

# Governors Training 2013-14

The Governor Finance Training programme has been developed around the skills and knowledge required to be effective in meeting strategic responsibilities for school finances. It consists of a suite of courses that have been designed around specific skill sets:

- Core Skills – Essential knowledge needed for all Governors so that they understand their Finance responsibilities and how schools plan and monitor their budget.
- Further Skills – More advanced finance skills required for Chairs of Governors and members of Finance Committees.

All courses are provided as part of the School Finance Support Package and can therefore be attended at no additional charge.

## Existing Governors

It is expected that a Governing Body will keep up-to-date with financial skills and knowledge by undertaking refreshers throughout the year. For the Training & Development section of the RAG matrix, it is the Governing Body that is rated rather than individual Governors so there is flexibility to spread the refreshers amongst Governors (with the assumption they will feed back to other Governors).

To help the Governing Body determine Training Needs and plan to keep updated, the finance refreshers have been split between Core Skills, Further Skills and Other Refreshers.

### Core Skills

Core Skills are essential for all Governors so that they understand their Finance responsibilities and how schools plan and monitor their budget. They include:

- Basic Finance
- Schools Financial Value Standard

It is recommended that new Governors complete these courses within the first year of starting as a Governor.

## **Further Skills**

The courses in this section are based on more advanced finance skills required for Chairs of Governors and members of Finance Committees. They include:

- Setting and Monitoring the School Budget
- Securing Value for Money
- Protecting Public Money
- Cluster Financial Management (if applicable)

We would usually expect new Chairs of Governors and members of Finance Committees to have completed these courses within two years of starting.

## **Other Refreshers**

All of the courses within the Governor programme are updated in line with changes in schools finance and would therefore be suitable as refreshers. However, a refresher doesn't have to be a course; it can also be attendance at any of the following:

- Budget Workshop
- Fair Funding Consultation
- Budget Visit
- Finance Support Clinic
- Other Ad-Hoc Finance Briefing / Event held by the Schools Finance Team

For the RAG Matrix, a Governor(s) from the school will be expected to keep updated on finance knowledge and skills by completing a defined number of refreshers. No refreshers

completed in a financial year would be Red rated. One refresher completed will be Amber 1, two refreshers will be Amber 2, and three refreshers completed will be rated Green.

Only a limited number of spaces are available for Tutor-Led courses so will be bookable on a first-come-first-served basis. An E-Learning alternative will be developed if demand is too much for a specific course.

In the future, we will look to develop a suite of Bite-Sized Refresher E-Learning Modules to make keeping up-to-date even easier!