

Governor Services

Skills Audit for Governors

In January 2017, the Department for Education published A Competency Framework for Governance. This focussed on the knowledge, skills and behaviours needed for effective governance. The Framework is made up of 16 competencies, under six headings, as detailed below.



A skills audit is a useful way of assessing the skills, knowledge and experience of individual governors, and therefore the governing body as a whole.

This will help you to identify training needs and is also a means of identifying the qualities, skills, experience and knowledge you are looking for in recruiting to vacancies on the governing body. The focus of this audit is to evaluate the principles and personal attributes for an individual governor, and how that links to the six features of effective governance.

The purpose of the audit is to ensure that each of the skills is covered across the governing body. It is not to be expected that any individual is going to have all the skills listed, however some skills and attributes are considered 'core skills' for effective governance and these are listed in the first part of the form. These could also form the starting point for any recruitment materials your governing body develops.

The audit can be used as part of your annual governing body self-evaluation, or as a focus for individual governor review meetings with the Chair.

It is important to understand that overall, governing is a Strategic ("thinking") rather than an Operational ("doing") role. The specialist skills identified are intended to be used for the purposes of enabling governors to scrutinise information and ask challenging questions, not to carry out work which should be done by the senior management team. Governors should avoid becoming involved in operational matters. This is not to say that governors cannot also volunteer in the school, but this is entirely separate to their role on the Governing Body.

This is a suggested model only; should you wish, you can adapt it to develop a bespoke version for your governing body.

SKILLS AUDIT FOR GOVERNORS

ESSENTIAL – It is anticipated that all governors can confirm the following:

	Yes ✓
Eligible to serve as a governor or trustee	
Understanding and acceptance of the legal duties of governance	
Committed to improving the education and welfare of all pupils	
Committed to Equal Opportunity and Diversity for all	
Understanding of, and commitment to, the school's vision, values and ethos	
Recognition of the importance of attending all meetings regularly and taking an appropriate share of the workload	

CORE SKILLS – For individual governors

	Yes	No
Elementary IT skills – eg for accessing Schools' Portal		
Good Speaking and listening skills		
Able to recognise when to seek advice, both independent or professional		
Awareness of the context of the school in the community		
Able to maintain confidentiality and abide by the code of conduct		
Able to work as a member of a team, to make collective decisions and stand by them		
Able to recognise and respect the boundaries between school leaders and governance		
Understanding and observation of the principles of the law relating to equality and diversity		
Keen to promote the school in the wider community		
Ability to engage with all stakeholders of the school community		
Readiness to ask challenging questions and to monitor and evaluate the impact of decisions taken		
Willingness to undertake own self-evaluation		
Willingness to undertake relevant training and to continually develop own skills, expertise and knowledge		
Readiness to give additional time as appropriate to support the school		

SPECIALIST SKILLS/EXPERIENCE

Governors will bring a variety of technical and specialist skills and experience to the governing body. Please provide information about any skills you have to assist in the allocation of roles across the governing body.

Please tick the appropriate box	Level of experience:			
	0 (none)	1 (low)	2 (medium)	3 (extensive)
Understanding and experience of governance				
Experience of board membership in another sector or as a governor / trustee in another school				
Experience of chairing meetings				
Experience of professional leadership				
Strategic and policy role				
Understanding/experience of strategic planning				
Ability to analyse complex issues				
Legal experience relevant to the role of a governor				
Analytical and problem solving skills				
Experience of change management (e.g. organisational restructures)				
Understanding of educational policy				
Knowledge of employment and HR processes for school staff				
Support and challenge				
Ability to analyse data				
Ability to identify the range and format of data needed to hold the school leadership team to account				
Ability to constructively question and challenge				
Knowledge of project management				
Experience of performance management / appraisal of self and / or others				
Understanding of the needs for vulnerable children				

Understanding of the needs for Able, Gifted and Talented children				
Financial oversight				
Experience of budget monitoring				
Ability to understand the financial cycle of the school				
Experience of financial planning / management				
Knowledge of procurement / purchasing				
Experience of premises / facilities management including health and safety				
Experience of seeking independent funding streams				

Community engagement				
Developing positive links with the community and local businesses				
Knowledge of the local/regional economy				
Working or volunteering with children / young people				
Understanding of special educational needs and disability				
Understanding of Governing Board duties in relation to PREVENT				

Having completed the Individual Skills Audit, is there any training or support you would like to enable you to develop your role?

What training have you undertaken in the past year? Please include any work-based training, governor training or other relevant activities.

Training Matrix

Course Title	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation
Section 1 – Effective Governance						
Twenty questions for Effective Governance	✓	✓	✓	✓	✓	✓
Being an Effective Governing Body	✓	✓	✓	✓	✓	✓
Governing Body Self Evaluation and Development	✓	✓	✓	✓	✓	✓
New Governor Induction	✓	✓	✓	✓	✓	✓
Section 2 – Strategic Leadership						
Chair's Course	✓	✓	✓	✓	✓	✓
Section 3 - Accountability						
Finance for Maintained schools including the Schools Financial Standard	✓	✓		✓	✓	✓
Primary Curriculum for Governors	✓	✓			✓	✓
Secondary Curriculum for Governors	✓	✓			✓	✓
Understanding Schools' Data for Primary School Governors	✓	✓	✓		✓	✓
Understanding Schools' Data for Secondary School Governors	✓	✓	✓		✓	✓
Section 4 - People						
Governor Recruitment and Succession Planning	✓		✓	✓	✓	✓
Learning and Development (Link) Governor	✓		✓	✓	✓	✓
Section 5 - Compliance						
Appraisal and Pay Committees for Governors	✓	✓		✓	✓	✓
Child Protection and Safeguarding for Governors	✓	✓			✓	✓
PREVENT training for Governors	✓	✓	✓	✓	✓	✓
Handling Concerns and Complaints	✓	✓	✓	✓	✓	✓
Health and Safety	✓	✓			✓	✓
Online Safety	✓	✓			✓	✓
Pupil Behaviour, Exclusions and Attendance for Governors	✓	✓			✓	✓
Safer Recruitment for Governors	✓	✓			✓	✓
Special Education Needs and Disability for Governors	✓	✓			✓	✓
Staff Discipline, Grievance, Capability and Attendance for Governors	✓	✓	✓	✓	✓	✓
Section 6 – Evaluation						
Inspection – Preparing for an Ofsted Inspection for Governors	✓	✓			✓	✓

Details of all these courses, are available on the Governors' Portal or via the Governing Body's Training Link Governor.