

# Bursar Support

Training Courses  
January 2022 - December 2022



**achieving  
for children**

<b>Title:</b>	<b>BURSAR SUPPORT SALARY TOOL</b>				
<b>Code:</b>	BST2022/01	<b>Date:</b>	Wednesday 19 <sup>th</sup> January 2022 <b>OR</b> Thursday 27 <sup>th</sup> January 2022	<b>Times:</b>	9.30 – 12.30
<b>Venue:</b>	Online – Google Meet				
<b>Closing Date:</b>	7th January 2022	<b>Cost:</b>	SLA	<b>Course Nos:</b>	No max per day
<b>The Course is suitable for:</b>					
Business Managers, Bursars and Finance Officers					
<b>The Course aims to:</b>					
➤ To Demonstrate how to monitor salary costs (Hands on to allow data entry)					
<b>The Course Covers:</b>					
➤ RBWM Salary Tool functionalities ➤ Entering employee data ➤ Calculating projections and commitments for years 2 and 3 ➤ Understanding ICFP metrics relating to staff costs					
<b>Other information:</b>					
<b>Contact/ course provider:</b>	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

Title:	<b>BURSAR BRIEFING MEETING</b>				
Code:	BST2022/02	Date:	Wednesday 2 <sup>nd</sup> February 2022	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"> <li>➤ Ensure Business Managers, Bursars and Finance Officers are kept up to date with all relevant information from RBWM, AfC and statutory requirements of DfE</li> </ul>					
The Course Covers:					
<ul style="list-style-type: none"> <li>➤ Agenda to follow</li> <li>➤ Guest Speakers invited – relevant to current topics</li> <li>➤ <b>HR – Separate Agenda</b></li> </ul>					
Other information:					
Contact/ course provider:	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

Title:	<b>BURSAR WORKSHOP – Part 3</b>				
Code:	BST2022/03	Date:	Thursday 10 <sup>th</sup> February 2022	Times:	9.30 - 12.30
Venue:	Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	4 <sup>th</sup> February 2022	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:	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

Title:	Completing Annual Budget Plan - (Practical Session)				
Code:	BST2022/04	Date:	Thursday 3 <sup>rd</sup> March 2022 <u>OR</u> Wednesday 9 <sup>th</sup> March 2022	Times:	9.30 – 12.30
Venue:	Online – Google Meet				
Closing Date:	18 <sup>th</sup> February 2022	Cost:	SLA	Course Nos:	No max per day
The Course is suitable for:					
<b>New Business Managers, Finance Officers and Bursars</b> <b>Business Managers, Finance Officers and Bursars wishing to attend a refresher course</b>					
The Course aims to:					
<ul style="list-style-type: none"> <li>➤ To provide advice and rationale on building a budget</li> <li>➤ Enable completion of a draft budget plan</li> </ul>					
The Course Covers:					
<ul style="list-style-type: none"> <li>➤ Annual Budget Planning (theory)</li> <li>➤ Producing a draft budget plan spreadsheet (hands on)</li> </ul>					
Other information:					
Contact/ course provider:	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

<b>Title:</b>	<b>3 Year Budget Plan (Completing Draft Plan – Practical Session)</b>				
<b>Code:</b>	BST2022/05	<b>Date:</b>	Thursday 24 <sup>th</sup> March 2022 <b>OR</b> Wednesday 30 <sup>th</sup> March 2022	<b>Times:</b>	9.30 - 12.30
<b>Venue:</b>	Online – Google Meet				
<b>Closing Date:</b>	11 <sup>th</sup> March 2022	<b>Cost:</b>	SLA	<b>Course Nos:</b>	No max per day
<b>The Course is suitable for:</b>					
Business Managers, Bursars and Finance Officers					
<b>The Course aims to:</b>					
➤ Enable completion of a draft 3 Year Budget Plan					
<b>The Course Covers:</b>					
➤ Completion of a draft 3 Year Budget Plan from schools own information (hands on)					
<b>Other information:</b>					
<b>Contact / course provider:</b>	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

Title:	<b>BURSAR WORKSHOP – Part 1</b>				
Code:	BST2022/06	Date:	Thursday 26 <sup>th</sup> May 2022	Times:	9.30 – 12.30
Venue:	Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	13 <sup>th</sup> May 2022	Cost:	SLA	Course Nos:	Max 25
The Course is suitable for:					
<p><b>New Business Managers, Bursars and Finance Officers</b>  <b>Also Finance Assistants wishing to broaden their knowledge for professional development</b>  <b>Experienced Business Managers, Bursars and Finance Officers wishing to attend a refresher course</b></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:	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

