



QAP	7.3.2
ISSUE DATE	June 2006
AUTHOR	A Theakston
SHEET	1 of 1
Nº OF FORMS	1

Quality Assurance Policies and Procedures

SELF APPRAISAL

1 Overview

Self Appraisal is the means by which all governors assess and verify their performance and action is taken to remedy any weaknesses identified, and to support individual professional development in ways that benefit and enhance the quality of the service provided by the corporation.

2 Scope

All board members will complete an individual self appraisal form on an annual basis.

3 Procedure

- 3.1 In August the Clerk to the Governors will send a Self Appraisal Annual Review Form (QAP 7.3.2 form 1) after inserting the attendance records and training undertaken by each member.
- 3.2 The member will complete the form and return it to the Clerk within 15 working days.
- 3.3 The Clerk to the Governors will prepare a schedule of skills training to enable any gaps in skill requirements by the board.
- 3.4 The Clerk to the Governors will provide a schedule of skills held by the board which will be made available to the Search Committee for its information when considering new or retiring board members.
- 3.5 Following the preparation of the schedule of skills the individual Self Appraisal Annual Review Forms will be kept on file.