**SKILLS AUDIT QUESTIONNAIRE FOR WDAT TRUSTEES/DIRECTORS WISHING TO BE REAPPOINTED**

In order to help the Diocesan Board of Education ensure an appropriate skill base is retained amongst its trustees/directors, 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 trust 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 trustees/directors 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** | | | | |  |
| 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 3 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 the trust board.** |
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| **Within your role as a WDAT Foundation Trustee/Director, what action have you taken to support the trust?** |
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| **Please provide brief details of how your actions have positively impacted the Trust.** |
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