

Skills Audit - xx Governing Body <date>

Level of experience/skill: 1 =none, 5 = extensive

A 'D' denotes a skill that is desirable to have in the governing body, and an 'E' denotes a skill that is essential within the governing body.

Desirable or essential?

		OVERALL	SC	KL	BW	TH	UJ	HC	JL	PB	RD	JK
<b>Essential for all governors/trustees</b>												
Commitment to improving education for all pupils	E	5	5	5	5	4	5	5	5	5	5	
Ability to work in a team and take collective responsibility for decisions	E	5	5	5	4	4	5	5	5	5	5	
Willingness to learn	E	5	5	5	5	4	5	5	5	5	5	
Commitment to the school's vision and ethos	E	5	5	5	5	4	5	5	5	4	5	
Basic literacy and numeracy skills	E	5	5	5	5	5	5	5	5	5	5	
Basic IT skills (i.e. word processing and email)	E	5	5	5	5	5	4	5	4	5	5	
<b>Understanding/experience of governance</b>												
Experience of being a board member in another sector or a governor/trustee in another school	D	4	5	4	4	5	3	3	4	4	2	
Experience of chairing a board/ governing body or committee	D	4	5	5	4	5	1	5	3	5	3	
Experience of professional leadership	D	4	5	4	4	2	3	5	2	4	4	
<b>Vision and strategic planning</b>												
Understanding and experience of strategic planning	E	4	5	4	4	3	4	4	2	5	4	
Ability to analyse and review complex issues objectively	E	4	5	5	4	4	4	5	2	4	4	
Problem solving skills	E	4	5	5	3	4	4	5	2	4	4	
Ability to propose and consider innovative solutions	E	4	5	4	3	3	3	5	2	5	4	
Change management (e.g. overseeing a merger or an organisational restructure, changing careers)	D	4	5	4	4	2	4	5	1	4	4	
Understanding of current education policy	E	4	5	5	4	5	4	5	3	4	3	
<b>Holding the head to account</b>												
Communication skills, including being able to discuss sensitive issues tactfully	E	4	5	5	4	4	4	5	5	4	4	
Ability to analyse data	E	4	5	5	3	5	3	5	1	4	4	
Ability to question and challenge	E	5	5	5	4	5	5	5	3	5	4	
Experience of project management	D	4	5	4	4	2	3	5	2	5	4	
Performance management/ appraisal of someone else	E	4	5	5	4	5	3	5	3	5	4	
Experience of being performance managed/appraised yourself	D	4	5	5	2	3	3	5	3	5	4	
<b>Financial oversight</b>												
Financial planning/management (e.g. as part of your job)	E	4	5	4	4	2	2	5	2	5	3	
Experience of procurement/purchasing	D	4	5	4	4	2	3	5	3	4	3	
Experience of premises and facilities management	D	4	5	4	3	2	2	5	3	5	3	
<b>Knowing your school and community</b>												
Links with the community	D	4	5	5	4	3	4	5	4	4	4	
Links with local businesses	D	4	5	4	4	2	4	5	2	4	3	
Knowledge of the local/regional economy	E	4	5	4	4	3	3	5	3	4	4	
Working or volunteering with young people (e.g. teaching/social work/youth work/sports coaching/health services for young people)	D	4	5	5	2	2	5	5	5	5	4	
Understanding of special educational needs	E	4	5	4	2	3	5	5	3	4	3	