

DIOCESE OF **Hexham & Newcastle**
 DEPARTMENT FOR EDUCATION

**FOUNDATION GOVERNOR
 SKILLS AUDIT**

| | | | |
|--------------------|--|--------------------|--|
| Name | | Surname | |
| School name | | School Town | |

This audit has been produced by the Catholic Education Service (CES) and is intended to identify skill gaps and inform training needs for foundation governors. The school will keep this on file and send a copy to the Diocesan Department for Education.

Please indicate your level of experience in respect of each of the categories of skills, knowledge and experience in Sections A and B below. Where you consider that you would benefit from training in a particular category of skill, please tick the relevant box.

SECTION A - SKILLS, KNOWLEDGE AND EXPERIENCE RELATING TO THE CATHOLIC CHARACTER OF THE SCHOOL:

| Category of skill, knowledge or experience | Level: Extensive | Level: Moderate | Level: Basic | Level: None | Training required? |
|--|---------------------|--------------------|-----------------|----------------|-----------------------|
| 1. Understanding the mission of a Catholic school and Catholic education generally | | | | | |
| 2. Understanding of catechesis and religious education | | | | | |
| 3. Understanding of the liturgical and sacramental life of the school | | | | | |

| Category of skill, knowledge or experience | Level: Extensive | Level: Moderate | Level: Basic | Level: None | Training required? |
|--|---------------------|--------------------|-----------------|----------------|-----------------------|
| 4. Understanding the history of the Catholic Church's involvement in the provision of schools in England and Wales | | | | | |
| 5. Ecclesiology: understanding the role of the Bishop and the Trustees and the governing body's relationship with them | | | | | |
| 6. Ability to evaluate the Catholic life of the school | | | | | |

SECTION B: GENERAL AND SPECIALIST SKILLS, KNOWLEDGE OR EXPERIENCE:

| Category of skill, knowledge or experience | Level: Extensive | Level: Moderate | Level: Basic | Level: None | Training required? |
|--|---------------------|--------------------|-----------------|----------------|-----------------------|
| Governance | | | | | |
| 7. Experience of governance (including in any other sector) | | | | | |
| 8. Chairing | | | | | |
| 9. Leadership | | | | | |
| 10. Taking meeting minutes | | | | | |
| Staff Matters | | | | | |
| 11. HR expertise | | | | | |
| 12. Experience of staff recruitment | | | | | |
| 13. Performance management and appraisal of (i) staff and/or (ii) organisation | | | | | |

| Category of skill, knowledge or experience | Level: Extensive | Level: Moderate | Level: Basic | Level: None | Training required? |
|---|---------------------|--------------------|-----------------|----------------|-----------------------|
| Data | | | | | |
| 14. ICT and/or management information systems | | | | | |
| 15. Data analysis | | | | | |
| 16. Knowledge of sources of relevant information/data e.g. RAISEonline, Ofsted's Data Dashboard and other educational software programmes | | | | | |
| Community Matters | | | | | |
| 17. Community relations | | | | | |
| 18. Knowledge of school and local community | | | | | |
| 19. Knowledge of the local/regional economy and local government | | | | | |
| 20. Parents perspective: current of the school | | | | | |
| 21. Networks/alliances | | | | | |
| Handling Conflict | | | | | |
| 22. Conflict resolution | | | | | |
| 23. Handling complaints, grievances and appeals | | | | | |
| Skills particular to an educational setting | | | | | |
| 24. Experience of an educational setting | | | | | |
| 25. Teaching and pedagogy | | | | | |
| 26. Safeguarding | | | | | |

| Category of skill, knowledge or experience | Level: Extensive | Level: Moderate | Level: Basic | Level: None | Training required? |
|---|---------------------|--------------------|-----------------|----------------|-----------------------|
| 27. SEN and disability | | | | | |
| 28. Phase – primary/nursery/secondary/FE and HE | | | | | |
| 29. School in category | | | | | |
| Professional Skills | | | | | |
| 30. Financial management/accountancy | | | | | |
| 31. Legal | | | | | |
| Other skills, knowledge and experience | | | | | |
| 32. Strategic planning | | | | | |
| 33. Coaching/mentoring and/or continued professional development | | | | | |
| 34. Communication skills, including listening | | | | | |
| 35. Problem solving and/or creativity | | | | | |
| 36. Negotiation and mediation | | | | | |
| 37. Ability to influence | | | | | |
| 38. Ability to work as part of a team | | | | | |
| 39. Equal opportunities /equality and diversity | | | | | |
| 40. Change management (particularly in respect of potential academy conversion) | | | | | |
| 41. Carrying out surveys, consultation and/or research | | | | | |

| Category of skill, knowledge or experience | Level: Extensive | Level: Moderate | Level: Basic | Level: None | Training required? |
|--|---------------------|--------------------|-----------------|----------------|-----------------------|
| 42. Quality assurance | | | | | |
| 43. Health & safety | | | | | |
| 44. Risk assessment | | | | | |
| 45. Project management | | | | | |
| 46. PR and marketing and/or working with the media | | | | | |
| 47. Work placements/career planning | | | | | |
| 48. Procurement/purchasing | | | | | |
| 49. Premises and facilities management | | | | | |
| 50. Fundraising | | | | | |
| 51. Children's and young people's services/activities (any sector) | | | | | |
| 52. Health services (particularly relevant in special schools) | | | | | |
| 53. Self-evaluation and/or impact assessment | | | | | |

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|-------------------|--|--------------|--|
| Signature: | | Date: | |
|-------------------|--|--------------|--|

Once completed, please return to the school.