

## **SUMMARY OF ACTIONS**

### **SKILLS AUDIT**

1. The skills gaps identified from the skills audit of the Board be conveyed to the Nominations Committee in order to inform the appointment process with particular regard to areas such as fundraising, investments and public relations (**Action:** Town Clerk's Office).

### **INDUCTION PROCESS**

2. The induction process include a training session to explain the role of the Board, its responsibilities and internal City Corporation governance procedures (**Action:** Principal/Town Clerks Office).
3. The induction process be enhanced for new Governors through 1-1 meetings with the School's management team and the Chairman of the Board when newly appointed to the Board (**Action:** Principal/Chairman/ Town Clerks Office).

### **ON-GOING GOVERNOR SUPPORT & DEVELOPMENT**

4. An understanding of the School's mission and primary objectives relating to 'research' would be better addressed and explained to Governors (**Action:** Principal).
5. A secure area of the School's website be explored to include a portal for Governors which would contain relevant material to carry out their role i.e. strategic plans, induction material (**Action:** Principal)
6. An internal training programme, led by the School, would be put together for new and current Governors to provide on-going support for Governors (**Action:** Principal).
7. Governors would be offered training sessions in the form of presentations, at Board meetings, on development/funding and quality systems, along with others in the future (**Action:** Principal).
8. Governors will be emailed inviting them to suggest agenda items prior to Board meetings (**Action:** Town Clerks Office).
9. A briefing note on the School's staffing strategy would be circulated to Governors (**Action:** Principal).

10. A document outlining appointment timescales of Governors would be circulated to the Board (**Action:** Town Clerks Office).
11. Governors would be encouraged to attend more events/functions outside of meetings (**Action:** Principal/Chairman).

## **ROLE AND ADMINISTRATION OF THE BOARD**

12. A note detailing the purpose of HEFCE and offering Governors further information on what the expectations HEFCE had of the Board would be circulated (**Action:** Principal).
13. The way the agenda was formulated and the timing of Board meetings would be given further thought to look at ways to avoid meetings continuing beyond two hours (**Action:** Principal/Town Clerk's Office/Chairman).
14. The Board would be asked if an additional Board meeting, per annum, would be desirable (**Action:** Chairman/All).
15. Staff views would be sought possibly through a staff survey or the staff representatives on the Board seeking views of staff at the School (**Action:** Principal).

## **CHAIRMAN**

16. The Chairman to consider whether an annual "Away Day" take place, with the involvement of external practitioners, to understand and examine the School's strategy or other topical issues in greater detail (**Action:** Chairman/All).
17. The Chairman considers whether an annual Governor Appraisal process should be offered (**Action:** Chairman/Principal).

## **OFFICER FEEDBACK**

18. Notify report authors of comments made by Governors requesting more concise and succinct reports and offer the option of attending in house report writing training sessions (**Action:** Town Clerks Office).