length of tenure on the board.					
The board has developed a succession plan to identify the skills needed by the board.					

## Comments

The Board Chair	DISAGREE STRONGLY	DISAGREE SLIGHTLY	NO REACTION	AGREE SLIGHTLY	AGREE STRONGLY
The board chair understands the role of the principal and those matters of the school that are operational, therefore not the responsibility of the board.					
The chair has demonstrated leadership qualities.					
The chair has the confidence of the board.					
The chair and the principal have a respectful working relationship.					
The chair conducts effective board meetings.					
The chair conducts board meetings according to the set agenda and meetings always run to time.					
The chair reports back to the school community after board/council meetings.					
The chair meets with the principal before every school board/council meeting to set the agenda and clarify issues of concern.					
The chair supports all board members and ensures they are heard at board/council meetings.					
The board chair is open and clear in dealings with all school board members.					
The chair ensures the board focuses on improving students' learning outcomes.					

## Comments

Culture and Ethics	DISAGREE STRONGLY	DISAGREE SLIGHTLY	NO REACTION	AGREE SLIGHTLY	AGREE STRONGLY
The board has developed a code of conduct and agreed set of values and behaviours to guide board members.					
The board holds itself accountable for compliance with the formal code of conduct and ethical standards.					
There is a shared board culture which ensures the active engagement of all members.					
There is a formal process relating to the declaration and handling of conflicts of interest.					
The board uses information appropriately, respects confidentiality and uses information for the purpose for which it was made available.					
Respect and collegiality is maintained throughout and between all board/council meetings.					
Efforts are made to help board members get to know one another and develop "team spirit" in the group.					

## Comments

Strategic Focus	DISAGREE STRONGLY	DISAGREE SLIGHTLY	NO REACTION	AGREE SLIGHTLY	AGREE STRONGLY
The board understands the organisational structure of the school and the role of the principal.					
The board and principal share the same view of the strategic direction, and on delivering outcomes.					
The board is appropriately and regularly involved in the development, review and approval of the strategic direction.					
Strategic discussions feature regularly on the board agenda.					
Board meetings have time set aside in its yearly calendar for focused strategy development.					

## Comments

Responsibility and Collective Accountability	DISAGREE STRONGLY	DISAGREE SLIGHTLY	NO REACTION	AGREE SLIGHTLY	AGREE STRONGLY
Board members receive an orientation or induction regarding their roles and responsibilities.					
The board has a healthy ethos of continuous improvement and in developing its governance.					
The board takes external advice from professional advisors when necessary.					
The board acts in good faith and makes all decisions with the best interests of students.					
Board members work cooperatively with one another and the school community.					
The board acts fairly and impartially and considers all sides of an issue before making a decision.					

## Comments

General Comments	
<p>Please use the space to suggest any improvements in the way your board/council undertakes its roles and responsibilities.</p>	