

## **Governance Performance Indicators**

*(Approved by the Corporation 29/4/2004)*

The Clerk to undertake an annual review of performance against all Governance PIs and to make available to the Corporation an **Annual Review of Governance Report** supported with a Governance Action Plan to address any identified weaknesses arising from the annual review.

The Annual review of Governance Report will provide governors with a commentary on performance against each PI. The Governance Report to be made available in the autumn term for the proceeding year. The Governance Report will also be used to inform the College's annual self-assessment report.

<b>Performance Indicator</b>	<b>Target</b>	<b>Evidence</b>	<b>Monitoring</b>
Guiding and monitoring the strategic direction of the College	1) Meeting to be held at least once a year focusing solely on strategic direction of the College, or alternatively, specific agenda items at Corporation meetings on the strategic direction of the College	a) Corporation meeting minutes to confirm review/approval of College's Strategic Plan b) Quality & Curriculum minutes to Corporation confirming annual review of College's 3-Year Development Plan	Annual Review of Governance Report
Corporate Effectiveness	2) Key strategic outcomes in the College's Strategic Plan to be formally monitored by Corporation each term: Learners Numbers against profile (16-18; 19+, HE, part-time and full-time)	Corporation meeting minutes confirming termly report from the Principal on strategic outcomes	Annual Review of Governance Report

	<p>Success Rates (LSC)  Employer Links (LSC)  Qualified teacher Status (LSC)  Student Attendance  Lesson Observation profiles</p>		
	<p>3) Setting and monitoring of targets for retention, achievement and success rates and to call for improvement plans where appropriate</p>	<p>a) Quality &amp; Curriculum Committee minutes to Corporation confirming on-going review of performance against targets  b) Corporation meeting minutes to confirm annual approval of targets</p>	<p>Annual Review of Governance Report</p>
	<p>4) Monitoring the financial performance of the College</p>	<p>a) Monthly Management Accounts issued to all governors  b) Finance &amp; Resources Committee minutes to Corporation confirming termly review of finance  c) Corporation minutes confirming the annual setting and approval of College budgets by the Corporation</p>	<p>Annual Review of Governance Report</p>
	<p>5) Appropriate Skills mix amongst governors</p>	<p>Clerk to annually review the skills mix of governors</p>	<p>Annual Review of Governance Report</p>
Attendance	<p>6) 75% attendance at all main Corporation meetings in the year</p>	<p>Corporation meeting minutes &amp; annual register produced by the Clerk</p>	<p>Annual Review of Governance Report to the Corporation</p>

	7) 75% attendance at all committee meetings in year (by committee)	Committee meeting minutes & annual register produced by the Clerk	Annual Review of Governance Report
Length of meetings	8) Corporation & Committee meetings to last no more than 2.5 hours	Corporation meeting minutes	Annual Review of Governance Report
Appointment	9) Corporation vacancies to be filled within four months of the vacancy occurring.	Corporation meeting minutes	Annual Review of Governance Report
	10) Continue to strive to improve the representation of women and ethnic minorities onto the Corporation	Register of Corporation members	Annual Review of Governance Report
Committee membership	11) All governors to be a member of at least one committee.	List of Committee members	Annual Review of Governance Report
Register of interests & Annual Declaration of Eligibility	12) Declarations of interest to be made by governors as appropriate and presented to the Clerk annually. Confirmation of annual eligibility to serve as a governor.	Annual publication of Register of Interests & Declaration of Eligibility - clerk's records	Annual Review of Governance Report
Training and development	13) Governor training target of 40 hours of training delivered per annum (hours determined by the number of governors who attend the training event x the length of the event)	Clerk's training records	Annual Review of Governance Report
	14) All Chairs of Committee and the Chairman to participate in pre-planning meetings prior to Committee/Corporation meetings with appropriate College senior management	Clerk's records	Annual Review of Governance Report
	15) Link Governor Scheme to be implemented and all link governors to undertake at least two visits per year visiting their link governor area	Corporation meeting minutes & Clerk's link governor records	Annual Review of Governance Report
	16) All new governors to undertake an induction	Clerk's training records	Annual Review of Governance Report

	17) All governors to be supported in the discharging of their duties by being issued annually with a Governance Handbook confirming roles and responsibilities	Clerk's records	Annual Review of Governance Report
Clerkship	18) Issue of Agendas and supporting papers at least 7 days before meetings	Date of dispatch of agendas	Annual Review of Governance Report
	19) Drafting of minutes within 1 week of all meetings	Chairman/Chairs to confirm	
Corporation as the employer	20) Human Resources – monitoring of human resource data	a) Finance & Resources Committee minutes to Corporation confirming termly review of HR matters b) Annual HR report to the autumn meeting of the Corporation for the proceeding year	Annual Review of Governance Report
Senior post holders	21) Annual appraisal of senior post holders undertaken by Chairman (Principal, Vice Principals, and the Clerk are senior postholders)	Minutes of Remuneration Committee minutes to Corporation confirming the annual appraisal of senior post holders  Confirmation from the Chairman and Vice Chairman of the annual appraisal of the Clerk	Annual Review of Governance Report