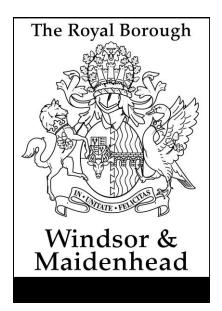
Bursar Support

Training Courses

January 2021 - December 2021





Title:	BURSAR SUPPORT SALARY TOOL											
Code:	BST2021/01	Date:	Janu OR Wed	Thursday 14 th January 2021 OR Wednesday 20 th January 2021		Times:		12.30				
Venue:	TBC		•		'		•					
Closing Date:	7th January 2	021	Cost:	SLA	Course		e Nos:	Max 9 per day				
The Cours	se is suitable for	:				1						
Business 1	Managers, Burs	ars and l	Financ	e Officers								
The Cours	se aims to:											
> To De	monstrate how	to monit	or sala	ry costs (Hands	s on t	o allow o	data ent	ry)				
The Cours	se Covers:											
> Enteri	A Salary Tool fung employee dating projection	ta		ments for years 2	2 and	3						
Other info	rmation:											
Contact/		URSAR S				0#0 3315						
course pro		<u>irsar.sup</u> ân Bolto		achievingforchi	<u>uaren</u>	<u>.org.uk</u>						
		nessa L		ı								
	John Carroll Sarah Ward											
	Garan ward											

Title:	BURSAR BRIEFING MEETING										
Code:	BST2021/02	Date:		Inesday February 2021	Times:	9.30 – 1pm					
Venue:	TBC										
Closing Date:	N/A	Co	ost:	SLA	Cours	N/A					
The Course is suitable for:											
Business Managers, Bursars and Finance Officers											
The Course aims to:											
Ensure Business Managers, Bursars and Finance Officers are kept up to date with all relevant information from RBWM and statutory requirements of DfE											
The Cours	se Covers:										
> Gu	enda to follow est Speakers invi R – Separate Ager		evant	to current topics	3						
Other info	rmation:										
Contact/		RSAR S									
course pro		<u>sar.supp</u> n Bolton		<u>achievingforchil</u>	<u>dren.org.uk</u>						
	Var	nessa Le	amon								
		n Carrol ah Ward	l								

Title:	BURSAR WO	RKSHOF	P – Pai	rt 3									
Code:	BST2021/03	Date:		hursday Time 5th February 2021		9.30 - 12.30							
Venue:	TBC				1								
Closing Date:	12 th February	ary 2021 Cost: SLA Course Nos: Max 2											
The Cours	The Course is suitable for:												
Also Finar developme Experience refresher of	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. The Course aims to:												
The Cours	se aims to:												
	provide Busine od practice on tl	_	-	Bursars and Finarent	nce Officers	s with ac	lvice and						
The Cours	se Covers:												
 De Bai Yes Vir Per 	 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) 												
Other info	rmation:												
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	10 th OR Thu	Inesday March 2021 Irsday March 2021	2021		9.30 – 12.30				
Venue:	TBC				•						
Closing Date:	26 th February 2021		Cost:	SLA	С	Course	Nos:	Max 9 per day			
The Cours	se is suitable for	:									
	ness Managers, Managers, Fina			ers and Bursars d Bursars wishi		tend a	ı refresl	ner course			
The Cours	se aims to:										
	provide advice able completion			n building a bu get plan	ıdget						
The Cours	se Covers:										
> Pro		_	• • •	readsheet (hand	ls on)						
Other info	rmation:										
Contact/ course pro			SUPPO	ORT 01628 68 achievingforch		տ ուե					
course pro	Si	ân Bolto	on	J	naich.01	g.ux					
			Leamon								
	John Carroll Sarah Ward										
I											

Title:	3 Year Budget Plan (Completing Draft Plan – Practical Session)										
Code:	BST2021/05	Date: Thursday 25 th March 2021 OR Wednesday 31 st March 2021		9.30 - 12.30							
Venue:	TBC		_1								
Closing Date:	12 th March 20	21 C	ost:	SLA	Course Nos:		Max 9 per day				
The Cour	se is suitable for:	;					<u> </u>				
Business	Managers, Bursa	urs and F	inanc	e Officers							
The Cour	se aims to:										
	e completion of a										
> Comp	letion of a draft 3	3 Year Bu	udget	Plan from scho	ols own infor	mation	(hands on)				
Other info	ormation:										
	5-20	l									
Contact	BURSAR SUP	PORT	01628	3 685801							
/	Bursar.support				<u>k</u>						
course	Siân Bolton										
provider:	Vanessa Leame	on									
	John Carroll Sarah Ward										

Title:	BURSAR WOR	KSHOP	P – Pa	rt 1				
Code:	BST2021/06	Date:	Date: Thursday 13th May 2021		Times:		9.30 – 12.30	
Venue:	ТВС							
Closing Date:	3rd May 2021	Co	ost:	SLA		Course	e Nos:	Max 9 per day
The Cour	se is suitable for:							
Also Fina developm Experience refresher	ced Business Mar course	shing to	broa	den their knov	wledge f	_		
The Cour	se aims to:							
	xplain the role of t	the Busin	ness I	Manager, Bur	sar and	Financo	e Office	r
The Cour	se Covers:							
 Pe Mo Co Le Pr Ma In Au Po VA 	ivate Funds anagement of Con surance Idit dicy/practice and	tion try ntracts						
Other info	ormation:							
Contact / course provider:	BURSAR SUPE Bursar.support(Siân Bolton Vanessa Leamo John Carroll Sarah Ward	<u>@achiev</u>		8 685801 rchildren.org.	uk			

