



Board of Governors of the Guildhall School of Music & Drama - Skills Survey

If you prefer to print and complete the form manually, please return it to Martin Newton, Town Clerk's Department, Guildhall, London, EC2P 2EJ

Please return your completed form no later than 15 January 2018.

Name:

Appendix A

SKILLS AUDIT SECTION

Please assess your level of skill, knowledge and experience in the areas below using the following scale:

- 1 No skill, previous knowledge or experience
- 2 Basic level
- 3 Intermediate level
- 4 Advanced level
- 5 Advanced level *plus* the ability to transfer knowledge and skills

Please ensure you respond to every question.

A) CORPORATE MANAGEMENT

Area of Skill, Knowledge or Experience	Level of Competence (1-5)	Would like to develop (please tick)	Please comment on how you'd like to develop the skills ticked in the spaces provided.
Governance (good practice in corporate governance, legal obligations of Governors, other Board experience)			
Strategic Management and Business Planning (work and business planning, monitoring and evaluation, policy development, implementation and review)			
Change Management (aligning practice with mission and vision)			

B) FINANCIAL MANAGEMENT

Area of Skill, Knowledge or Experience	Level of Competence (1-5)	Would like to develop (please tick)	Please comment on how you'd like to develop the skills ticked in the spaces provided.
Finance (budgets, forecasts, cash flow and final accounts)			

Investments (investment strategy, bench marking, performance measurement)			
Insurance (risk, public liability, employers liability, property)			

C) SPECIALIST AND TECHNICAL AREAS

Area of Skill, Knowledge or Experience	Level of Competence (1-5)	Would like to develop (please tick)	Please comment on how you'd like to develop the skills ticked in the spaces provided.
Acting, including stage or production management			
Arts			
Campaigning			
Charity Organisation			
Creative Learning			
Drama			
Education Management			
Equalities and Diversity			
Enterprise/Business development			
Estates and Facilities Management			
Fundraising			
Area of Skill, Knowledge or Experience	Level of Competence (1-5)	Would like to develop (please tick)	Please comment on how you'd like to develop the skills ticked in the spaces provided.
Health and Safety			
Human Resources and Personnel			

Information and Communications			
Legal			
Local Authorities			
Marketing			
Mediation			
Music			
Project Management			
Public Relations			
Public Sector Organisations			
Quality Systems			
Relationship Management			
Risk and Audit			
Student Wellbeing			
Safeguarding			

Teaching:-			
a) Primary			
b) Secondary			
c) Further			
d) Higher			
Technology			
Area of Skill, Knowledge or Experience	Level of Competence (1-5)	Would like to develop (please tick)	Please comment on how you'd like to develop the skills ticked in the spaces provided.
Theatre			
Visual Arts			
Widening Participation			
Other areas not mentioned above (please state below...)			

Please provide details of any relevant skills related qualifications and training you have (if applicable).

Are there any skills which you feel are important but are not sufficiently represented on the Board? If so, please provide details in the box below.

Thank you for completing this Survey.