

Prompt sheet for Governors observing the Board of Directors and Board Committees

April 2019

Prompt	What to look for	Notes
<p>Was the committee chaired effectively?</p>	<p>Did the meeting run to time?</p> <p>Did the committee devote the right amount of time to the items listed? (ie. More time for the more significant issues)</p> <p>Was the Chair well prepared for the meeting?</p> <p>Did everybody who wanted to participate get a chance to do so? Note in particular if any member or attendee appears to have been ignored or sidelined.</p> <p>At the conclusion of every item, was there appropriate summing up and was it clear what the outcome of the discussion was?</p> <p>Was there appropriate intervention? For example, if members strayed away from the topic or were prolonging a discussion unnecessarily?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes, very inclusive for everyone</p> <p>Yes</p> <p>Yes</p>
<p>Did the non-executive directors participate effectively?</p>	<p>Were the non-executive directors well prepared for the meeting? How familiar did they appear to be with the detail in the papers or did they come across as not having read the papers?</p> <p>Did they ask insightful questions about the items under discussion?</p> <p>Was there any non-participation/apparent disinterest from a non-executive?</p>	<p>All were engaged</p> <p>All involved were challenged appropriately</p> <p>None</p>

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	<p>Were the NED inputs to discussions balanced across all agenda items? [Some NEDs have a comfort zone and they will spend more time discussing favourite topics at the expense of issues that interest them less, even if they are a bigger issue for the organisation)</p> <p>Did any of the non-executive directors not challenge?</p>	<p>NED's were effective with a good chair</p>
<p>Was there effective challenge by the non-executives?</p>	<p>Did the non-executives challenge appropriately? In other words, did they challenge on suitably material and significant issues or were they overly concerned about trivial matters (eg. Spelling mistakes, immaterial issues)</p> <p>Were there any items discussed where you consider that there could have been more challenge by the non-executives?</p> <p>Was the nature of the challenge constructive, supportive, non-confrontational and respectful or did it come across negatively (adversarial, argumentative)?</p>	<p>There has been effective work by the NED's and there will be a meeting change in format with alternative sessions focussing more on a deep dive approach to topics.</p> <p>One potential concern is there is no standardised reporting mechanisms in place.</p> <p>This means there is potential for some not delivering reports at the same standard as others.</p> <p>A standardised reporting system would be a benefit to all</p>
<p>In general, was it a good meeting</p>	<p>Was the debate constructive, positive and respectful?</p> <p>Was there a general atmosphere of mutual trust and candour?</p> <p>Was there any evidence of "group think"? This is a risky situation when groups become so collegiate and complacent that all members start behaving in the same way?</p>	<p>The new structure is a work in progress</p>

## Prompt sheet for Governors observing the Board of Directors and Board Committees

May 2019

This meeting was the first in the workshop style for which the topic was the 2018 Staff Survey.

There was a presentation on the work being done following the poor survey results. The workshop style was successful, there was good and open discussion. Everyone, including the Governors, were able and were encouraged to contribute.

There were aspects of this whole tranche of work that would be useful for all Governors to hear about, such as OAK (optimistic, appreciative and kind).

Again, a well chaired meeting. The chair let the workshop flow, only intervening to keep it to time.

Came away from the meeting feeling that the trust has the measures in place to improve the staff survey results over a period of time.