

Board Meeting Health Check

E5 — Complete after each meeting | Takes two minutes | Reviewed by the chair

Complete this check individually after each board meeting. The chair reviews the results before the next meeting and addresses any consistent gaps. Patterns across multiple meetings are more meaningful than any single response.

Organisation: _____ Meeting date: _____

Director name: _____ Completed: _____

Before the Meeting

Question	Yes	Partly	No
Papers were distributed at least five days before the meeting.			
I read all papers in full before the meeting.			
The agenda was structured around governance matters, not operational updates.			

During the Meeting

Question	Yes	Partly	No
Every director had an opportunity to contribute to discussion.			
Discussion was substantive — directors engaged with the issues, not just the papers.			
Conflicts of interest were declared and managed appropriately.			
The chair facilitated effectively — drew out quieter voices, managed dominant ones.			
The meeting stayed focused on board business and did not drift into management.			
Decisions were clearly articulated before they were recorded.			
The meeting finished on time.			

After the Meeting

Question	Yes	Partly	No
I know what action I need to take before the next meeting.			

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Minutes from the previous meeting were an accurate record of what was decided.			
I would describe today's meeting as a good use of the board's time.			

One thing that could have made this meeting more effective:

The chair should review responses before the next meeting — not to judge individuals, but to identify patterns that need addressing before they become norms.