

## Advisory Board Skills Audit and Training Needs Analysis

An annual skills audit enables the AAB to explore its skills and knowledge base, as part of an overall assessment of effectiveness. The information will be used in organising groups, delegation of specific tasks, and helps identify training and information needs (*all governors to complete online at [www.surveymonkey.com/s/AABskillsaudit](http://www.surveymonkey.com/s/AABskillsaudit)*).

Name	Date of appointment (if applicable)			
Skills, knowledge or expertise - how would you rate your understanding of the following? (circle)				
Key stage 1 and 2 curriculum (primary)	poor	adequate	good	excellent
Key stage 3 and 4 curriculum (secondary)	poor	adequate	good	excellent
Key stage 5 (post 16)	poor	adequate	good	excellent
Further and/or Higher Education including apprenticeships	poor	adequate	good	excellent
The strengths and weaknesses of the academy	poor	adequate	good	excellent
The short and long term priorities of the academy	poor	adequate	good	excellent
Awareness of sources of information about the academy (i.e. Academy Improvement Plan; RAISE)	poor	adequate	good	excellent
Understanding of self-evaluation processes	poor	adequate	good	excellent
Academy financial management	poor	adequate	good	excellent
General finance, accountancy or audit	poor	adequate	good	excellent
Grant application processes	poor	adequate	good	excellent
Strategic development, management and/or leadership	poor	adequate	good	excellent
Personnel management – performance management	poor	adequate	good	excellent
Personnel management – recruitment and/or interviewing	poor	adequate	good	excellent
Equal opportunities	poor	adequate	good	excellent

Skills, knowledge or expertise - how would you rate your understanding of the following? (circle)				
Special Education Needs and/or Disabilities (SEND)	poor	adequate	good	Excellent
Academy building and maintenance, land and property	poor	adequate	good	excellent
Environmental or ecological development	poor	adequate	good	excellent
Health and Safety (policy and legal responsibilities)	poor	adequate	good	excellent
The Ofsted inspection process	poor	adequate	good	excellent
Child protection and safeguarding	poor	adequate	good	excellent
Links to local organisations/businesses	poor	adequate	good	excellent
Regional or national experience or educational links	poor	adequate	good	excellent
Marketing, media including social networking for publicity	poor	adequate	good	excellent
Educational interests e.g. teaching and learning, mathematics, literacy, creative arts, extra-curricular activities, etc.				
How well do you know your academy?	Yes		No	
Have you met all of the staff?				
Do you know your way around the site?				
Are you familiar with the academy day and the class structure?				
Do you know the academy's aims and mission statement?				
Do you know the academy's attendance and achievement data?				
Do you know the quality of teaching and learning?				