<b>Title:</b>	<b>Budget Monitoring &amp; Forecasting - (Practical Session)</b>				
<b>Code:</b>	<b>BST2022/07</b>	<b>Date:</b>	<b>Thursday 23<sup>rd</sup> June 2022</b>	<b>Times:</b>	<b>9.30 – 12.30</b>
<b>Venue:</b>	<b>Online – Google Meet</b>				
<b>Closing Date:</b>	<b>10<sup>th</sup> June 2022</b>	<b>Cost:</b>	<b>SLA</b>	<b>Course Nos:</b>	<b>No max per day</b>
<b>The Course is suitable for:</b>					
<b>New Business Managers, Finance Officers and Bursars</b> <b>Business Managers, Finance Officers and Bursars wishing to attend a refresher course</b>					
<b>The Course aims to:</b>					
<ul style="list-style-type: none"> <li>➤ To provide advice and rationale on budget monitoring &amp; forecasting</li> <li>➤ Enable completion of the budget monitoring file</li> <li>➤ Prepare for the 6 month and 9 month governor reports</li> <li>➤ Discuss ICFP metrics</li> </ul>					
<b>The Course Covers:</b>					
<ul style="list-style-type: none"> <li>➤ Budget monitoring &amp; forecasting (theory)</li> <li>➤ Producing a budget monitoring file using the latest CFR data (hands on)</li> </ul>					
<b>Other information:</b>					
<b>Contact / course provider:</b>	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				



<b>Title:</b>	<b>BURSAR WORKSHOP – Part 2</b>				
<b>Code:</b>	<b>BST2022/08</b>	<b>Date:</b>	<b>Thursday 15<sup>th</sup> September 2022</b>	<b>Times:</b>	<b>9.30 - 12.30</b>
<b>Venue:</b>	<b>Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU</b>				
<b>Closing Date:</b>	<b>2<sup>nd</sup> September 2022</b>	<b>Cost:</b>	<b>SLA</b>	<b>Course Nos:</b>	<b>Max 25</b>
<b>The Course is suitable for:</b>					
<p><b>New Business Managers, Bursars and Finance Officers</b>  <b>Also Finance Assistants wishing to broaden their knowledge for professional development</b>  <b>Experienced Business Managers, Bursars and Finance Officers wishing to attend a refresher course</b></p>					
<b>The Course aims to:</b>					
<p>➤ Further explain the role of the Business Manager, Finance Officer and Bursar</p>					
<b>The Course Covers:</b>					
<p>➤ Overview of the Scheme of Financial Management  ➤ SFVS (Schools Financial Value Standard)  ➤ Budget Monitoring &amp; Reports  ➤ Reporting to Headteacher &amp; Governors  ➤ Inventory  ➤ Capital  ➤ 3 Year Plan Update  ➤ Statutory Policies  ➤ Mandatory Publication - On-line</p>					
<b>Other information:</b>					
<b>Contact / course provider:</b>	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

<b>Title:</b>	<b>Pupil Premium Plan (Completing Draft Plan – Practical Session)</b>				
<b>Code:</b>	<b>BST2022/09</b>	<b>Date:</b>	<b>Thursday 22<sup>nd</sup> September 2022</b>	<b>Times:</b>	<b>10 – 12</b>
<b>Venue:</b>	<b>Online – Google Meet</b>				
<b>Closing Date:</b>	<b>9<sup>th</sup> September 2022</b>	<b>Cost:</b>	<b>SLA</b>	<b>Course Nos:</b>	<b>No max per day</b>
<b>The Course is suitable for:</b>					
<b>Business Managers, Bursars and Finance Officers</b>					
<b>The Course aims to:</b>					
<p>➤ Enable completion of a Pupil Premium Plan</p>					
<b>The Course Covers:</b>					
<p>➤ Completion of a Pupil Premium Plan from schools own information (hands on)</p>					
<b>Other information:</b>					
<b>Contact / course provider:</b>	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

Title:	<b>BURSAR BRIEFING MEETING</b>				
Code:	BST2022/10	Date:	Wednesday 12 <sup>th</sup> October 2022	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"> <li>➤ Ensure Business Managers, Bursars and Finance Officers are kept up to date with all relevant information from RBWM and statutory requirements of DfE</li> </ul>					
The Course Covers:					
<ul style="list-style-type: none"> <li>➤ Agenda to follow</li> <li>➤ Guest Speakers invited – relevant to current topics</li> <li>➤ <b>HR – Separate Agenda</b></li> </ul>					
Other information:					
Contact/ course provider:	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

Title:	SFVS, BENCHMARKING & BEST VALUE				
Code:	BST2022/11	Date:	Thursday 10 <sup>th</sup> November 2022	Times:	9.30 – 12.30
Venue:	<del>Online – Google Meet</del> Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	4 <sup>th</sup> November 2022	Cost:	SLA	Course Nos:	No max per day
The Course is suitable for:					
Business Managers, Bursars, Finance Officers, Headteachers and Governors.					
The Course aims to:					
<ul style="list-style-type: none"> <li>➤ Demonstrate how to access the DfE Benchmarking Website to compare income and expenditure with similar schools</li> <li>➤ Access &amp; demonstrate DfE Financial Management Toolkit</li> <li>➤ Access &amp; demonstrate DfE Schools Financial Value Standards Toolkit</li> </ul>					
The Course Covers:					
<ul style="list-style-type: none"> <li>➤ Use of the websites</li> <li>➤ Template Entry</li> <li>➤ Comparison of Data</li> <li>➤ Charts</li> <li>➤ DfE Financial Management Toolkit</li> <li>➤ Best Value Principles</li> <li>➤ Completion of the data required for SFVS dashboard</li> <li>➤ Understand the metrics used</li> </ul>					
Other information:					
Contact/ course provider:	<a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a> Siân Bolton Vanessa Leamon John Carroll Sarah Ward <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				