

# Schools Finance

Training & Development



# Governors

2013-14

# Welcome!



The Governor Finance Programme has been specifically designed to provide new and existing Governors with the financial skills and knowledge needed to effectively lead strategic financial management within schools.

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.

Below, you will find a list of all the courses along with their corresponding page numbers where you can look up detailed course information. Booking instructions can be found on page 7.

## Core Skills

The courses in this section relate to the essential finance skills required by all School Governors. We would usually expect a new Governor to complete each of these courses within the first year of starting their new role.

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## Further Skills

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The courses in this section relate to further skills required by Finance Committee members and Chairs of Governors. We would usually expect these courses to be completed within two years of starting.

All courses in the Governors Programme are provided at **no additional cost** if your school has purchased a Finance Support Package for 2013-14.

# Basic Finance

**Core Skills**

## 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 essential for all new Governors or those that require a refresher.

## Content

- Roles & Responsibilities for Finance
- Financial Systems in Norfolk Schools
- The School Budget
- How Schools are Funded
- Monitoring the Budget
- Schools Financial Value Standard

## Duration

**3 Hours**

There is no charge for this course if your school has purchased a Finance Support Package for 2013-14.

## Dates & Venues

30 Apr 13	Norwich PDC	18:00 - 21:00
09 May 13	Kings Lynn PDC	09:00 - 12:00
17 May 13	Norwich PDC	09:00 - 12:00
24 Sep 13	Norwich PDC	18:00 - 21:00
17 Oct 13	Kings Lynn PDC	18:00 - 21:00
18 Nov13	Norwich PDC	09:00 - 12:00
28 Jan 14	Norwich PDC	18:00 - 21:00
03 Feb 14	Norwich PDC	09:00 - 12:00
06 Mar 14	Kings Lynn PDC	18:00 - 21:00

# Schools Financial Value Standard

**Core Skills**

## Description

The Schools Financial Value Standard is designed to assist schools in managing their finances and to give assurance that they have secure financial management systems in place. In this course we will be examining the SVFS Questionnaire to identify what evidence can be provided to give assurance that the standard is being met.

## Who Should Attend?

This course is essential for all new Governors, and ideal for existing Governors, Headteachers and Finance Staff as a refresher.

## Content

- The SFVS Questionnaire
- Governing Body and School Staff
- Setting the Budget
- Value for Money
- Protecting Public Money
- Timescales for Completion
- Role of the Local Authority

## Duration

**3 Hours**

There is no charge for this course if your school has purchased a Finance Support Package for 2013-14.

## Dates & Venues

24 Apr 13	Kings Lynn PDC	09:00 - 12:00
14 May 13	Norwich PDC	18:00 - 21:00
09 Oct 13	Norwich PDC	09:00 - 12:00
12 Dec 13	Kings Lynn PDC	18:00 - 21:00
16 Dec 13	Norwich PDC	09:00 - 12:00
14 Jan 14	Norwich PDC	18:00 - 21:00
24 Jan 14	Norwich PDC	09:00 - 12:00

# The School Budget

**Further Skills**

## Description

This course is all about the School Budget and how schools can be assured that a balanced budget that links to the school 's strategic priorities 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 new and existing Governors and Headteachers.

## 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

**3 Hours**

There is no charge for this course if your school has purchased a Finance Support Package for 2013-14.

## Dates & Venues

07 May 13	Kings Lynn PDC	18:00 - 21:00
08 Jul 13	Norwich PDC	09:00 - 12:00
25 Oct 13	Norwich PDC	09:00 - 12:00
21 Nov 13	Norwich PDC	18:00 - 21:00
17 Jan 14	Norwich PDC	09:00 - 12:00
30 Jan 14	Kings Lynn PDC	09:00 - 12:00
11 Feb 14	Norwich PDC	18:00 - 21:00

# Value For Money

**Further Skills**

## Description

This course is about how schools can obtain Best Value with the resources available and follow rules, regulations and best practice 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 new and existing Governors and Headteachers.

## 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
- Collaborating with Others

## Duration

**3 Hours**

There is no charge for this course if your school has purchased a Finance Support Package for 2013-14.

## Dates & Venues

19 Jun 13	Kings Lynn PDC	09:00 - 12:00
04 Jul 13	Norwich PDC	18:00 - 21:00
16 Sep 13	Norwich PDC	09:00 - 12:00
05 Nov 13	Kings Lynn PDC	18:00 - 21:00
13 Jan 14	Norwich PDC	09:00 - 12:00
10 Feb 14	Norwich PDC	09:00 - 12:00
04 Mar 14	Norwich PDC	18:00 - 21:00

# Protecting Public Money

Further Skills

## Description

This course is about how Governors can fulfil their formal responsibility for the protection of public money through the implementation and application 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 new and existing Governors and Headteachers.

## Content

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

## Duration

3 Hours

There is no charge for this course if your school has purchased a Finance Support Package for 2013-14.

## Dates & Venues

23 May 13	Norwich PDC	18:00 - 21:00
17 Jul 13	Norwich PDC	09:00 - 12:00
15 Oct 13	Kings Lynn PDC	09:00 - 12:00
03 Dec 13	Norwich PDC	18:00 - 21:00
13 Mar 14	Kings Lynn PDC	18:00 - 21:00
25 Mar 14	Norwich PDC	09:00 - 12:00

# Cluster Financial Management

**Further Skills**

## Description

This course provides guidance on how to effectively manage Cluster Funds. It includes practical advice on financial procedures, budgets, effective monitoring processes and key financial controls.

## Who Should Attend?

This course is ideal for new and existing Governors and Headteachers.

## Content

- Cluster Procedures and Operational Guidance
- Roles & Responsibilities
- Cluster Funding
- Financial Planning Cycle
- Cluster Budget
- Monitoring & Evaluating
- Financial Controls

## Duration

**3 Hours**

There is no charge for this course if your school has purchased a Finance Support Package for 2013-14.

## Dates & Venues

03 Oct 13	Norwich PDC	18:00 - 21:00
21 Jan 14	Norwich PDC	09:00 - 12:00
06 Feb 14	Kings Lynn PDC	18:00 - 21:00
13 Feb 14	Norwich PDC	09:00 - 12:00



# 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 usually 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

Course pricing information is shown below:

## Scheduled Courses

All scheduled courses in the Governors programme are provided at **no additional cost** if your school has purchased a Finance Support Package for 2013-14.

## Ad-Hoc Courses

Ad-hoc sessions can be arranged for your school or cluster for any of the courses listed in this Brochure. Courses are charged at £400 per 3-hour session for up to 50 delegates. To arrange a school or cluster session, please contact us on 01603 223125 or email [csfinancetraining@norfolk.gov.uk](mailto:csfinancetraining@norfolk.gov.uk).