Title:	Budget Monitoring & Forecasting - (Practical Session)										
Code:	BST2021/07	Date:	e: Thursday 24 th June 2021		Times:		9.30 – 12.30				
Venue:	TBC										
Closing Date:	11th June 2021	Co	ost:	SLA		Course	e Nos:	Max 9 per day			
The Cours	se is suitable for:										
	ness Managers, I Managers, Finan			ers and Bursars d Bursars wishin	g to	attend :	a refresl	ner course			
The Cours	se aims to:										
> En	able completion epare for the 6 moscuss ICFP metri	of the bu	ıdget	on budget monito monitoring file onth governor rep	C						
	dget monitoring oducing a budget		_	(theory) ile using the lates	st CF	R data	(hands	on)			
Other info	ormation:										
Contact / course provider:	BURSAR SUPF Bursar.support(Siân Bolton Vanessa Leamo John Carroll Sarah Ward	<u>@achiev</u>		6 685801 rchildren.org.uk							

Title:	BURSAR WOR	KSHOF	P – Pai	rt 2			
Code:	BST2021/08	Date:		rsday eptember 2021	Times:	9.30 -	12.30
Venue:	TBC						
Closing Date:	2 nd September 2021	C	ost:	SLA	Course	e Nos:	Max 25
The Cour	se is suitable for:						
Also Finated developm Experience refresher of The Court	ced Business Mar	shing to	broac Bursar	len their knowled	fficers wish	ing to a	ttend a
The Cour	se Covers:						
 SFVS Budge Repor Invent Capita 3 Year Statute Manda 	ol Plan Update Ory Policies Atory Publication	al Value Reports her & G	Stand	ard)			
Other info	ormation:						
Contact / course provider:	BURSAR SUPF Bursar.support(Siân Bolton Vanessa Leamo John Carroll Sarah Ward	<u>@achiev</u>		6685801 cchildren.org.uk			

Title:	Pupil Premium Plan (Completing Draft Plan – Practical Session)											
Code:	BST2021/09	Date:	re: Thursday 16th September 2021		Times:	10 – 12						
Venue:	I.T. Suite, Bray	wick H	EATH	Nurseries, Maid	lenhead	I						
Closing Date:	7 th September 2021	C	Cost:	SLA	Course	e Nos:	Max 9					
The Cours	se is suitable for:											
Business I	Managers, Bursa	rs and I	Finance	e Officers								
The Cours	The Course aims to:											
> En	able completion	of a Pu	pil Prei	mium Plan								
The Cours	se Covers:											
	•	pil Pren	nium P	Plan from schools	own inform	nation (hands on)					
Other info	rmation:											
Contact / course provider:	BURSAR SUPP Bursar.support(Siân Bolton Vanessa Leamo John Carroll Sarah Ward	<u>@achie</u>		685801 cchildren.org.uk								

Title:	BURSAR BRIEFING MEETING											
Code:	BST2021/10	Date:		lnesday October 2021	9.30 – 1pm							
Venue:	ТВС											
Closing Date:	N/A	Co	ost:	SLA	Cours	N/A						
The Cours	se is suitable for:				l							
Business 1	Managers, Bursa	rs and F	inanc	e Officers								
The Cours	se aims to:											
	sure Business M relevant informa											
The Cours	se Covers:											
> Gu	enda to follow lest Speakers invi R – Separate Age		evant	to current topics	3							
Other info	ormation:											
Contact/ course pro	ovider: Siâ Vai Joh	RSAR Sinsar.supp n Bolton nessa Le n Carrol ah Ward	oort@ amon l	<u>achievingforchil</u>		\$						

Title:	SFVS & BENCHMARKING/BEST VALUE										
Code:	BST2021/11	Date:	ate: Thursday 4th November 20		Times:	12.30					
Venue:	ТВС										
Closing Date:	21st October	2021 C	ost:	SLA	Cours	e Nos:	Max 9				
The Cour	se is suitable for	r:									
Business	Managers, Burs	ars, Fina	nce O	fficers, Headteac	hers and G	overnors	3.				
The Cour	se aims to:										
>	Access & dem	onstrate I	OfE Fi	similar schools inancial Manage chools Financial			oolkit				
The Cour	se Covers:										
A A A A A A	Use of the web Template Entr Comparison of Charts DfE Financial Best Value Prin Completion of Understand the	y Data Manager nciples the data	requir	Foolkit ed for SFVS dash	aboard						
Other info	ormation:										
Contact/ course pre	ovider: Si V: Jo	URSAR Sursar.sup ân Boltor anessa Le hn Carrol	port@ n eamon ll	<u>achievingforchil</u>							