

Schools Finance NCC



Finance For Governors Programme 2012-13

NCC Finance For Governors Programme

Welcome to the NCC Finance for Governors programme!

The Governor Finance Programme is brand new this year and has been specifically designed to provide school finance governors with the financial skills and knowledge needed to effectively lead finances within schools.

Over the following pages you will find details of each of the modules of the programme, including suitability, content, dates and venues.

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All courses are designed and built in accordance with the requirements of the Schools Financial Value Standard. This means that as well as learning about a particular area of finance, you will also come away with a practical understanding of what evidence would provide assurance to you, as Governors, that your school is financially well managed.



All courses of the Governors Programme are provided **FREE** if your school has purchased a Finance Support Package for 2012-13.

Basic Finance

Finance
For
Governors

Description

This course provides a basic overview of school finances from funding through to monitoring. It takes an interactive approach as delegates explore essential elements of school budgets and financial procedures.

Who Should Attend?

This course is ideal for new Governors or those that require a refresher.

Content

- Roles & Responsibilities for Finance
- Funding
- The School Budget
- Monitoring the Budget
- Schools Financial Value Standard
- Financial Systems in Norfolk Schools
- Section A of Schools Financial Value Standard

Duration

2.5 Hours

Price

Free!

This course is **FREE** if your school has purchased a Finance Support Package for 2012-13.

Dates & Venues

17 Apr 12	Norwich PDC	19:00 - 21:30
16 Jul 12	Norwich PDC	10:00 - 12:30
13 Sep 12	Norwich PDC	19:00 - 21:30
18 Sep 12	Kings Lynn PDC	10:00 - 12:30
18 Jan 13	Norwich PDC	10:00 - 12:30
12 Feb 13	Kings Lynn PDC	19:00 - 21:30

The School Budget

Description

This course is all about the School Budget and how Governors can be assured that a balanced budget is set and monitored throughout the year. This course is designed and built around the requirements of Section B (Setting The Budget) of the Schools Financial Value Standard.

Who Should Attend?

This course is ideal for Chair of Governors and Governors with finance responsibilities.

Content

- Linking Strategic Plans to the Budget
- Setting the 3 Year Budget
- Budget Commentary
- Effective Budget Monitoring
- The Budget Cycle
- Outturn Variance Analysis
- SFVS Requirements

Duration

2.5 Hours

Price

Free!

This course is **FREE** if your school has purchased a Finance Support Package for 2012-13.

Dates & Venues

10 May 12	Kings Lynn PDC	19:00 - 21:30
23 Oct 12	Norwich PDC	10:00 - 12:30
19 Mar 13	Norwich PDC	19:00 - 21:30

Value For Money

Finance
For
Governors

Description

This course is about how Governors can obtain best value with the resources available and follow rules and regulations relating to procurement. This course is designed and built around the requirements of Section C (Value For Money) of the Schools Financial Value Standard.

Who Should Attend?

This course is ideal for Chair of Governors and Governors with finance responsibilities.

Content

- NCC and National Benchmarking Data
- Purchasing, Tendering and Contracting Requirements
- Importance of Seeking Expert Contract Advice
- Analysis of Balances
- Recording the Purchase of Assets
- Premises and Asset Maintenance Plans
- Collaborating with Others

Duration

2.5 Hours

Price

Free!

This course is **FREE** if your school has purchased a Finance Support Package for 2012-13.

Dates & Venues

14 Jun 12	Norwich PDC	19:00 - 21:30
15 Nov 12	Kings Lynn PDC	19:00 - 21:30
04 Mar 13	Norwich PDC	10:00 - 12:30

Protecting Public Money

Description

This course is about how Governors can fulfil their formal responsibility for the protection of public money through the implementation of internal controls and self-assessment processes. This course is designed and built around the requirements of Section D (Protecting Public Money) of the Schools Financial Value Standard.

Who Should Attend?

This course is ideal for Chair of Governors and Governors with finance responsibilities.

Content

- Identifying Types of Fraud
- Anti-fraud Strategy
- Self-Assessment of Internal Controls
- Whistleblowing Policy
- Auditing Requirements
- Business Continuity

Duration

2.5 Hours

Price

Free!

This course is **FREE** if your school has purchased a Finance Support Package for 2012-13.

Dates & Venues

28 May 12	Norwich PDC	10:00 - 12:30
06 Dec 12	Norwich PDC	19:00 - 21:30
21 Mar 13	Kings Lynn PDC	19:00 - 21:30

Course Booking

All bookings must be made through the website:



You can book on-line by visiting <http://efs.norfolk.gov.uk>. Select Courses
(Info and Booking) from the A-Z menu.

Once you have made your booking you can leave the rest to us!

Booking Confirmation

You will be sent confirmation of your place on the course by email as soon as possible after receipt of your booking.

Joining Instructions

You will receive a further email approximately two weeks before the date of your course. This will confirm that the course is taking place and the venue details, start and finish times and any special requirements or instructions.

Cancellation Policy

Please notify us at the earliest opportunity if you are unable to attend a booked course. Cancellations received within 10 working days of the event or failure to cancel will be subject to an administration charge of £50.

We will do our very best to ensure every course date set is delivered but please be aware that a course may not run below the minimum number of 5 delegates, or due to unforeseen circumstances. In the event of a course being cancelled, you will be contacted at the earliest opportunity and offered an alternative date where possible.

Venues

Governor courses are delivered at the following venues:



Professional Development Centre

Woodside Road, Norwich, NR7 9QL



West Norfolk Professional Development Centre

Kilham 's Way, Kings Lynn, PE30 2HU

Maps and directions can be found on our website at:

<http://www.eficts.norfolk.gov.uk/training/TrainingVenues.aspx>

Pricing



All courses (excluding Cluster Sessions) in the Governor Finance Programme are **FREE** if your school has purchased a Finance Support Package for 2012-13.

Cluster Sessions

We can come to a school within your cluster to deliver any of the courses listed in this brochure. Cluster courses are charged at £400 per session for up to 50 Governors.

If you wish to arrange a cluster session or to discuss requirements, please contact us on 01603 223125 or email csfinancetraining@norfolk.gov.uk.