Skills Audit Summary

<name of Governing Body> <date>

Level of experience/skill: 1 =none, 2 = basic, 3 = moderate; 4 = extensive

	OVERALL		Governor A	Governor B	Governor C	Governor D	Governor E	Governor F	Governor G	Governor H	Governor I	Governor J	Governor K	Governor L	Governor M	Governor N	Governor O	Governor P	Governor Q	Governor R	Governor S	Governor T
Re: Catholic Character of the School																						
Understanding the mission of a catholic school and Catholic education generally	-																					
Understanding of catechesis and religious education	-																					
Understanding of the liturgical and sacramental life of the school	-																					
Understanding the history of the Catholic Church's involvement in provision of schools in Eng & Wales	-																					
Understanding the history of the Catholic Church's involvement in provision of schools in Eng & Wales	-																					
Ability to evaluate the Catholic life of the school	-																					
Re: Governance																						
Experience of governance (including in any other sector)	-																					
Chairing	-																					
Leadership	-																					
Taking meeting minutes	-																					
Re: Staff Matters																						
HR expertise	-																					
Experience of staff recruitment	-																					
Problem solving skills	-																					
Performance management and appraisal of (i) staff and/or (ii) organisation	-																					
Re: Data																						
ICT and/or management information systems	-																					
Data analysis	-																					
Knowledge of sources of relevant information/data e.g. Raiseonline, Ofsted's Data Dashboard and other educational software programmes	-																					
Re Community Matters																						
Community relations	-																					
Knowledge of school and local community	-																					
Knowledge of the local/regional economy and local government	-																					
Parents perspective: current of the school	-																					
Networks/Alliances	-																					
Re: Handling Conflict																						
Conflict Resolution	-																					
Handling complaints, grievances and appeals	-																					
Re: Skills particular to an educational setting																						
Experience of an educational setting	-																					
Teaching and pedagogy	-																					
Safeguarding	-																					
SEN and disability	-																					
Phase (primary/nursery/secondary/FE/HE	-																					
School in category (i.e. Ofsted 'Inadequate')	-																					
Re: Professional Skills																						
Financial management/accountancy	-																					
Legal	-																					
Re: Other skills, knowledge and experience																						
Strategic planning	-																					
Coach/mentoring and/or continued professional development	-																					
Communication skills including listening	-																					
Problem solving and/or creativity	-																					
Negotiation and mediation	-																					
Ability to influence	-																					
Ability to work as part of a team	-																					
Equal opportunities/equalities and diversity	-																					
Change management (particularly in respect of potential academy conversion)	-																					
Carrying out surveys, consultation and/or research	-																					
Quality Assurance	-																					
Health and Safety	-																					
Risk Assessment	-																					
Project management	-																					
Understanding of special educational needs	-																					
PR and marketing and/or working with the media	-																					
Work placements/career planning	-																					
Premises and facilities management	-																					
Fundraising	-																					
Childre's and young people's services/activities (any sector)	-																					
Health services (particularly relevent in special schools)	-																					
Self-evaluation and/or impact assessment	-																					