Appendix 1

Considering the skills, knowledge and experience your Board needs, what it currently has and identifying any gaps can help you focus on what you need for the Board, how you can develop it and inform governor recruitment. When governors resign, you should consider what skills and experience you will lose. You may also decide to look for specific skills that might be needed if the college is moving in a new direction.

This exercise is intended to identify what, if any, gaps exist on the Board, not in individual governors. Any information gathered should be treated sensitively. Check that everyone is happy with the approach before going ahead. When governors apply to join the Board, you can ask them to conduct a skills audit.

This activity works best as part of a meeting. Alternatively, governors could complete this exercise individually. Someone should be appointed to pull together the responses and present this information to them. The Board can assess the results before deciding how they should move forward with their recruitment or training plans.

**Carrying out a skills audit exercise**

1. Hand out the sheet and ask each member to review the skills and experience listed. Where an item is not applicable, they should cross it out or note in the box 'not applicable'.
2. Add any skill, knowledge or experience that you feel is missing from the list. What does your Board / organisation need? Do you have the skills, knowledge and experience you need to govern the college, taking into account the strategic objectives now and in the future? Blank rows have been left for extra areas.
3. Ideally, the Board should work together in small groups to identify the skills, knowledge and experience that they have currently. It could also be completed individually if needed.
4. For all skills, knowledge or experience, groups / individuals decide whether they have experience in this area, know about it or would like to know about this. Tick the relevant column.
5. Review the findings. What, if any, key skills are missing from the current Board? Make a note of them. This will allow you to see what additional skills, knowledge and experience you would like to recruit. You can use the findings of this audit in your governor recruitment advert or when talking to potential governors. You could add it to the role description. It might also form the basis of a learning and development plan with your current Board.

**Skills, Knowledge & Experience Table for our Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date completed:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Experience** (We have experience of this) | **Understanding** (We know about this) | **Development need** (We would like to learn more about this) |
| **Administration** |  |  |  |
| **Business** |  |  |  |
| **Change management** |  |  |  |
| **Digital** |  |  |  |
| **Finance and accounting** |  |  |  |
| **Human Resources** |  |  |  |
| **Strategic planning** |  |  |  |
| **Governance** |  |  |  |
| **Further Education** |  |  |  |
| **Specialist Education** |  |  |  |
| **Information technology** |  |  |  |
| **Legal** |  |  |  |
| **Marketing** |  |  |  |
| **Monitoring and evaluating performance** |  |  |  |
| **Policy development** |  |  |  |
| **Property and estate management** |  |  |  |
| **Quality Assurance** |  |  |  |
|  |  |  |  |