

Skills Audit

Area of expertise	Level of experience: 'None, basic, moderate, extensive'	Evidence, including any training attended	Any training required
Generic skills, knowledge and experience No single governor is expected to have all of these, but across the team of governors these should appear and can be considered as essential for the governing body as a whole.			
Experience of governance (including in other sectors)			
Strategic planning			
Self-evaluation and/or impact assessment			
Data analysis			
Experience of staff recruitment			
Performance management a) Staff b) Organisation			
Community relations			
Chairing			
Leadership			
Coaching/mentoring or CPD			
Negotiation & mediation			
Communication skills, including listening			
Problem solving &/or creativity			
Ability to influence			
Handling complaints, grievances or appeals			
Risk assessment			
Knowledge of this school			
Parent's perspective: current of school			
Knowledge of the local community			
Knowledge of sources of relevant information/data			
Knowledge of the local/regional economy			
Essential for GB as a whole:			
Financial management/ accountancy			
Premises & facilities management			
Human resources expertise			

Procurement/purchasing			
Legal			
ICT &/or management information systems			
PR & marketing			
Work placements/career planning			
Teaching & pedagogy			
Special educational needs			
Children's & young people's services or activities (in any sector)			
Health services (particularly relevant in special schools)			
Safeguarding			
Primary schools – Nursery sector Secondary – FE and HE			
Project management			
Health & safety			
Experience in BME environment			
Quality assurance			
Surveying, consultation &/or research			
Other: please specify			

No individual is going to have all these skills! The way in which this exercise is introduced is crucial so that no governors feel undermined; it is important to value all perspectives. The governing body is a team, and we need to ensure that between us, all the necessary skills and knowledge are covered around the table. Governors are not there to provide pro-bono professional services. If a skills gap is identified, then the next vacancy which occurs should be used if at all possible to fill that gap. If you don't have local connections, you should approach School Governors One-Stop Shop. This same list of criteria could also be used during the recruitment purposes to ascertain if the applicants do have the skills being sought.