

Individual Governor Skills Audit

An annual Skills Audit enables a Governing Board to explore its skills and knowledge base, as part of an overall assessment of its effectiveness. The information obtained could be of use in organising committees, delegation of specific tasks, and will help to identify future training and information needs.

Name:

Level of expertise:

1 = highly experienced, 2 = proficient,

3 = some experience, 4 = no experience.

How do you rate your level of understanding/expertise in the following	Level of Expertise				Comments to explain your rating
	1	2	3	4	
Skills:					
Communication					
Listening					
Mediation					
Innovation					
Data Analysis					
Leadership					
Experience in:					
Financial Planning					
Human Resources					
Project management					
Marketing					
Data Analysis					
Organising Events					
How would you rate your understanding of the following?					Only refer to the curriculum areas in your school
Early Years Foundation Skills					
Key Stage 1 curriculum					
Key Stage 2 curriculum					
Key Stage 3 curriculum					
Key Stage 4 curriculum					
Key Stage 5 curriculum (for schools with 6 th forms)					
Financial management of schools					
Best Value					
Personnel Management					
Performance Management					

Recruitment/Interviewing					
Equal Opportunities					
School Information e.g. School Improvement Plan(SIP)					
Special Educational Needs and Disabilities (SEND)					
Strengths of the school					
Weaknesses of the school					
School buildings and maintenance					
Health and Safety - policy and responsibilities					
Priorities of the school/academy					
Ofsted report					

What is the school's vision (all schools) and ethos statement (Church Schools)?

Have you received any training over the time you have been a Governor?

Have you visited school during the working day?

Have you any particular interest which would benefit our school?

Have you met the school staff?

New Governors Skills Audit

Name:

Motivation

Do you have a particular interest or reasons for wanting to serve on our Governing Board?

Diversity

A diverse board is able to reflect and support the delivery of an organisation's vision. Do you have any experience, social or family experience, background or general interests that will help us support the goals of the school/academy?

Areas or work

Are there any areas of the work of the Governing Board you have a particular interest in and/or would like to become more involved in?

Note: You are not expected to be able to cover all of these areas but it would help you to be an effective governor if you could indicate which areas you have expertise, special knowledge and experience.

Area of Expertise:	Level of experience:				Evidence, including any training attended:
	None	Basic	Moderate	Extensive	
Experience of governance (including other sectors)					
Strategic planning					
Self-evaluation and/or impact assessment					
Data analysis					
Experience of staff recruitment, retention and/or succession planning					
Management of staff performance					
Community relations					
Chairing skills					
Leadership skills					
Coaching/mentoring skills					
Continued Professional Development					
Negotiation and /or mediation skills					
Communication skills, including listening skills					
Problem solving and/or creativity skills					
Influencing skills					
Handling complaints, grievances or appeals					
Risk Assessment process					
Knowledge of this school					
Parental/carer perspective currently of the school/academy					
Knowledge of the local community					
Knowledge of sources of relevant information/data					
Knowledge of the local/regional economy					

Specialist knowledge or experience essential for Governing Board as a whole:					
Financial management/ accountancy					
Premises and facilities management					
Human resources expertise					
Procurement/purchasing					
Legal knowledge and experience - particularly of Education Law					
ICT and/or management information systems					
Public Relations and marketing					
Work placements/career planning					
Teaching & pedagogy					
Special educational needs and disability					
Children's and young people's services or activities in any sector (e.g. Scouts)					
Health Services (particularly relevant in special schools)					
Safeguarding/ Child Protection					
Nursery /Foundation Stage Education Primary Education Secondary Education Further Education Higher Education					
Project management					
Health and safety					
Wellbeing					
Quality assurance methods and practises					
Surveying, consultation and/or research					
Other knowledge and experience that you feel would be helpful to the Governing Board: (Please specify)					