



Assessing Governor Training Needs & Skills Audit

Below are a number of areas of governor activity where individuals can indicate their level of confidence in any particular aspect, and/or availability to contribute in that area. This is a useful tool that serves to provide a quick audit of skills and training needs for a governing body.

Where in-house training being considered, a topic with a number of responses towards the right hand side of **section 1** might be a useful pointer. It can also help individual governors assess which courses they might book on from the centre-based programme. This should take only a few minutes; your first thought will probably be the correct answer.

Name:	
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1. Knowledge	Very confident	I'm OK with this	Not confident
School Aims and Values			
Governing body procedures			
School Self Evaluation			
Development Plan (SDP)			
Interpreting data			
Ofsted inspections			
Teaching and learning			
The Curriculum			
Special needs			
Gifted & talented pupils			
Citizenship			
Child protection			
Children's health & well-being			
Admissions			
Inclusion			
Pupil discipline and behaviour			
Staff selection			
Performance Management			
Other staffing matters			
Buildings			
Finance and budget			
Diocesan issues (church schools)			

Section 2 is not a guilt exercise; people should be encouraged to indicate 'not now thanks' if they don't think they can contribute at the moment. A discussion will be needed if the GB as a whole has very few ticks in the left side of the grid. This section can also raise training needs.

2. Skills	<i>I can do this</i>	<i>I'm willing</i>	<i>Not now thanks</i>
Leading meetings			
Working with people 1 to 1			
Time to offer during the day			
Time to offer during the evening			
Fundraising			
Community involvement			
Awareness of child protection			
Relating to the local authority			
Relating to the media			
Preparing leaflets/publicity			
Staff selection and interviewing			
Understanding budgets			
Interpreting data			
Interpreting legal issues			
Buildings maintenance			
Catering & hospitality			
Other areas – please add			