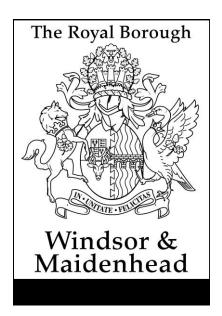
Bursar Support

Training Courses January 2024 - December 2024





Bursar.support@achievingforchildren.org.uk

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

Title:	BURSAR SUPPORT SALARY TOOL										
Code:	BST2024/01	January OR Thursd		Inesday 17 th Dary 2024 Darsday 25 th Dary 2024	Times:		9.30 – 12.30				
Venue:	Online – Goo	gle Meet			<u> </u>						
Closing Date:	8th January	2024	Cost:	SLA	C	Course	Nos:	No max per day			
The Cour	se is suitable fo	or:			I						
	Managers, Bur	sars and	Financ	e Officers							
The Cours	se aims to:										
> To der	monstrate how	to monit	or salar	ry costs (Hands	s on to al	llow d	ata enti	ry)			
The Cour	se Covers:										
EnteriCalculUnder	standing ICFF	ata ns and co	ommitn	nents for years :	2 and 3						
Other info	ormation:										
Contact/ course pro	ovider: S J H S	iân Bolto ohn Carro Kate Borg arah Wai	on oll g-Cardo rd	achievingforch na dershipupdate-			oursar-s	support/			

Title:	BURSAR BRIEFING MEETING											
Code:	BST2024/02	Date:		Inesday 7 th Times:			9.30 – 1pm					
Venue:	Online - Goog	le Meet					<u> </u>					
Closing Date:	N/A	C	ost:	SLA		Course	e Nos:	N/A				
The Cours	se is suitable for	:										
	Managers, Burs	ars and F	inanc	e Officers								
The Cours	se aims to:											
	sure Business M relevant informa	_										
The Cours	se Covers:											
> Gu	enda to follow test Speakers inv R – Separate Ago		evant	to current top	ics							
Other info	ormation:											
Contact/				achievingforcl	hildren	.org.uk						
course pro		ìn Bolton hn Carrol										
	Ka	te Borg-	Cardo	na								
		rah Ward tps://ww		<u>dershipupdate</u>	-rbwm	.co.uk/	<u>bursar-</u>	support/				
ı	1											

Title:	e: BURSAR WORKSHOP – Part 3										
Code:	BST2024/03	Date: Thursday 2024 Times: 9.30 - 12.									
Venue:	Altwood Schoo	ol, Altwoo	d Roa	ad, Maidenhead,	Berks, SL6	4PU					
Closing Date:	5 th February 2	ruary 2024 Cost: SLA Course Nos: Max									
The Cour	se is suitable for	:									
Also Fina developm Experience refresher	ent. ced Business Ma course.	rishing to	broad	inance Officers. den their knowled rs and Finance O	_						
The Cour	se aims to:										
go	o provide Busine od practice on the see Covers:			Bursars and Finar	nce Officer	s with ac	lvice and				
> So	urces of Funding	·									
	ilding a School	_	Annua	al Theory) & ICF	P Metrics						
	llances/Balance egular & Year Er			anism/Year End Forms	Projection						
> Vi	rements, Journal										
Other info	ormation:										
Contact/ course pro	ovider: Siá Joi Ka Sa	àn Bolton hn Carrol ite Borg- rah Ward	l 1 Cardo	achievingforchild na dershipupdate-rb	<u> </u>		support/				

Title:	Completing Annual Budget Plan - (Practical Session)											
Code:	BST2024/04	Date:	February Feb	rrsday 29 th ruary 2024 dnesday 6 th ech 2024	Times:	9.30 – 12.30						
Venue:	Online – Goog	Google Meet										
Closing Date:	19 th February		Cost:	SLA	Course	e Nos:	No max per day					
The Cours	se is suitable for:											
	ness Managers, Managers, Finan			ers and Bursars d Bursars wishin	ng to attend	a refresl	her course					
The Cours	se aims to:											
	provide advice a able completion			n building a bud get plan	lget							
The Cours	se Covers:											
> Pro		0 (readsheet (hands	s on)							
Other info	rmation:											
Contact/		<mark>rsar.suj</mark> n Bolto		<u>achievingforchil</u>	dren.org.uk							
course pro		n Carre										
		_	-Cardo	na								
	Sarah Ward https://www.leadershipupdate-rbwm.co.uk/bursar-support/											

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Title:	3 Year Budget	: Plan (C	Comple	eting Draft Plar	n – Pra	actical S	Session)	
Code:	BST2024/05	Date:	21st I OR Wed	rsday March 2024 Inesday 27 th ch 2024	Ti	mes:	9.30 -	12.30
Venue:	Online – Goo	gle Mee	et		•			
Closing Date:	8 th March 2024	ł C	Cost:	SLA		Course	e Nos:	No max per day
The Course	e is suitable for:							
Business M	Ianagers, Bursa	rs and H	Finance	e Officers				
The Course	e aims to:							
> Enable	completion of a	draft 3	Year I	Budget Plan				
The Course	e Covers:							
> Comple	tion of a draft 3	Year B	udget :	Plan from scho	ols ow	n infor	mation	(hands on)
Other infor	mation:							
Contact/ course provider:	Siân Bolton John Carroll Kate Borg-Car Sarah Ward	rdona	J	orchildren.org.u		sar-sup	port/	

Title:	BURSAR WO	RKSHO	P – P	art 1								
Code:	BST2024/06	Date:		rsday May 2024	9.30 – 12.30							
Venue:	Altwood School	ol, Altwo	od Ro	oad, Maidenhead	, Berks, SL	6 4PU						
Closing Date:	13 th May 2024	Co	ost:	SLA	Max 25							
The Course	e is suitable for:				I							
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	Course aims to:											
> Exp	Explain the role of the Business Manager, Bursar and Finance Officer											
The Course	Covers:											
 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 												
Other infor			• -									
Contact/ course provider:	ct/ Bursar.support@achievingforchildren.org.uk e Siân Bolton											

Title:	Budget Monitoring & Forecasting - (Practical Session)									
Code:	BST2024/07	Date:		rsday June 2024	Tir	mes: 9.30 – 12.30				
Venue:	Online – Goo	gle Mee	t							
Closing Date:	7 th June 2024	Co	ost:	SLA		Course Nos:		No max per day		
The Course	e is suitable for:									
	ess Managers, l Ianagers, Finan			ers and Bursars d Bursars wishin	g to	attend :	a refresl	her course		
The Course	e aims to:									
> Prep > Disc	cuss ICFP metri	onth and	_	monitoring file onth governor rep	orts					
The Course	e Covers:									
	lget monitoring ducing a budget		_	(theory) ile using the lates	st CF	R data	(hands	on)		
Other infor	mation:									
Contact/ course provider:	Siân Bolton John Carroll Kate Borg-Car Sarah Ward	rdona		orchildren.org.uk		sar-sup	port/			

Title:	BURSAR WO	RKSHO	$\mathbf{P} - \mathbf{P}$	art 2			
Code:	BST2024/08	Date:		rsday September 2024	12.30		
Venue:	Altwood Scho	ool, Altw	ood R	oad, Maidenhead	l, Berks, SI	.6 4PU	
Closing Date:	6 th September 2024	Co	ost:	SLA	e Nos:	Max 25	
The Course	e is suitable for:						
Also Finan developme Experience refresher co	nt ed Business Mar ourse	shing to	broac	nance Officers len their knowled s and Finance Of			
The Course	e aims to:						
	•	e of the I	Busin€	ess Manager, Fina	ance Office	r and B	ursar
The Course	e Covers:						
 SFVS (S Budget Reporti Invento 3 Year Statutos 	ew of the Scheme Schools Financia Monitoring & I ing to Headteac ory Plan Update ry Policies tory Publication	al Value Reports her & G	Stand	ard)			
Other infor	•						
		1					
Contact/ course provider:	Siân Bolton John Carroll Kate Borg-Car Sarah Ward	rdona	J	orchildren.org.uk			

Title:	Pupil Premiur	Pupil Premium Plan											
Code:	BST2024/09	Date:		rsday September 2024	Times:	10 – 12							
Venue:	Online – Goog	gle Meet				1							
Closing Date:	9 th September 2024	C	Cost: SLA		Course	e Nos:	No max per day						
The Course	is suitable for:												
Business M	anagers, Bursa	rs and F	inanc	e Officers									
The Course	aims to:												
com	pletion of a Pup	_		erent elements of trategy Statemen	-	nium to	support						
The Course	Covers:												
FundAbilition	ding calculator ity to support co	ompletic	on of I	ents of Pupil Pred Pupil Premium St a strategy statem	rategy State		vebsite						
Other infor	mation:												
Contact/ course provider:	Siân Bolton John Carroll Kate Borg-Car Sarah Ward	rdona		orchildren.org.uk		port/							

Title:	BURSAR BRIEFING MEETING											
Code:	BST2024/10	Date:		Inesday October 2024				1pm				
Venue:	TBC	ı	<u> </u>									
Closing Date:	N/A	Co	ost:	SLA	Nos:	N/A						
The Cours	se is suitable for:				_							
Business Managers, Bursars and Finance Officers												
The Cours	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	es							
Other info	rmation:											
Contact/ course pro	ovider: Siâ Joh Kar Sar	n Bolton in Carrol te Borg-C ah Ward	1 1 Cardo	achievingforchi na dershipupdate-1			oursar-s	support/				

Title:	SFVS, BENCHMARKING & BEST VALUE											
Code:	BST2024/11	Date:	ate: Thursday Times: 9.30 – 28th November 2024				12.30					
Venue:	Altwood Schoo	l, Altwoo	d Roa	ad, Maidenhead,	Berks, SL6	4PU						
Closing Date:	11 th Novembe 2024	r Co	ost:	SLA	Course	e Nos:	No max per day					
The Course is suitable for:												
Business Managers, Bursars, Finance Officers, Headteachers and Governors.												
The Cours	se aims to:											
 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 Cours	se Covers:											
A A A A A	 Template Entry Comparison of Data Charts DfE Financial Management Toolkit Best Value Principles Completion of the data required for SFVS dashboard 											
Other info	rmation:											
Contact/ course pro												