

**Member/Trustee Skills Questionnaire**

This questionnaire forms part of the selection process. Please answer the questions instinctively and honestly.  There is no expectation there will be high scores in all areas and a 0 score is not a bar to appointment.

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| **Name:** |  |
| **Position applied for:** |  |

Please give your assessment of your knowledge, competence and experience against each statement, by entering a score of 1 to 5, where:

* 1 is no knowledge or experience;
* 2 is limited knowledge or experience but further training/support required;
* 3 is adequately competent but further support/training desirable;
* 4 is very competent with further training/support not required and
* 5 is expert, able to advise others.

Rather than asking you to give evidence and examples for each skill, we have provided a box at the end of the skills section for you to supply relevant evidence and examples to explain your scores.

Experience could come from employment, voluntary work, governorship – please give as much detail as you can as this helps to give more background to the numerical ratings.

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|  | Score 1-5 |
|  | Understanding of education |  |
|  | Assimilating information – the ability to understand written and verbal information received, and identify key points |  |
|  | Analysis and drawing conclusions – the ability to assess and choose between options, and to draw appropriate conclusions |  |
|  | Communication – the ability to express yourself clearly and unambiguously, and to listen to and understand others |  |
|  | Confidence – to state your view, ask the naïve question and have courageous conversations about challenging issues |  |
|  | Questioning - the ability to ask searching questions in a non-confrontational way |  |
|  | Assertiveness – the ability to make a point, or stand your ground, without being abrasive or damaging relationships with others |  |
|  | Influencing – the ability to get other people to consider your perspective, while taking their views and opinions into account |  |
|  | Negotiation and agreement – the ability to navigate differences of opinion and identify common ground and points of agreement or consensus |  |
|  | The ability to manage conflicts of interest and maintain confidentiality |  |
|  | Experience of governance (in education or other sectors, charity, business etc) |  |
|  | Experience / skills in maintaining a strategic focus, setting the vision and strategic objectives. |  |
|  | Experience / skills in self-evaluation and/or impact assessment |  |
|  | Experience / skills in data analysis |  |
|  | Experience / skills in performance management, setting targets, monitoring and evaluation |  |
|  | Experience / skills in risk assessment |  |
|  | Experience / skills in financial monitoring, understanding of accounts |  |
|  | Experience / skills in chairing, team leadership |  |
|  | Experience / understanding of the perspectives of stakeholders, e.g. students, parents, partners |  |
|  | Experience / understanding of safeguarding, child safety |  |
|  | Experience / skills in premises and facilities management |  |
|  | Experience / skills in human resources / personnel |  |
|  | Experience / skills in legal matters |  |
|  | Experience / skills in public relations, branding & marketing |  |
|  | Experience / skills in health and safety |  |
|  | Experience / skills in project management |  |
|  | Experience / skills in ICT and management information systems |  |
|  | Experience of handling complaints, grievances or appeals |  |
|  | Knowledge of secondary education, locally or nationally |  |
|  | Knowledge of nursery and/or primary education, locally or nationally |  |
|  | Knowledge of further and higher education, locally or nationally |  |
|  | Knowledge of special educational needs, including health and disability |  |
|  | Knowledge of other children’s and young people’s services (please specify) |  |
|  | Knowledge of the local and/or regional economy, employers, careers |  |
|  | Other relevant specialist knowledge – please describe: |  |
|  |

## Evidence and Examples for high scoring skills in the responses above:

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## Please indicate if you have any potential conflicts of interest:

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## Anything else you would like to tell the Trustees:

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I have an enhanced DBS certificate registered with the DBS Update Service: YES/NO

**Signed: Date:**

Thank you for taking the time to complete this questionnaire.