

***** School

Governors' Skills Audit

Name:

An annual skills audit enables a Governing Body to explore its skills and knowledge base. This can then form part of an overall assessment of the effectiveness of the governing body and can help in organising committees and delegation of specific tasks and link governor duties. The audit will also be useful to identify future training and information needs.

This exercise will be most effective if everyone takes part.

Skills and Experience

Do you have any of the following skills or experience? (Please select as appropriate)

Development

- Financial Planning
- Project Management
- Contracting Services
- Building Maintenance
- Health & Safety
- Data Analysis
- ICT
- Human Resources
- Legal Knowledge
- Recruitment of Staff

Community Engagement

- Business Connections
- Community engagement
- Fundraising
- Communication skills
- Interest in Education
- Team Working
- PR/Marketing & Media

Leadership

- Decision Making
- Strategic Planning
- Time Management
- Leadership
- Conflict Negotiation
- Problem Solving
- Performance Management
- Mentoring and CPD

Of the following two descriptions which ONE describes you best? (Please tick the appropriate box)

An Originator (i.e. 'ideas' person)

OR

A Finisher (i.e. someone who can take an idea and see it through/make it work)

Training

Please give brief details below of any training courses you have undertaken in the last two years, including governor training (of any kind), work-based training and evening classes.

Would you like information on a particular topic that has been hard to find, or is there a particular subject you would like training on but which never seems to be on offer?

What time of day is most convenient for you to attend training? (Please tick as appropriate)

9.30 – midday 5pm – 7pm 7pm – 9pm half day seminar on specific topic

Interests

It would be helpful if you could record any particular interests in education or fields relevant to education. For example : early years, mathematics teaching, creative arts, extra curricular, etc.

Knowledge

How would you rate your understanding of the following? (Please tick the appropriate box)

Key Stage 3 and 4 Curriculum Poor Adequate Good Excellent

School Financial Management Poor Adequate Good Excellent

Best Value Poor Adequate Good Excellent

Personnel Management:

- General Poor Adequate Good Excellent

- Performance Management Poor Adequate Good Excellent

- Recruitment/interviewing Poor Adequate Good Excellent

Equal Opportunities Poor Adequate Good Excellent

Awareness of sources of information about the school e.g. School Evaluation School Improvement Plan, Annual RAISEonline. Poor Adequate Good Excellent

Form,
Report,

Special Educational Needs Poor Adequate Good Excellent

The strengths and weaknesses of the school Poor Adequate Good Excellent

School buildings and maintenance Poor Adequate Good Excellent

Health & Safety, legal responsibility and policy Poor Adequate Good Excellent

The short and long term priorities of the school Poor Adequate Good Excellent

The Ofsted inspection process Poor Adequate Good Excellent

Extended Services Poor Adequate Good Excellent

What is your professional background? (Please give details below)

Do you have any academic & professional qualifications? (Please give details below)

Do you hold any key posts in public, private or third sectors? (Please give details below)

What link governor roles or sub-committees do you feel you most suited to? (Please select as appropriate)

Curriculum	<input type="checkbox"/>	Numeracy	<input type="checkbox"/>
Staffing	<input type="checkbox"/>	SEN	<input type="checkbox"/>
Finance & Premises	<input type="checkbox"/>	Art & Design	<input type="checkbox"/>
Literacy	<input type="checkbox"/>	Work Related Learning	<input type="checkbox"/>
PE & Dance	<input type="checkbox"/>	Humanities	<input type="checkbox"/>
Science	<input type="checkbox"/>	Mathematics	<input type="checkbox"/>

Knowledge of the School (Please comment or tick as appropriate)

Are you familiar with the staff?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you know your way around the site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you familiar with the school day?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you familiar with the class structure?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you know the aims and mission statement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you familiar with current priorities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Do you have any other comments?

Please return to:..... by:.....

Desirable Criteria

Skills, Knowledge and Experience

Name of Governing Body:	
Skills required:	For example: communication and negotiating skills, confident approach
Knowledge required:	For example: Financial and Health and Safety
Experience required:	For example: team working, project management
Any other specific requirements:	
Signed (Chair of the Governing Body):	
Date:	

Experience, skills and other attributes	Level of experience/skill: rate on scale of 1 (none) to 5 (extensive) Do remember to think about all the situations in which you may have developed/used these skills				
	1	2	3	4	5
Essential for all governors/trustees					
Commitment to improving education for all pupils					
Ability to work in a professional manner as part of a team and take collective responsibility for decisions					
Willingness to learn					
Commitment to the school's vision and ethos					
Basic literacy and numeracy skills					
Basic IT skills (i.e. word processing and email)					
Should exist across the governing body					
Understanding and/or experience of governance					
Experience of being a board member in another sector or a governor/trustee in another school					
Experience of chairing a board/ governing body or committee					
Experience of professional leadership					
Vision and strategic planning					
Understanding and experience of strategic planning					
Ability to analyse and review complex issues objectively					
Problem solving skills					
Ability to propose and consider innovative solutions					
Change management (e.g. overseeing a merger or an organisational restructure, changing careers)					
Understanding of current education policy					
Holding the head to account					
Communication skills, including being able to discuss sensitive issues tactfully					
Ability to analyse data					
Ability to question and challenge					
Experience of project management					
Performance management/appraisal of someone else					
Experience of being performance managed/appraised yourself					

Experience, skills and other attributes	Level of experience/skill: rate on scale of 1 (none) to 5 (extensive) Do remember to think about all the situations in which you may have developed/used these skills				
	1	2	3	4	5
Financial oversight					
Financial planning/management (e.g. as part of your job)					
Experience of procurement/purchasing					
Experience of premises and facilities management					
Knowing your school and community					
Links with the community					
Links with local businesses					
Knowledge of the local/regional economy					
Working or volunteering with young people (e.g. teaching/social work/youth work/sports coaching/health services for young people)					
Understanding of special educational needs					

Existing governors only

What contribution do you feel you have made to the governing body over the past year?

Please give brief details of courses you have undertaken in the past year - include governor training, work based training/development and/or any other development/training activities.

Are there any additional areas of the governing body's responsibilities to which you would like to contribute in the future?