**GOVERNOR SKILLS AUDIT**

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| **ESSEN TIAL FOR ALL GOVERNORS/TRUSTEES** | **Level of experience/skill; Rate on a scale of 1 (none) to 5 (extensive).**  **Do remember to think about all the situations in which you may have developed/used these skills.** | | | | |
| **Experience, skills and other attributes** | **1** | **2** | **3** | **4** | **5** |
| 1. Commitment to improving education for all pupils. |  |  |  |  |  |
| 1. Ability to work in a professional manner as part of a team and to take collective action, especially for decisions. |  |  |  |  |  |
| 1. Willingness to learn. |  |  |  |  |  |
| 1. Commitment to the schools vision and ethos. |  |  |  |  |  |
| 1. Has basic Literacy and Numeracy skills. |  |  |  |  |  |
| 1. Has basic I.T. skills (i.e. email/word processing. |  |  |  |  |  |
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| **SHOULD EXIST ACROSS GOVERNORS / TRUSTEES** | | | | | |
| **Understanding and / or experience of governance** | **1** | **2** | **3** | **4** | **5** |
| 1. Previous experience of being a board member in another sector or a governor /  trustee in another school. |  |  |  |  |  |
| 2. Experience of chairing a board, governing body or committee. |  |  |  |  |  |
| 3. Experience of professional leadership. |  |  |  |  |  |
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| **Vision and Strategic Planning** | **1** | **2** | **3** | **4** | **5** |
| 1. Understanding and experience of strategic planning. |  |  |  |  |  |
| 2. Ability to analyse and review complex issues objectively. |  |  |  |  |  |
| 3. Ability to identify problems. |  |  |  |  |  |
| 4. Ability to propose and consider innovative solutions. |  |  |  |  |  |
| 5. Experience reviewing the impact of new ideas and initiatives. |  |  |  |  |  |
| 6. Ability to learn from failure, |  |  |  |  |  |
| 7. Ability to make difficult decisions in the best interests of pupils. |  |  |  |  |  |
| 8. Change management e.g. overseeing a merger or an organisational restructure,  changing careers. |  |  |  |  |  |
| 9. Understanding of current policy. |  |  |  |  |  |

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| **Holding the Head to account** | **1** | **2** | **3** | **4** | **5** |
| 1. Communication skills, including being able to discuss sensitive issues tactfully. |  |  |  |  |  |
| 2. Ability to analyse data. |  |  |  |  |  |
| 3. Ability to question and challenge. |  |  |  |  |  |
| 4. Experience of project management. |  |  |  |  |  |
| 5. Performance management / appraisal of someone else. |  |  |  |  |  |
| 6. Experience of being performance managed / appraised yourself. |  |  |  |  |  |
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| **Financial oversight** | **1** | **2** | **3** | **4** | **5** |
| 1. Financial planning / management (e.g. as part of your job.) |  |  |  |  |  |
| 2. Experience of procurement / purchasing. |  |  |  |  |  |
| 3. Experience of premises and facilities management. |  |  |  |  |  |
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| **Knowing your school and community** | **1** | **2** | **3** | **4** | **5** |
| 1. Links with the community. |  |  |  |  |  |
| 2. Links with local businesses. |  |  |  |  |  |
| 3. Knowledge of the local / regional economy. |  |  |  |  |  |
| 4. Working or volunteering with young people e.g. teaching / social work / youth  work / sports coaching/ health services for young people. |  |  |  |  |  |
| 5. Understanding of SEND. |  |  |  |  |  |
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| **FOR 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 responsibility to which you would like to contribute in the future?** | | | | | |