School Governor Skills Audit

Name: ……..

An annual skills audit enables a Governing Body to explore its skills and knowledge base, as part of an overall assessment of GB effectiveness. The information obtained will be of use in organising committees, delegation of specific tasks, and will help to identify future training and information needs.

This exercise will be most effective if everyone takes part.

Skills **Experience**

Do you have any of the following skills or experience? (tick if applicable)

Communication	☐	Financial planning	☐
Listening	☐	Contracting services	☐
Mediating	☐	Team working	☐
Innovation	☐	Marketing	☐
Research	☐	Project management	☐
		Public relations	☐
		Personnel management	☐

Of the following two descriptions which ONE describes you best:

An Originator (ie, an 'ideas' person) ☐

OR

A Finisher (ie, someone who can take an idea and see it through/make it work) ☐

Training

Please give brief details of courses you have undertaken in the past 3 years - include governor training, work based training and evening classes.

Knowledge
How would you rate your understanding of the following? (circle)

Key stage 1 and 2 curriculum/ (Primary Schools)	poor	adequate	good	excellent
Key stage 3 and 4 curriculum/ (Secondary Schools)	poor	adequate	good	excellent
School financial management	poor	adequate	good	excellent
Best Value	poor	adequate	good	excellent
Personnel Management - general	poor	adequate	good	excellent
- performance management	poor	adequate	good	excellent
- recruitment/interviewing	poor	adequate	good	excellent
Equal Opportunities	poor	adequate	good	excellent
Awareness of sources of information about the school; ie, PANDA, Autumn Package and SIP	poor	adequate	good	excellent
Special Educational Needs	poor	adequate	good	excellent
The strengths and weaknesses of the school	poor	adequate	good	excellent
School buildings and maintenance	poor	adequate	good	excellent
Health & Safety - legal responsibility and policy	poor	adequate	good	excellent
The short and long term priorities of the school	poor	adequate	good	excellent
The Ofsted Inspection Process	poor	adequate	good	excellent

Interests
It would be helpful if you could record your particular interests in education. For example : early years, mathematics teaching, creative arts, extra curricular, etc.

Would you like information on a particular topic that has been hard to find, or is there a particular subject you would like training on but which never seems to be on offer?

How well do we know our school?*

	Comments
Have you met all the staff?	
Do you know your way around the site?	
Are you familiar with the school day and the class structure	
Do you know the school's aims and mission statement?	

*please amend/add any further questions that are relevant for your governing body

Any other comments:

Please return to:

……...……by…….

With thanks and acknowledgements to Devon Governor Services