

Executive Summary

This report is for the Board of [NAME] Charitable Trust. On 5 July 2010 we worked with you to assess your governance standards.

Results of assessment

The overall governance rating for your organisation was 44.8 out of a possible score of 100 points. This means that your Trust has a mix of governance responsibilities that need attention and others that you are handling well.

We consider all Board members to be conscientious. We note your keenness to raise governance standards, and we are confident that you can do so.

The body of this report contains the details of our methodology and basis for the ratings. This page presents a *high-level overview* of our assessment.

Key governance issues that need attention

- You need to produce a Code of Ethics that covers all Board members and anyone working on behalf of the Trust
- Arrange for Board members unfamiliar with the 1957 Charitable Trust Act to receive training about their responsibilities and duties
- You need to develop and implement a comprehensive Risk Management Plan
- You also need to develop and implement a comprehensive Stakeholder Relationship Plan

Key areas that your Trust is handling well

- You rated well in the areas of meetings and keeping records and minutes
- You also rated highly for having clear reporting systems

Recommended actions

To achieve a 100 per cent rating, we recommend that you attend to the responsibilities marked as 'urgent' in this report. Then gradually work through all the other responsibilities identified.

In a separate document, we propose to deliver a 'good governance' training session for all your Board members. Meantime, we are confident you will find the advice in this report useful for raising your governance standards.

Feel free to contact any of our team members for further assistance.

Victor Main

Managing Director