

GOVERNANCE HEALTH CHECK-UP

A Quick Self-Assessment Tool



SECTION 1: CLARITY OF ROLES & RESPONSIBILITIES

1. The board has a clearly defined role focused on governance, not management.
2. Trustees understand the difference between strategic oversight and operational involvement.
3. The Head/Director's responsibilities are clearly outlined and respected.
4. Committees have written terms of reference and report regularly to the full board.

CDGP Insight: Any below 3?
If so, review policies to ensure clear documentation of roles and responsibilities!

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SECTION 2: TRUSTEE DEVELOPMENT & CULTURE

1. Trustees receive onboarding and orientation to school governance.
2. There is a clear process for trustee recruitment and succession.
3. The board engages in annual self-evaluation and reflection.
4. Trustees model respectful dialogue and collective responsibility.

CDGP Insight: Any below 3?
If so, schedule annual board training and complete a succession plan.

/4 =

SECTION 3: POLICY FRAMEWORK & COMPLIANCE

1. The board maintains an up-to-date policy manual.
2. Policies are reviewed on a regular schedule (every 3–5 years).
3. New policies are approved through a transparent process.
4. The board's decisions are consistent with adopted policies.

CDGP Insight: Any below 3?
If so, establish a standing Governance Committee or policy review calendar

/4 =

SECTION 4: STRATEGIC PLANNING & OVERSIGHT

1. The board uses a multi-year strategic plan that aligns with the mission.
2. Progress on strategic goals is reviewed at least twice a year and communicated to stakeholders.
3. Budget and resource decisions reflect strategic priorities.
4. The board tracks measurable outcomes for each goal.

CDGP Insight: Any score below 3?
If so, incorporate strategic plan updates as a standing agenda item aligned to key goals.

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SECTION 5: BOARD MEETINGS & DECISION-MAKING

1. Agendas focus on strategic goals or generative discussions, not operational updates.
2. Minutes capture decisions and actions, not detailed discussions.
3. Decisions are recorded and tracked for follow-through (who & when).
4. Meetings start and end on time with clear outcomes from an accurate agenda.

CDGP Insight: Any score below 3?
If so, review your agenda format and introduce a decision log.

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SECTION 6: ACCREDITATION & ACCOUNTABILITY

1. Governance standards are aligned with accreditation expectations.
2. The board can provide authentic evidence for governance standards.
3. Trustees understand their fiduciary duties and compliance obligations.
4. The board regularly reviews data on school performance and risk.

CDGP Insight: Any score below 3?
If so, integrate accreditation indicators into strategic planning and board goals.

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SCORING SUMMARY

Section Average Score	Interpretation
4.5 - 5	Exemplary: Continue modeling best governance practices
3.5 - 4.4	Solid Foundation: Strengthen a few key areas
2.5 - 3.4	Developing: Focused training and structure recommended
1.0 - 2.4	Needs Attention: Consider full governance review

FINAL NOTES

Strong governance doesn't happen by chance. This checklist is a starting point that boards can use to reflect, discuss, and plan.

The next step is to start a conversation with CD Governance Partners. Learn more about us on the next page.

ABOUT CD GOVERNANCE PARTNERS

CD Governance Partners works with international school boards and school leaders to strengthen governance, build effective board practices, and support the partnerships that enable schools to thrive.

Our services include governance reviews, board retreats and facilitation, policy and bylaw development, governance training, and strategic governance support tailored to the international school context.

CONTINUE THE CONVERSATION

Every Board's governance journey is different. If this guide has prompted questions or highlighted opportunities for your Board, we would be pleased to discuss how CD Governance Partners can support your work.

To learn more:

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Practical guidance for stronger boards and sustainable international schools.

