

SKILLS AUDIT QUESTIONNAIRE FOR FOUNDATION GOVERNORS

In order to help the Diocesan Board of Education ensure an appropriate skills base is retained amongst its Foundation Governors, you are asked to complete the skills matrix below, indicating your areas of expertise and experience.

No individual is going to have all the skills listed in the audit. The Governing Body is a team, and the purpose of the audit is to ensure that each of the skills below are covered by at least one of the governors around the table.

Thank you in advance for your contribution.

Name:

School:

Date:

AREA	Extensive experience	Some experience	No experience	Further details
Governance				
School				
Higher & Further Education				
Charity				
Commercial/company				
Other				
Church School Distinctiveness				
Vision and values				
Religious Education				
Collective Worship				
Chaplaincy				
Church and school links				
Admissions				
SMSC (spiritual, moral, social, cultural)				
SIAMS				
Other				

School Effectiveness				
Education policy				
School leadership				
School improvement				
Teaching and learning				
Curriculum development				
Special Educational Needs				
Safeguarding				
Structures and Rural issues				
Organisation and structures - schools				
Organisation and structures - other				
Rural issues				
Finance, Audit and Risk				
Accounting				
Financial planning				
Audit				
Investment				
Procurement				
Risk management				
Property/Buildings				
Building management (including maintenance)				
Building development/projects				
Contractor management				
Health and safety				
Human Resources and Legal				
HR/employment law				
Performance management				
Recruitment/interviewing				
Commercial law				
Property law				
Other				
ICT/data analysis, assurance & protection				

Health and Safety				
Training				
Marketing				
Diversity/equal opportunities				
Communications/PR/crisis management				
Fundraising				
Personal Skills & Experience				
Communication				
Interpersonal				
Research				
Analytical				
Committed				
Inquisitive				
Willing to learn				
Organisational Review				
Financial Planning				
Contracting Services				
Team working				
Marketing				
Project Management				
Public Relations				
Personnel Management				
Analysing performance data				

Training

Please give brief details of any relevant courses undertaken in the past 3 years – including governor training, work based training and evening classes.

Other areas of expertise or experience

Please provide details of any other areas of knowledge which you have and which you think would be of specific interest to the DBE.

Career to date

Please give brief details.