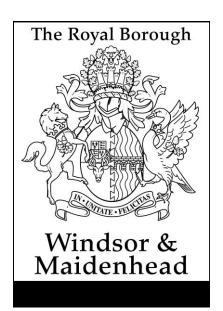
Bursar Support

Training Courses January 2022 - December 2022





Title:	BURSAR SUPPORT SALARY TOOL											
Code:	BST2022/01	Date:	Wednesday 19 th January 2022 OR Thursday 27 th January 2022		Ti	mes:	9.30 – 12.30					
Venue:	Online – Goog	oogle Meet										
Closing Date:	7th January 2	ary 2022 Cost:		SLA	Course		e Nos:	No max per day				
The Course is suitable for:												
Business Managers, Bursars and Finance Officers												
The Course aims to:												
> To De	monstrate how	to monit	or sala	ry costs (Hands	s on to	o allow	data ent	try)				
The Cours	se Covers:											
EnteriCalculUnder	A Salary Tool fung employee dating projection standing ICFP	ita is and co	mmitn	•	2 and	3						
Other info	rmation:											
Contact/ course pro	ovider: Si Va Jo Sa	ân Bolto anessa L hn Carro trah War	n eamon oll d	achievingforch		Ğ -		support/				

BURSAR BRIEFING MEETING												
2/02 D	ate:			Ti	imes:	9.30 -	1pm					
	Cost:		SLA	Cours		e Nos:	N/A					
ble for:												
, Bursars a	and Fi	inanco	e Officers									
The Course aims to:												
	_											
:												
ers invited		evant	to current topi	ics								
		_	achievingforch	nildren	.org.uk							
John (Carrol	1										
Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/												
i 1	ble for: a, Bursars a iness Mananformation blowders invited ate Agenda Siân F Vanes John G Sarah	ble for: iness Managers, information from info	Cost: ble for: iness Managers, Burs: information from RBV closes Managers, Burs: information from RBV Bursar.support@ Siân Bolton Vanessa Leamon John Carroll Sarah Ward	Cost: SLA	Cost: SLA ble for: iness Managers, Bursars and Finance Officers iness Managers, Bursars and Finance Offinformation from RBWM, AfC and statuto iness Managers iness Manag	Cost: SLA Course Course Cost: SLA Course Course Cost: SLA Course Course Cost: SLA Course Course Course Cost: SLA Course Cou	Cost: SLA Course Nos:					

Title:	BURSAR WORKSHOP – Part 3											
Code:	BST2022/03	Date:		rsday February 2022	Times:	9.30 - 12.30						
Venue:	Altwood School	ol, Altwoo	d Roa	ad, Maidenhead,	Berks, SL6	4PU						
Closing Date:	4 th February 2	ry 2022 Cost: SLA Course Nos: Max										
The Cours	se is suitable for	:				1						
Also Finar developme	nce Assistants went. ed Business Ma	rishing to	broac	nance Officers. len their knowled s and Finance Of	-							
The Course aims to:												
To provide Business Managers, Bursars and Finance Officers with advice and good practice on the course content												
The Cours	se Covers:											
 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@achievingforchildren.org.uk Siân Bolton Vanessa Leamon John Carroll Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/												

Title:	Completing Annual Budget Plan - (Practical Session)											
Code:	BST2022/04	Date	2022 <u>OR</u> Wed	rsday 3 rd March Inesday 9 th och 2022	day 9 th		12.30					
Venue:	Online – Goog	gle Me	et									
Closing Date:	18 th February	ruary 2022 Cost:		SLA	Course	e Nos:	No max per day					
The Cours	The Course is suitable for:											
	ness Managers, Managers, Finar			ers and Bursars d Bursars wishin	g to attend	a refres	her course					
The Cours	se aims to:											
	provide advice able completion			n building a bud get plan	get							
The Cours	se Covers:											
> Pro				readsheet (hands	on)							
Other info	rmation:											
Contact/		i <mark>rsar.sı</mark> in Boli		<u>achievingforchilo</u>	<u>lren.org.uk</u>							
course pro		-	ton Leamon									
		nn Car										
	Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/											

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Title:	3 Year Budget I	Plan (Co	mplet	ing Draft Plan	– Prac	ctical Se	ession)	
Code:	BST2022/05	Date:	24 th OR Wed	rsday March 2022 Inesday 30 th ch 2022	Times:		9.30 - 12.30	
Venue:	Online - Goog	le Meet	•		•			
Closing Date:	11 th March 202	2 C	ost:	SLA	SLA Course			No max per day
The Cours	se is suitable for:							
Business 1	Managers, Bursa	rs and F	inanc	e Officers				
The Cours	se aims to:							
> Enable	e completion of a	draft 3	Year I	Budget Plan				
The Cours	se Covers:							
> Compl	letion of a draft 3	Year Bu	ıdget i	Plan from scho	ols ov	vn infor	mation	(hands on)
Other info	ormation:							
Contact / course provider:	Bursar.support(Siân Bolton Vanessa Leamo John Carroll Sarah Ward https://www.leamonto.com	on				ar-supp	ort/	

