

Headteacher Training 2013-14

The Leadership Training programme has been developed around the skills and knowledge required to be effective in managing school finances. It consists of a large suite of courses that have been designed around specific skill sets:

- Core Skills – Essential skills needed to be able to set and manage the school budget and ensure public money is protected.
- Further Skills – Based on additional financial skills required by Headteachers as they become more experienced in their role.

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

To help Governors identify training and development needs for Headteachers, the skill sets and corresponding courses will form part of the Finance Training & Development section of the RAG Matrix.

New Headteachers

It is important that new Headteachers are able to quickly gain the skills and knowledge needed to manage the school finances. A new un-trained Headteacher can pose a significant risk to the management of the school budget and decision-making.

The Training & Development section of the RAG therefore includes a progressive training plan to ensure that Headteachers gain the required skills and knowledge in a timely manner and that Governors are alerted if this has not happened.

A school with new Headteacher would be rated as Red in the Finance Training and Development section of the RAG if the Introduction to Managing School Finance course has not been completed in the financial year.

Introduction to Managing School Finance Course

The Introduction to Managing School Finance course covers a basic overview of school finance and the responsibilities of the Headteacher. On this course, delegates will be given a Finance Induction Training Plan which will help them to identify courses that should be attended, track completion and transfer skills gained from courses back to the workplace.

If this is the only course completed in the financial year, the RAG will be updated to Amber (Red).

Core Skills

Core Skills are essential skills needed to be able to set and manage the school budget and ensure public money is protected. They include:

- Setting the Budget
- Keeping Control of the Budget
- Revising the Budget
- Protecting Public Money

It is expected that the applicable courses would be completed within the first year of Headship. All courses are supported with Skills Checklists that will enable Headteachers to measure application of learning back to the workplace.

Once all applicable Core Skills courses have been completed, the RAG would be updated to Green at the end of the financial year. For the purpose of the Finance Training RAG, the Headteacher would then be classed as 'Existing' rather than 'New'.

Existing Headteachers

All existing Headteachers (in the job for more than 1 year) will be expected to keep up-to-date with skills and knowledge by completing a defined number of Finance Refreshers or undertake additional Further Skills training.

For the RAG Matrix, a Headteacher not completing any refresher 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.

Refreshers

All of the courses within the Leadership 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 Briefing / Event held by the Schools Finance Team

Attendance on these events will be recorded so that the RAG matrix can be updated.

Further Skills

Although not specifically identified as part of the RAG matrix, we would recommend that Headteachers within their second year complete the following Further Skills courses:

- Financing Your School
- Value for Money
- Capital Funding E-Learning

- Financial returns E-Learning
- Schools Financial Value Standard

Each one attended would count as a Refresher in the RAG Matrix.

Finance Training Plans and Skills Checklists will be available for existing Headteachers to download and use as self-assessment tools if required. Training needs can be highlighted from this as part of the school appraisal and staff development processes.

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-Size Refresher E-Learning Modules to make keeping up-to-date even easier!