**SKILLS AUDIT QUESTIONNAIRE FOR DIRECTORS/TRUSTEES**

In order to help the Diocesan Board of Education ensure an appropriate skill base is retained amongst its Foundation Directors (Trustees), you are asked to complete the skills matrix below indicating your areas of expertise and experience.

**No individual is going to have all the skills listed in the audit. The board is a team, and the purpose of the audit is to ensure that each of the skills below are covered by at least one of the governors around the table.**

Thank you in advance for your contribution.

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| **Name** |  |
| **Trust** |  |
| **Date** |  |

| **Area** | **Extensive experience** | **Some experience** | **No experience** | **Further details** | **RAG Rating** |
| --- | --- | --- | --- | --- | --- |
| **Governance** | | | | |  |
| Trust |  |  |  |  |  |
| School |  |  |  |  |  |
| Higher & Further Education |  |  |  |  |  |
| Charity |  |  |  |  |  |
| Commercial / company |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Church School Distinctiveness** | | | | |  |
| Vision and values |  |  |  |  |  |
| Religious Education |  |  |  |  |  |
| Collective Worship |  |  |  |  |  |
| Chaplaincy |  |  |  |  |  |
| Church and school links |  |  |  |  |  |
| Admissions |  |  |  |  |  |
| SMSC (spiritual, moral, social, cultural) |  |  |  |  |  |
| SIAMS |  |  |  |  |  |
| Other |  |  |  |  |  |
| **School Effectiveness** | | | | |  |
| Education policy |  |  |  |  |  |
| School leadership |  |  |  |  |  |
| School improvement |  |  |  |  |  |
| Teaching and learning |  |  |  |  |  |
| Curriculum development |  |  |  |  |  |
| Special Educational Needs |  |  |  |  |  |
| Safeguarding |  |  |  |  |  |
| **Structures and Rural issues** | | | | |  |
| Organisation and structures - schools |  |  |  |  |  |
| Organisation and structures - other |  |  |  |  |  |
| Rural issues |  |  |  |  |  |
| **Finance, Audit and Risk** | | | | |  |
| Accounting |  |  |  |  |  |
| Financial planning |  |  |  |  |  |
| Audit |  |  |  |  |  |
| Investment |  |  |  |  |  |
| Procurement |  |  |  |  |  |
| Risk management |  |  |  |  |  |
| **Property / Buildings** | | | | |  |
| Building management (including maintenance) |  |  |  |  |  |
| Building development / projects |  |  |  |  |  |
| Contractor management |  |  |  |  |  |
| Health and safety |  |  |  |  |  |
| **Human Resources and Legal** | | | | |  |
| HR/employment law |  |  |  |  |  |
| Performance management |  |  |  |  |  |
| Recruitment / interviewing |  |  |  |  |  |
| Commercial law |  |  |  |  |  |
| Property law |  |  |  |  |  |
| **Other** | | | | |  |
| ICT / data analysis and assurance / data protection |  |  |  |  |  |
| Health and safety |  |  |  |  |  |
| Training |  |  |  |  |  |
| Marketing |  |  |  |  |  |
| Diversity / equal opportunities |  |  |  |  |  |
| Communications / PR / crisis management |  |  |  |  |  |
| Fundraising |  |  |  |  |  |
| **Personal Skills & Experience** | | | | |  |
| Communication |  |  |  |  |  |
| Interpersonal |  |  |  |  |  |
| Research |  |  |  |  |  |
| Analytical |  |  |  |  |  |
| Committed |  |  |  |  |  |
| Inquisitive |  |  |  |  |  |
| Willing to Learn |  |  |  |  |  |
| Organisational Review |  |  |  |  |  |
| Financial Planning |  |  |  |  |  |
| Contracting Services |  |  |  |  |  |
| Team working |  |  |  |  |  |
| Marketing |  |  |  |  |  |
| Project Management |  |  |  |  |  |
| Public Relations |  |  |  |  |  |
| Personnel Management |  |  |  |  |  |
| Analysing performance data |  |  |  |  |  |

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| **Please provide brief details of any relevant training courses undertaken in the past 4 years (including governor training, work-based training and evening classes).** |
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| **Please provide brief details of any other areas of expertise or experience which you have and which you think would be of specific interest to the board.** |
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