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 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| e) Ecclesiology: understanding the role of the Bishop and the Trustees and the governing body’srelationship 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?** |
| **Governance** |  |  |  |  |  |
| a) Experience of governance (including in any other sector) |  |  |  |  |  |
| b) Chairing |  |  |  |  |  |
| c) Leadership |  |  |  |  |  |
| d) Taking meeting minutes |  |  |  |  |  |
| **Staff Matters** |  |  |  |  |  |
| e) HR expertise |  |  |  |  |  |
| f) Experience of staff recruitment |  |  |  |  |  |
| g) Performance management and appraisal of (i) staff and/or (ii) organisation |  |  |  |  |  |
| **Data** |  |  |  |  |  |
| 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 |  |  |  |  |  |
| **Community Matters** |  |  |  |  |  |
| k) Community relations |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |
| **Handling Conflict** |  |  |  |  |  |
| p) Conflict resolution |  |  |  |  |  |
| q) Handling complaints, grievances and appeals |  |  |  |  |  |
| **Skills particular to an educational setting** |  |  |  |  |  |
| 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 |  |  |  |  |  |
| **Professional Skills** |  |  |  |  |  |
| x) Financialmanagement/accountancy |  |  |  |  |  |
| y) Legal |  |  |  |  |  |
| **Other skills, knowledge and experience** |  |  |  |  |  |
| 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 |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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)