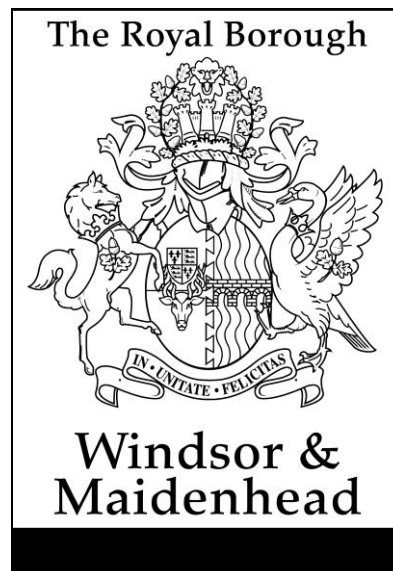


Bursar Support

Training Courses
January 2021 - December 2021



**achieving
for children**

Title:	BURSAR SUPPORT SALARY TOOL				
Code:	BST2021/01	Date:	Thursday 14 th January 2021 OR Wednesday 20 th January 2021	Times:	9.30 – 12.30
Venue:	TBC				
Closing Date:	7th January 2021	Cost:	SLA	Course Nos:	Max 9 per day
The Course is suitable for:					
Business Managers, Bursars and Finance Officers					
The Course aims to:					
➤ To Demonstrate how to monitor salary costs (Hands on to allow data entry)					
The Course Covers:					
➤ RBWM Salary Tool functionalities ➤ Entering employee data ➤ Calculating projections and commitments for years 2 and 3					
Other information:					
Contact/ course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	BURSAR BRIEFING MEETING				
Code:	BST2021/02	Date:	Wednesday 3 rd February 2021	Times:	9.30 – 1pm
Venue:	TBC				
Closing Date:	N/A	Cost:	SLA	Course Nos:	N/A
The Course is suitable for:					
Business Managers, Bursars and Finance Officers					
The Course aims to:					
<ul style="list-style-type: none"> ➤ Ensure Business Managers, Bursars and Finance Officers are kept up to date with all relevant information from RBWM and statutory requirements of DfE 					
The Course Covers:					
<ul style="list-style-type: none"> ➤ Agenda to follow ➤ Guest Speakers invited – relevant to current topics ➤ HR – Separate Agenda 					
Other information:					
Contact/ course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	BURSAR WORKSHOP – Part 3				
Code:	BST2021/03	Date:	Thursday 25th February 2021	Times:	9.30 - 12.30
Venue:	TBC				
Closing Date:	12th February 2021	Cost:	SLA	Course Nos:	Max 25
The Course is suitable for:					
<p>New Business Managers, Bursars and Finance Officers. Also Finance Assistants wishing to broaden their knowledge for professional development. Experienced Business Managers, Bursars and Finance Officers wishing to attend a refresher course.</p>					
The Course aims to:					
<p>➤ To provide Business Managers, Bursars and Finance Officers with advice and good practice on the course content</p>					
The Course Covers:					
<p>➤ Sources of Funding ➤ Demonstrate how to compile a School Budget (Annual Theory) ➤ Balances/Balance Control Mechanism/Year End Projection ➤ Year End Procedures/Forms ➤ Virements, Journals and Balances ➤ Personnel issues ➤ 3 Year Plan (theory)</p>					
Other information:					
Contact/ course provider:		BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward			

