

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