

## Skills and Knowledge Audit Form

Name: \_\_\_\_\_

### Skills and knowledge evaluation

This skills and knowledge evaluation centres on the Board's statutory responsibilities. Individual governors are not expected to possess all the areas of knowledge and skills listed – it is the Board itself that collectively needs to exhibit appropriate balance in these areas across its membership.

In completing this questionnaire, members are not required to make a judgement on their abilities by comparing themselves to someone who would be considered an 'expert' in the field, but simply by sufficiency to fulfil the role of governor. The audit is designed to give a broad assessment of how a member's experience of the disciplines outlined would enable them to be an effective Board member, to contribute to discussion and to assist the Search Committee in future recruitment planning and recommendations for appointment.

#### Members should grade themselves against the following criteria:

1 = High level knowledge/experience      3 = Working knowledge/experience  
 2 = Good knowledge/experience          4 = Minimal/no knowledge/experience

- **the determination and periodic review of the education character and mission of the institution and the oversight of its activities**

Do you have knowledge and experience of:	Grade 1-4
Strategic planning at board level or equivalent	
Working in a commercial environment at a level which included planning responsibilities	
Working in collaborative partnerships	
Working with local community organisations	
Knowledge and understanding of minority communities	
Knowledge and understanding of local, regional or national authorities at management level or as an elected member	
Working with young people between the ages of 14 and 19 years	
Working with learners over the age of 19, either in an educational or commercial training environment	
Implementing equality and diversity policies and good practice	
The law or working as a magistrate (also see below)	
<b>Please indicate below, any particular field or legal expertise you have</b>	

- **approving the quality strategy of the institution**

<b>Do you have knowledge and experience of:</b>	<b>Grade 1-4</b>
Developing a quality strategy	
Monitoring performance and the achievement of planned outcomes	

- **approving annual estimates of income and expenditure;**
- **the effective and efficient use of resources, the solvency of the institution and the Corporation and safeguarding their assets**

<b>Do you have knowledge and experience of:</b>	<b>Grade 1-4</b>
Accountancy and financial matters	
Developing financial and strategic planning for an educational or commercial institution	
Educational and public funding	
Audit matters	
Estates and property matters	
Capital building projects	
Risk management	

- **the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk, including where the Clerk is, or is to be appointed as, a member of staff, the Clerk's appointment, grading, suspension, dismissal and determination of pay in the capacity of a member of staff;**
- **and setting a framework for the pay and conditions of services for all other staff**

<b>Do you have knowledge and experience of:</b>	<b>Grade 1-4</b>
Working with human resources issues at senior management level	
Working with trade unions or staff organisations	

- **generic skills**

<b>Do you have knowledge and experience of:</b>	<b>Grade 1-4</b>
Chairing a board	
Chairing a committee	
Change management	