Chair of governor’s one-to-one governor meeting template

Governing board meetings often do not include or allow time and space for governors to discuss and share feedback regarding how they are managing and performing in their roles or to identify any challenges they may be experiencing. Governing board meetings are also not the forum for feedback to be given regarding an individual governor’s performance so, often, the opportunity to provide support and development feedback to governors can be missed. If a governor does not know or understand that they are doing something wrong, they cannot correct their mistakes. Additionally, if a governor receives little feedback, they may feel like they are undervalued, causing them to leave.

It is important that the chair of governors is aware of individual governors’ personal ambitions, performance and ability to commit to the governing board. This can be achieved by the chair holding regular one-to-one meetings with governors and asking questions to establish how each governor is managing their role and responsibilities. This can also be an opportunity for the chair to offer feedback or address any concerns.

The chair of governors can use the information gained from their one-to-one meetings to fairly and appropriately distribute roles and responsibilities across the governing board; this supports succession planning, develops the range of skills available and increases the number of potential governors for key positions. These discussions can also support the governing board to identify:

* Potential candidates for the roles of chair, vice chair and chairs of committees.
* Barriers to individuals stepping into the chair’s role or other roles on the governing board.
* Any required development and training needed to support those individuals who have expressed an interest in developing into additional roles.
* Recruitment opportunities to bolster the skill set of the governing board.
* Mentoring opportunities for experienced governors to support less experienced governors in key roles.

This meeting template has been developed to provide the chair of governors with a template to record their discussions with individual governors, and suggested questions to ask.

Chair of governor’s one-to-one governor meeting record

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| **Governor details** |
| Name:  |  |
| Length of service: |  |
| Role on the governing board: |  |
| Additional responsibilities:  |  |
| **Meeting details** |
| Date of meeting: | Name of chair of governors: |
| **Experience** |
| **Question** | **Governor’s comments** | **Chair of governor’s comments** | **Further action agreed** |
| Are your skills, knowledge and experience fully utilised by the governing board? |  |  |  |
| How could your skills, knowledge and experience be better used? |  |  |  |

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| **Experience** |
| **Question** | **Governor’s comments** | **Chair of governors’ comments** | **Further action agreed** |
| Are there any barriers preventing you from making a fuller contribution to the work of the governing board? |  |  |  |
| Is there another role on the governing board you would be interested in experiencing either now or at some stage in the future? |  |  |  |
| What support do you need to achieve this? |  |  |  |
| Do you have any training or development needs that would help you in your role? |  |  |  |

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| **Feedback from the chair of governors** |
| **Feedback** | **Governor’s comments** | **Further action agreed** |
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