



## Governor Skills Audit

Please indicate your level of experience in respect of each of the categories of skills, knowledge and experience in Sections A and B below. Where you consider that you would benefit from training in a particular category of skill, please tick the relevant box.

Skills Audit undertaken by: .....  
 (Name of Governor)

Name and postcode of School: .....  
 .....

Date: .....

### Section A: Skills, knowledge and experience relating to the Catholic Character of the School:

Category of skill, knowledge or experience	Level: Extensive	Level: Moderate	Level: Basic	Level: None	Training required?
a) Understanding the mission of a Catholic school and Catholic education generally					
b) Understanding of catechesis and religious education					
c) Understanding of the liturgical and sacramental life of the school					
d) Understanding the history of the Catholic Church's involvement in the provision of schools in England and Wales					



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e) Ecclesiology: understanding the role of the Bishop and the Trustees and the governing body's relationship with them					
f) Ability to evaluate the Catholic life of the school					

### Section B: General and specialist skills, knowledge or experience:

Category of skill. Knowledge or experience	Level: Extensive	Level: Moderate	Level: Basic	Level: None	Training required?
<b>Governance</b>					
a) Experience of governance (including in any other sector)					
b) Chairing					
c) Leadership					
d) Taking meeting minutes					
<b>Staff Matters</b>					
e) HR expertise					
f) Experience of staff recruitment					
g) Performance management and appraisal of (i) staff and/or (ii) organisation					
<b>Data</b>					
h) ICT and/or management information systems					
i) Data analysis					
j) Knowledge of sources of relevant information/data e.g. Raiseonline, Ofsted's Data Dashboard and other educational software programmes					
<b>Community Matters</b>					
k) Community relations					



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l) Knowledge of school and local community					
m) Knowledge of the local/regional economy and local government					
n) Parents perspective: current of the school					
o) Networks/alliances					
<b>Handling Conflict</b>					
p) Conflict resolution					
q) Handling complaints, grievances and appeals					
<b>Skills particular to an educational setting</b>					
r) Experience of an educational setting					
s) Teaching and pedagogy					
t) Safeguarding					
u) SEN and disability					
v) Phase – primary/nursery/secondary/FE and HE					
w) School in category					
<b>Professional Skills</b>					
x) Financial management/accountancy					
y) Legal					
<b>Other skills, knowledge and experience</b>					
z) Strategic planning					
aa) Coaching/mentoring and/or continued professional development					
bb) Communication skills, including listening					
cc) Problem solving and/or creativity					
dd) Negotiation and mediation					
ee) Ability to influence					
ff) Ability to work as part of a team					



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gg) Equal opportunities /equality and diversity					
hh) Change management (particularly in respect of potential academy conversion)					
ii) Carrying out surveys, consultation and/or research					
jj) Quality assurance					
kk) Health & safety					
ll) Risk assessment					
mm) Project management					
nn) PR and marketing and/or working with the media					
oo) Work placements/career planning					
pp) Procurement/purchasing					
qq) Premises and facilities management					
rr) Fundraising					
ss) Children's and young people's services/activities (any sector)					
tt) Health services (particularly relevant in special schools)					
uu) Self-evaluation and/or impact assessment					

**Once completed, please submit to:**

.....  
**(Name of person at the school to whom completed forms should be submitted)**