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		Headteacher	Governors	Governor C	Governor E	Governor F	Governor G	Governor H
Essential for all governors/trustees				Gail	JL	NT	Gra	MA	MN	SiB
Commitment to improving education for all pupils	E	5		5	5	5	5	5	5	5
Ability to work in a team and take collective responsibility for decisions	E	5		5	5	5	5	5	5	5
Willingness to learn	E	5		5	5	5	5	5	5	5
Commitment to the school's vision and ethos	E	5		5	5	5	5	5	5	5
Basic literacy and numeracy skills	E	5		5	5	5	4	5	5	5
Basic IT skills (i.e. word processing and email)	E	5		5	5	5	5	5	5	5
Understanding/experience of governance										
Experience of being a board member in another sector or a governor/trustee in another school	D	3		5	5	4	5	5	1	1
Experience of chairing a board/ governing body or committee	D	3		4	5	0	5	4	1	5
Experience of professional leadership	D	4		5	5	5	5	5	2	2
Vision and strategic planning										
Understanding and experience of strategic planning	E	4		5	5	5	5	5	1	3
Ability to analyse and review complex issues objectively	E	4		5	5	5	5	5	4	1
Problem solving skills	E	5		5	5	5	5	5	4	3
Ability to propose and consider innovative solutions	E	4		5	5	5	5	5	4	2
Change management (e.g. overseeing a merger or an organisational restructure, changing careers)	D	4		4	5	5	5	4	4	1
Understanding of current education policy	E	4		5	5	2	5	4	2	3
Holding the head to account										
Communication skills, including being able to discuss sensitive issues tactfully	E	5		5	5	5	5	5	5	4
Ability to analyse data	E	4		5	4	5	5	5	4	4
Ability to question and challenge	E	5		5	5	5	5	5	3	4
Experience of project management	D	4		5	5	5	5	3	3	1
Performance management/ appraisal of someone else	E	4		5	5	5	5	4	3	1
Experience of being performance managed/appraised yourself	D	4		5	5	5	5	4	3	3
Financial oversight										
Financial planning/management (e.g. as part of your job)	E	3		5	4	5	5	3	1	1
Experience of procurement/purchasing	D	3		5	4	2	5	4	2	1
Experience of premises and facilities management	D	3		4	3	4	5	3	2	1
Knowing your school and community										
Links with the community	D	3		4	5	2	5	3	2	3
Links with local businesses	D	3		3	4	1	5	2	2	1
Knowledge of the local/regional economy	E	4		3	5	2	5	3	4	2
Working or volunteering with young people (e.g. teaching/social work/youth work/sports coaching/health services for young people)	D	4		5	5	4	5	5	1	5
Understanding of special educational needs	E	4		5	5	3	5	5	3	4
				Gail	JL	NT	Gra	MA	MN	SiB

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SS	LR	PS	AB				