

Bursar Support

Training Courses
January 2024 - December 2024



**achieving
for children**

Bursar.support@achievingforchildren.org.uk

<https://www.leadershipupdate-rbwm.co.uk/bursar-support/>

Title:	BURSAR SUPPORT SALARY TOOL				
Code:	BST2024/01	Date:	Wednesday 17 th January 2024 OR Thursday 25 th January 2024	Times:	9.30 – 12.30
Venue:	Online – Google Meet				
Closing Date:	8th January 2024	Cost:	SLA	Course Nos:	No max 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 ➤ Understanding ICFP metrics relating to staff costs					
Other information:					
Contact/ course provider:	Bursar.support@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	BURSAR BRIEFING MEETING				
Code:	BST2024/02	Date:	Wednesday 7 th February 2024	Times:	9.30 – 1pm
Venue:	Online – Google Meet				
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, AfC 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@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	BURSAR WORKSHOP – Part 3				
Code:	BST2024/03	Date:	Thursday 22 nd February 2024	Times:	9.30 - 12.30
Venue:	Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	5 th February 2024	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 ➤ Building a School Budget (Annual Theory) & ICFP Metrics ➤ CFR ➤ Balances/Balance Control Mechanism/Year End Projection ➤ Regular & Year End Procedures/Forms ➤ Virements, Journals and Balances ➤ Personnel issues</p>					
Other information:					
Contact/ course provider:	Bursar.support@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	Completing Annual Budget Plan - (Practical Session)				
Code:	BST2024/04	Date:	Thursday 29 th February 2024 OR Wednesday 6 th March 2024	Times:	9.30 – 12.30
Venue:	Online – Google Meet				
Closing Date:	19 th February 2024	Cost:	SLA	Course Nos:	No max 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@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	3 Year Budget Plan (Completing Draft Plan – Practical Session)				
Code:	BST2024/05	Date:	Thursday 21st March 2024 <u>OR</u> Wednesday 27th March 2024	Times:	9.30 - 12.30
Venue:	Online – Google Meet				
Closing Date:	8th March 2024	Cost:	SLA	Course Nos:	No max per day
The Course is suitable for:					
Business Managers, Bursars and Finance Officers					
The Course aims to:					
➤ Enable completion of a draft 3 Year Budget Plan					
The Course Covers:					
➤ Completion of a draft 3 Year Budget Plan from schools own information (hands on)					
Other information:					
Contact/ course provider:	Bursar.support@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	BURSAR WORKSHOP – Part 1				
Code:	BST2024/06	Date:	Thursday 23 rd May 2024	Times:	9.30 – 12.30
Venue:	Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	13 th May 2024	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>➤ Explain the role of the Business Manager, Bursar and Finance Officer</p>					
The Course Covers:					
<p>➤ Achieving Good Practice ➤ Annual timetable and key dates ➤ Personnel ➤ Monthly Reconciliation ➤ Construction Industry Scheme ➤ Lettings ➤ Private Funds ➤ Management of Contracts ➤ Insurance ➤ Internal Audit ➤ Policy/practice and procedure ➤ VAT</p>					
Other information:					
Contact/ course provider:	Bursar.support@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	Budget Monitoring & Forecasting - (Practical Session)				
Code:	BST2024/07	Date:	Thursday 27th June 2024	Times:	9.30 – 12.30
Venue:	Online – Google Meet				
Closing Date:	7th June 2024	Cost:	SLA	Course Nos:	No max 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@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	BURSAR WORKSHOP – Part 2				
Code:	BST2024/08	Date:	Thursday 19th September 2024	Times:	9.30 - 12.30
Venue:	Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	6th September 2024	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 ➤ 3 Year Plan Update ➤ Statutory Policies ➤ Mandatory Publication - On-line</p>					
Other information:					
Contact/ course provider:	Bursar.support@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	Pupil Premium Plan				
Code:	BST2024/09	Date:	Thursday 26th September 2024	Times:	10 – 12
Venue:	Online – Google Meet				
Closing Date:	9th September 2024	Cost:	SLA	Course Nos:	No max per day
The Course is suitable for:					
Business Managers, Bursars and Finance Officers					
The Course aims to:					
<p>➤ Provide understanding of the different elements of Pupil Premium to support completion of a Pupil Premium Strategy Statement</p>					
The Course Covers:					
<p>➤ Explanation of the different elements of Pupil Premium ➤ Funding calculator ➤ Ability to support completion of Pupil Premium Strategy Statement ➤ Awareness of deadline to publish a strategy statement on the school website</p>					
Other information:					
Contact/ course provider:	Bursar.support@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				

Title:	BURSAR BRIEFING MEETING				
Code:	BST2024/10	Date:	Wednesday 9 th October 2024	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:					
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Title:	SFVS, BENCHMARKING & BEST VALUE				
Code:	BST2024/11	Date:	Thursday 28 th November 2024	Times:	9.30 – 12.30
Venue:	Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	11 th November 2024	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"> ➤ 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@achievingforchildren.org.uk Siân Bolton John Carroll Kate Borg-Cardona Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/				