Title:	BURSAR WOR	KSHOP	– Part 1			
Code:	BST2022/06	Date:	Thursday 26 th May 2022	Times	: 9.30 –	12.30
Venue:	Altwood School	, Altwoo	d Road, Maiden	head, Berks, S	SL6 4PU	
Closing Date:	13 th May 2022	Co	ost: SLA	Со	urse Nos:	Max 25
The Cour	se is suitable for:					
Also Fina developm Experiend refresher	ced Business Mar course	shing to	broaden their kı	nowledge for p		
The Cour	se aims to:					
	splain the role of the see Covers:	the Busin	ness Manager, B	ursar and Fina	ance Office	er
 Pe Mo Co Le Pr Mo Inc Po VA 		tion try ntracts				
Other info	ormation:					
Contact / course provider:	Siân Bolton Vanessa Leamo John Carroll Sarah Ward	on	ingforchildren.o			
		adership	oupdate-rbwm.co	o.uk/bursar-sı	upport/	

Title:	Budget Monito	ring & F	oreca	sting - (Practica	1 Ses	sion)		
Code:	BST2022/07	Date:		rsday June 2022	Ti	mes:	9.30 – 12.30	
Venue:	Online – Goog	le Meet						
Closing Date:	10 th June 2022	Co	ost:	SLA	Cours		e Nos:	No max per day
The Cours	se is suitable for:							
	ness Managers, l Managers, Finan				ng to	attend	a refresl	her course
The Cours	se aims to:							
> Pro	table completion epare for the 6 metri	onth and	_		ports			
The Cours	se Covers:							
> Pro	dget monitoring oducing a budget			• • • •	est Cl	FR data	(hands	on)
Other info	ormation:							
Contact / course provider:	Siân Bolton Vanessa Leamo John Carroll Sarah Ward	on		rchildren.org.uk te-rbwm.co.uk/		ar-supp	ort/	

Title:	BURSAR WOR	KSHOP	– Pai	rt 2				
Code:	BST2022/08	Date:		rsday September 2022	Times:	9.30 -	12.30	
Venue:	Altwood Schoo	l, Altwo	od Ro	ad, Maidenhead,	Berks, SL6	6 4PU		
Closing Date:	2 nd September 2022	Co	ost: SLA		Course	e Nos:	Max 25	
The Cour	se is suitable for:							
Also Fina developm Experience refresher	ced Business Mar	shing to	broac	len their knowled				
	er explain the role	e of the I	Busine	ess Manager, Fin	ance Office	er and B	ursar	
> Overv	iew of the Schem							
	(Schools Financia et Monitoring & I		Stand	lard)				
_	ting to Headteac	-	overno	ors				
> Invent	tory							
> Capita								
	Plan Update ory Policies							
	atory Publication	- On-lin	e					
Other info								
Contact /	Bursar.support(Siân Bolton	<u>a</u> achiev	ingfor	children.org.uk				
/ course	Vanessa Leamo	n						
provider:	John Carroll	•						
	Sarah Ward							
	https://www.le	<u>adershi</u> p	<u>oupda</u>	<u>te-rbwm.co.uk/b</u>	<u>ursar-supp</u>	ort/		

Title:	Pupil Premium Plan (Completing Draft Plan – Practical Session)											
Code:	BST2022/09	Date:		rsday Times: September 2022		10 – 12						
Venue:	Online – Google	e Meet			l							
Closing Date:	9 th September 2022	С	ost:	SLA	Course	e Nos:	No max per day					
The Course is suitable for:												
Business Managers, Bursars and Finance Officers												
The Course aims to:												
Enable completion of a Pupil Premium Plan												
The Cours	se Covers:											
		pil Prem	nium I	Plan from schools	own inforn	nation (hands on)					
Other info	rmation:											
Contact / course provider:	Siân Bolton Vanessa Leamo John Carroll Sarah Ward	on	C	rchildren.org.uk te-rbwm.co.uk/b	oursar-supp	ort/						

Title:	BURSAR BRIEFING MEETING												
Code:	BST2022/10	Date:		Vednesday 2 th October 2022		Γimes: 9.30 –		1pm					
Venue:	TBC		<u> </u>										
Closing Date:	N/A	Co	ost:	SLA	SLA Course			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 Age		evant	to current topic	s								
Other info	rmation:												
Contact/ course pro	ovider: Siâ Vai Joh Sar	n Bolton nessa Le n Carrol ah Ward	amon	achievingforchil	·		ırsar-s	upport/					

Title:	SFVS, BENCHMARKING & BEST VALUE											
Code:	BST2022/11	Date:		nursday Times: 9.3 h November 2022			12.30					
Venue:	Online Goog SL6 4PU	le Meet	Altwoo	od School, Altwoo	d Road, M	 aidenhe	ead, Berks,					
Closing Date:	4 th November 2022	r (Cost: SLA Course Nos:									
The Cours	se is suitable for	•										
Business 1	Managers, Burs	ars, Fina	ance Of	fficers, Headteac	hers and G	overnors	S.					
The Cours	se aims to:											
>	income and exp Access & demo Access & demo	penditui onstrate	e with DfE Fi	e DfE Benchmar similar schools nancial Manager chools Financial V	nent Toolk	it	•					
A A A A A A	Use of the web Template Entry Comparison of Charts DfE Financial Best Value Print Completion of Understand the	y Data Manage nciples the data	requir	Toolkit ed for SFVS dash	board							
Other info	ormation:											
Contact/ course pro	ovider: Sia Va Joi Sa	ân Bolto messa L hn Carro rah War	n eamon oll d	achievingforchild			support/					