Title:	Completing Annual Budget Plan - (Practical Session)				
Code:	BST2021/04	Date:	Wednesday 10 th March 2021 <u>OR</u> Thursday 18 th March 2021	Times:	9.30 – 12.30
Venue:	TBC				
Closing Date:	26 th February 2021	Cost:	SLA	Course Nos:	Max 9 per day
The Course is suitable for:					
New Business Managers, Finance Officers and Bursars Business Managers, Finance Officers and Bursars wishing to attend a refresher course					
The Course aims to:					
<ul style="list-style-type: none"> ➤ To provide advice and rationale on building a budget ➤ Enable completion of a draft budget plan 					
The Course Covers:					
<ul style="list-style-type: none"> ➤ Annual Budget Planning (theory) ➤ Producing a draft budget plan spreadsheet (hands on) 					
Other information:					
Contact/ course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	3 Year Budget Plan (Completing Draft Plan – Practical Session)				
Code:	BST2021/05	Date:	Thursday 25th March 2021 <u>OR</u> Wednesday 31st March 2021	Times:	9.30 - 12.30
Venue:	TBC				
Closing Date:	12th March 2021	Cost:	SLA	Course Nos:	Max 9 per day
The Course is suitable for:					
Business Managers, Bursars and Finance Officers					
The Course aims to:					
<p>➤ Enable completion of a draft 3 Year Budget Plan</p>					
The Course Covers:					
<p>➤ Completion of a draft 3 Year Budget Plan from schools own information (hands on)</p>					
Other information:					
Contact / course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	BURSAR WORKSHOP – Part 1				
Code:	BST2021/06	Date:	Thursday 13th May 2021	Times:	9.30 – 12.30
Venue:	TBC				
Closing Date:	3rd May 2021	Cost:	SLA	Course Nos:	Max 9 per day
The Course is suitable for:					
<p>New Business Managers, Bursars and Finance Officers Also Finance Assistants wishing to broaden their knowledge for professional development Experienced Business Managers, Bursars and Finance Officers wishing to attend a refresher course</p>					
The Course aims to:					
<p>➤ Explain the role of the Business Manager, Bursar and Finance Officer</p>					
The Course Covers:					
<p>➤ Annual timetable and key dates ➤ Personnel ➤ Monthly Reconciliation ➤ Construction Industry ➤ Lettings ➤ Private Funds ➤ Management of Contracts ➤ Insurance ➤ Audit ➤ Policy/practice and procedure ➤ VAT</p>					
Other information:					
Contact / course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	Budget Monitoring & Forecasting - (Practical Session)				
Code:	BST2021/07	Date:	Thursday 24th June 2021	Times:	9.30 – 12.30
Venue:	TBC				
Closing Date:	11th June 2021	Cost:	SLA	Course Nos:	Max 9 per day
The Course is suitable for:					
New Business Managers, Finance Officers and Bursars Business Managers, Finance Officers and Bursars wishing to attend a refresher course					
The Course aims to:					
<ul style="list-style-type: none"> ➤ To provide advice and rationale on budget monitoring & forecasting ➤ Enable completion of the budget monitoring file ➤ Prepare for the 6 month and 9 month governor reports ➤ Discuss ICFP metrics 					
The Course Covers:					
<ul style="list-style-type: none"> ➤ Budget monitoring & forecasting (theory) ➤ Producing a budget monitoring file using the latest CFR data (hands on) 					
Other information:					
Contact / course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	BURSAR WORKSHOP – Part 2				
Code:	BST2021/08	Date:	Thursday 9th September 2021	Times:	9.30 - 12.30
Venue:	TBC				
Closing Date:	2nd September 2021	Cost:	SLA	Course Nos:	Max 25
The Course is suitable for:					
<p>New Business Managers, Bursars and Finance Officers Also Finance Assistants wishing to broaden their knowledge for professional development Experienced Business Managers, Bursars and Finance Officers wishing to attend a refresher course</p>					
The Course aims to:					
<p>➤ Further explain the role of the Business Manager, Finance Officer and Bursar</p>					
The Course Covers:					
<p>➤ Overview of the Scheme of Financial Management ➤ SFVS (Schools Financial Value Standard) ➤ Budget Monitoring & Reports ➤ Reporting to Headteacher & Governors ➤ Inventory ➤ Capital ➤ 3 Year Plan Update ➤ Statutory Policies ➤ Mandatory Publication - On-line</p>					
Other information:					
Contact / course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	Pupil Premium Plan (Completing Draft Plan – Practical Session)				
Code:	BST2021/09	Date:	Thursday 16th September 2021	Times:	10 – 12
Venue:	I.T. Suite, Braywick HEATH Nurseries, Maidenhead				
Closing Date:	7th September 2021	Cost:	SLA	Course Nos:	Max 9
The Course is suitable for:					
Business Managers, Bursars and Finance Officers					
The Course aims to:					
<p>➤ Enable completion of a Pupil Premium Plan</p>					
The Course Covers:					
<p>➤ Completion of a Pupil Premium Plan from schools own information (hands on)</p>					
Other information:					
Contact / course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	BURSAR BRIEFING MEETING				
Code:	BST2021/10	Date:	Wednesday 6 th October 2021	Times:	9.30 – 1pm
Venue:	TBC				
Closing Date:	N/A	Cost:	SLA	Course Nos:	N/A
The Course is suitable for:					
Business Managers, Bursars and Finance Officers					
The Course aims to:					
<ul style="list-style-type: none"> ➤ Ensure Business Managers, Bursars and Finance Officers are kept up to date with all relevant information from RBWM and statutory requirements of DfE 					
The Course Covers:					
<ul style="list-style-type: none"> ➤ Agenda to follow ➤ Guest Speakers invited – relevant to current topics ➤ HR – Separate Agenda 					
Other information:					
Contact/ course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				

Title:	SFVS & BENCHMARKING/BEST VALUE				
Code:	BST2021/11	Date:	Thursday 4th November 2021	Times:	9.30 – 12.30
Venue:	TBC				
Closing Date:	21st October 2021	Cost:	SLA	Course Nos:	Max 9
The Course is suitable for:					
Business Managers, Bursars, Finance Officers, Headteachers and Governors.					
The Course aims to:					
<ul style="list-style-type: none"> ➤ Demonstrate how to access the DfE Benchmarking Website to compare income and expenditure with similar schools ➤ Access & demonstrate DfE Financial Management Toolkit ➤ Access & demonstrate DfE Schools Financial Value Standards Toolkit 					
The Course Covers:					
<ul style="list-style-type: none"> ➤ Use of the websites ➤ Template Entry ➤ Comparison of Data ➤ Charts ➤ DfE Financial Management Toolkit ➤ Best Value Principles ➤ Completion of the data required for SFVS dashboard ➤ Understand the metrics used 					
Other information:					
Contact/ course provider:	BURSAR SUPPORT 01628 685801 Bursar.support@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward				