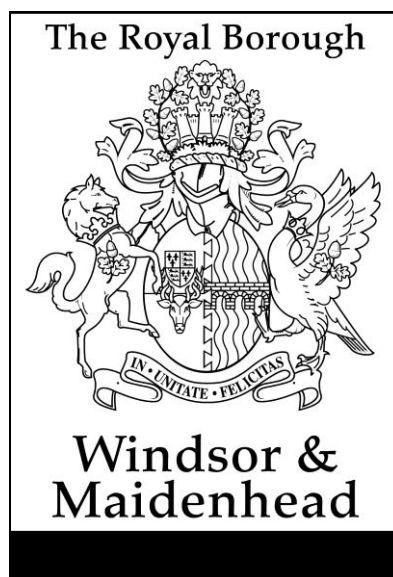


# Bursar Support

Training Courses  
January 2026 - December 2026



[Bursar.support@achievingforchildren.org.uk](mailto:Bursar.support@achievingforchildren.org.uk)

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

<b>Title:</b>	<b>BURSAR SUPPORT SALARY TOOL</b>				
<b>Code:</b>	BST2026/01	<b>Date:</b>	Wednesday 14 <sup>th</sup> January 2026 <b>OR</b> Thursday 22 <sup>nd</sup> January 2026	<b>Times:</b>	9.30 – 12.30
<b>Venue:</b>	Online – Google Meet				
<b>Closing Date:</b>	9 <sup>th</sup> January 2026	<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 Bursar Support 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 Mahreen Shah  <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>			

<b>Title:</b>	<b>BURSAR BRIEFING MEETING</b>				
<b>Code:</b>	BST2026/02	<b>Date:</b>	Thursday 5 <sup>th</sup> February 2026	<b>Times:</b>	9.15am – 1pm
<b>Venue:</b>	Online – Google Meet				
<b>Closing Date:</b>	N/A	<b>Cost:</b>	SLA	<b>Course Nos:</b>	N/A
<b>The Course is suitable for:</b>					
Business Managers, Bursars and Finance Officers					
<b>The Course aims to:</b>					
<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>					
<b>The Course Covers:</b>					
<ul style="list-style-type: none"> <li>➤ Agenda to follow</li> <li>➤ Guest Speakers invited – relevant to current topics</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 Mahreen Shah  <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:	BST2026/03	Date:	Thursday 12 <sup>th</sup> February 2026	Times:	9.30 - 12.30
Venue:	Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	6 <sup>th</sup> February 2026	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>➤ <b>To provide Business Managers, Bursars and Finance Officers with advice and good practice on the course content</b></p>					
The Course Covers:					
<p>➤ <b>Sources of Funding</b>  ➤ <b>Building a School Budget (Annual Theory) &amp; ICFP Metrics</b>  ➤ <b>CFR</b>  ➤ <b>Balances/Balance Control Mechanism/Year End Projection</b>  ➤ <b>Regular &amp; Year End Procedures/Forms</b>  ➤ <b>Virements, Journals and Balances</b>  ➤ <b>Personnel issues</b></p>					
Other information:					
Contact/ course provider:	<p><a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a></p> <p>Siân Bolton Mahreen Shah</p> <p><a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a></p>				

<b>Title:</b>	<b>Completing Annual Budget Plan - (Practical Session)</b>				
<b>Code:</b>	<b>BST2026/04</b>	<b>Date:</b>	<b>Thursday 26<sup>th</sup> February 2026 <u>OR</u> Wednesday 4<sup>th</sup> March 2026</b>	<b>Times:</b>	<b>9.30 – 12.30</b>
<b>Venue:</b>	<b>Online – Google Meet</b>				
<b>Closing Date:</b>	<b>13<sup>th</sup> February 2026</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 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 building a budget</li> <li>➤ Enable completion of a draft budget plan</li> </ul>					
<b>The Course Covers:</b>					
<ul style="list-style-type: none"> <li>➤ Annual Budget Planning (theory)</li> <li>➤ Producing a draft budget plan spreadsheet (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 Mahreen Shah  <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>	<b>BST2026/05</b>	<b>Date:</b>	<b>Thursday 19<sup>th</sup> March 2026 <u>OR</u> Wednesday 25<sup>th</sup> March 2026</b>	<b>Times:</b>	<b>9.30 - 12.30</b>
<b>Venue:</b>	<b>Online – Google Meet</b>				
<b>Closing Date:</b>	<b>6<sup>th</sup> March 2026</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>					
<ul style="list-style-type: none"> <li>➤ <b>Enable completion of a draft 3 Year Budget Plan</b></li> </ul>					
<b>The Course Covers:</b>					
<ul style="list-style-type: none"> <li>➤ <b>Completion of a draft 3 Year Budget Plan from schools own information (hands on)</b></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 Mahreen Shah  <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 1</b>				
<b>Code:</b>	<b>BST2026/06</b>	<b>Date:</b>	<b>Thursday 14<sup>th</sup> May 2026</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>5<sup>th</sup> May 2026</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>➤ <b>Explain the role of the Business Manager, Bursar and Finance Officer</b></p>					
<b>The Course Covers:</b>					
<ul style="list-style-type: none"> <li>➤ <b>Achieving Good Practice</b></li> <li>➤ <b>Annual timetable and key dates</b></li> <li>➤ <b>Personnel</b></li> <li>➤ <b>Monthly Reconciliation</b></li> <li>➤ <b>Construction Industry Scheme</b></li> <li>➤ <b>Lettings</b></li> <li>➤ <b>Private Funds</b></li> <li>➤ <b>Management of Contracts</b></li> <li>➤ <b>Insurance</b></li> <li>➤ <b>Internal Audit</b></li> <li>➤ <b>Policy/practice and procedure</b></li> <li>➤ <b>VAT</b></li> </ul>					
<b>Other information:</b>					
<b>Contact/ course provider:</b>	<p><a href="mailto:Bursar.support@achievingforchildren.org.uk"><b>Bursar.support@achievingforchildren.org.uk</b></a></p> <p><b>Siân Bolton</b> <b>Mahreen Shah</b></p> <p><a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/"><b>https://www.leadershipupdate-rbwm.co.uk/bursar-support/</b></a></p>				

<b>Title:</b>	<b>Budget Monitoring &amp; Forecasting - (Practical Session)</b>				
<b>Code:</b>	<b>BST2026/07</b>	<b>Date:</b>	<b>Thursday 25<sup>th</sup> June 2026</b>	<b>Times:</b>	<b>9.30 – 12.30</b>
<b>Venue:</b>	<b>Online – Google Meet</b>				
<b>Closing Date:</b>	<b>12<sup>th</sup> June 2026</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  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>➤ <b>To provide advice and rationale on budget monitoring &amp; forecasting</b></li> <li>➤ <b>Enable completion of the budget monitoring file</b></li> <li>➤ <b>Prepare for the 6 month and 9 month governor reports</b></li> <li>➤ <b>Discuss ICFP metrics</b></li> </ul>					
<b>The Course Covers:</b>					
<ul style="list-style-type: none"> <li>➤ <b>Budget monitoring &amp; forecasting (theory)</b></li> <li>➤ <b>Producing a budget monitoring file using the latest CFR data (hands on)</b></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 Mahreen Shah  <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>BST2026/08</b>	<b>Date:</b>	<b>Thursday 17<sup>th</sup> September 2026</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>10<sup>th</sup> September 2026</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>➤ <b>Further explain the role of the Business Manager, Finance Officer and Bursar</b></p>					
<b>The Course Covers:</b>					
<p>➤ <b>Overview of the Scheme of Financial Management</b>  ➤ <b>SFVS (Schools Financial Value Standard)</b>  ➤ <b>Budget Monitoring &amp; Reports</b>  ➤ <b>Reporting to Headteacher &amp; Governors</b>  ➤ <b>Inventory</b>  ➤ <b>3 Year Plan Update</b>  ➤ <b>Statutory Policies</b>  ➤ <b>Mandatory Publication - On-line</b></p>					
<b>Other information:</b>					
<p><b>Contact/ course provider:</b> <a href="mailto:Bursar.support@achievingforchildren.org.uk">Bursar.support@achievingforchildren.org.uk</a>  Siân Bolton  Mahreen Shah  <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a></p>					

<b>Title:</b>	<b>Pupil Premium Plan</b>				
<b>Code:</b>	<b>BST2026/09</b>	<b>Date:</b>	<b>Thursday 24<sup>th</sup> September 2026</b>	<b>Times:</b>	<b>10:00 – 12:00pm</b>
<b>Venue:</b>	<b>Online – Google Meet</b>				
<b>Closing Date:</b>	<b>11<sup>th</sup> September 2026</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>					
<ul style="list-style-type: none"> <li>➤ <b>Provide understanding of the different elements of Pupil Premium to support completion of a Pupil Premium Strategy Statement</b></li> </ul>					
<b>The Course Covers:</b>					
<ul style="list-style-type: none"> <li>➤ <b>Explanation of the different elements of Pupil Premium</b></li> <li>➤ <b>Funding calculator</b></li> <li>➤ <b>Ability to support completion of Pupil Premium Strategy Statement</b></li> <li>➤ <b>Awareness of deadline to publish a strategy statement on the school website</b></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 Mahreen Shah  <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>				

<b>Title:</b>	<b>BURSAR BRIEFING MEETING</b>				
<b>Code:</b>	<b>BST2026/10</b>	<b>Date:</b>	<b>Wednesday 7<sup>th</sup> October 2026</b>	<b>Times:</b>	<b>9.30 – 1pm</b>
<b>Venue:</b>	<b>TBC</b>				
<b>Closing Date:</b>	<b>N/A</b>	<b>Cost:</b>	<b>SLA</b>	<b>Course Nos:</b>	<b>N/A</b>
<b>The Course is suitable for:</b>					
<b>Business Managers, Bursars and Finance Officers</b>					
<b>The Course aims to:</b>					
<ul style="list-style-type: none"> <li>➤ <b>Ensure Business Managers, Bursars and Finance Officers are kept up to date with all relevant information from RBWM and statutory requirements of DfE</b></li> </ul>					
<b>The Course Covers:</b>					
<ul style="list-style-type: none"> <li>➤ <b>Agenda to follow</b></li> <li>➤ <b>Guest Speakers invited – relevant to current topics</b></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 Mahreen Shah  <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:	BST2026/11	Date:	Thursday 26 <sup>th</sup> November 2026	Times:	9.30 – 12.30
Venue:	Altwood School, Altwood Road, Maidenhead, Berks, SL6 4PU				
Closing Date:	13 <sup>th</sup> November 2026	Cost:	SLA	Course Nos:	No max per day 25
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>➤ 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</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 Mahreen Shah  <a href="https://www.leadershipupdate-rbwm.co.uk/bursar-support/">https://www.leadershipupdate-rbwm.co.uk/bursar-support/</a>			