

## Bevendean Primary School Governing Body: Skills Audit

### Experience, skills and other attributes

Level of experience/skill: rate on scale of 1 (none) to 5 (extensive) Do remember to think about **all** the situations in which you may have developed/used these skills – you may well be surprised at what you have done and can offer!

Level of experience / skill	1	2	3	4	5
<b>Commitment to improving education for all pupils</b>					
Ability to work in a professional manner as part of a team and take collective responsibility for decisions					
Willingness to learn					
Commitment to the school's vision and ethos					
Has basic literacy and numeracy skills					
Has basic IT skills (i.e. word processing and email)					
<b>Understanding and/or experience of governance</b>					
Previous experience of being a board member in another sector or a governor/trustee in another school					
Experience of chairing a board/ governing board or committee					
Experience of professional leadership					
<b>Vision and strategic planning</b>					
Understanding and experience of strategic planning					
Ability to analyse and review complex issues objectively					
Ability to identify problems					
Ability to propose and consider innovative solutions					
Experience reviewing the impact of new ideas and initiatives					
Ability to learn from failure					
Ability to make difficult decisions in the best interests of pupils					
Change management (e.g. overseeing a merger or an organisational restructure, changing careers)					
Understanding of current education policy					
<b>Holding the head to account</b>					
Communication skills, including being able to discuss sensitive issues tactfully					

<b>Holding the head to account (cont)</b>					
Ability to analyse data					
Ability to question and challenge					
Experience of project management					
Performance management/appraisal of someone else					
Experience of being performance managed/appraised yourself					
<b>Financial oversight</b>					
Financial planning/management (e.g. as part of your job)					
Experience of procurement/purchasing					
Experience of premises and facilities management					
<b>Knowing your school and community</b>					
Links with the community					
Links with local businesses					
Knowledge of the local/regional economy					
Working or volunteering with young people (e.g. teaching/social work/youth work/sports coaching/health services for young people)					
Understanding of special educational needs					

What contribution do you feel you have made to the governing board over the past year?
Please give brief details of courses you have undertaken in the past year - include governor training, work based training/development and/or any other development/training activities.
Are there any additional areas of the governing board's responsibilities to which you would like to contribute in the future?