

Appendix 2 Governor Skills Audit:

Below are a number of areas of governor activity where individuals can indicate their level of confidence in any particular aspect, and/or availability to contribute in that area. This is a useful tool that serves to provide a quick audit of skills and training needs for a governing body.

Where in-house training is being considered, a topic with a number of responses towards the right hand side of section 1 might be a useful pointer. It can also help individual governors assess which courses they might book on from the centre-based programme. This should take only a few minutes; your first thought will probably be the correct answer.

Governor Name:	
Governor Signature:	
Date Completed:	

Knowledge	Very confident	O.K with this	Not confident
1. School Aims and Values			
2. Governing body procedures			
3. School Self Evaluation			
4. Development Plan (SDP)			
5. Interpreting data			
6. Ofsted inspections			
7. Teaching and learning			
8. The Curriculum			
9. Special needs			
10. Gifted & talented pupils			
11. Citizenship			
12. Child protection			
13. Children's health & well-being			
14. Admissions			

15. Inclusion			
16. Pupil discipline and behavior			
17. Staff selection			
18. Performance Management			
19. Other staffing matters			
20. Buildings			
21. Finance and budget			
22. Diocesan issues			

Section 2 is not a guilt exercise; people should be encouraged to indicate 'not now thanks' if they don't think they can contribute at the moment. A discussion will be needed if the GB as a whole has very few ticks in the left side of the grid. This section can also raise training needs.

Skills	I can do this	I'm willing	Not now thanks
23. Leading Meetings			
24. Working with people 1 to 1			
25. Time to offer during the day			
26. Time to offer during the evening			
27. Fundraising			
28. Community involvement			
29. Awareness of child protection			
30. Relating to the local authority			
31. Relating to the media			
32. Preparing leaflets/publicity			
33. Staff selection and interviewing			
34. Understanding budgets			
35. Interpreting data			
36. Interpreting legal issues			
37. Buildings maintenance			
38. Catering & hospitality			
39. Others:			