

# Schools Finance

Training & Development



## Headteachers

Including Acting Headteachers, Deputies  
and Aspiring Leaders

2015-16

# Welcome!

This training programme has been specifically designed to provide school leaders with the financial skills and knowledge needed to effectively manage finances within schools. Courses in this programme are ideal for new and existing Headteachers, Deputies and aspiring Leaders.

Over the next 2 pages you will find a list of all the courses in the programme. Clicking on a page number will take you to detailed course information.

## Core Skills

The courses in this section relate to the essential leadership skills required by all Headteachers working within schools. We would expect a new Headteacher to complete each of these courses within the first year of starting their new role.

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## Further Learning

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The courses in this section relate to further skills required by Headteachers as they become more experienced in their role.

We would usually expect a new Headteacher to have completed these courses within three years of starting.

# Existing Headteachers

In the fast-paced world of finance, it is important that Headteachers keep up-to-date with their finance knowledge and skills.

All of the Core and Further Skills courses are kept up-to-date with changes in software, legislation, procedures and best practice so are ideal as refreshers. Headteachers may also attend courses in the Governor or Finance Staff training programmes to see school finance from a different perspective!

## Refreshers

Headteacher Refresher	<a href="#">Page 16</a>	The courses in this section are specifically designed as refreshers for important areas of finance that are often subject to changes in legislation or procedure.
Budget Planner Software	<a href="#">Page 17</a>	
Schools Financial Value Standard	<a href="#">Page 18</a>	



All courses, support material and training plans are provided at no additional charge if your school has purchased a Finance Support Package for 2015-16.

Information about the link between Training and the Finance RAG Matrix for new and existing Headteachers can be found on [Page 20](#). Booking and venue information can be found on [Page 22](#).

# Introduction to School Finance

This eLearning course provides an overview of school finance from funding through to budgeting and financial systems used within Norfolk schools. A great starting point for those that are new to school finances.

## Content

- Roles & Responsibilities
- Setting the Budget
- Monitoring the Budget
- Protecting Public Money

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is essential for all new Governors, Headteachers and Finance Staff as a pre-requisite for further training.

## Format

1.5 hours eLearning module with additional supporting course material.

## Course Dates

You will need to log in to Learning Hub to access this course.



# Building Your Budget

This course focuses on the elements that make up a school budget and where the information comes from. The course also includes the use of the Budget Planner software.

## Content

- Information required
- Calculating a starting point
- Calculating staffing costs
- Linking the SIDP to the budget
- Calculating future year budgets
- Budget Planner Software
- Balancing the budget

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is ideal for Headteachers, Business Managers and Finance Staff who have responsibility for the school budget.

## Format

1 day tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

27 Apr 15	Norwich PDC	09:30 - 16:00
06 Oct 15	Norwich PDC	09:30 - 16:00
24 Nov 15	Kings Lynn PDC	09:30 - 16:00
26 Jan 16	Norwich PDC	09:30 - 16:00

# Keeping Control of Your Finances

This course will give delegates a practical understanding of how to monitor and investigate school budgets using reports generated from Star Accounts.

## Content

- Budget monitoring responsibilities
- Budget Cycle
- Importance of regular monitoring
- Star Accounts reports
- Setting up monitoring processes
- Investigating variances

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is ideal for Headteachers and Finance Staff who have responsibility for the school budget.

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

14 May 15	Norwich PDC	09:00 - 12:00
15 Oct 15	Norwich PDC	09:00 - 12:00
09 Dec 15	Kings Lynn PDC	09:00 - 12:00
03 Feb 16	Norwich PDC	09:00 - 12:00

# Revising Your Budget

This course will give delegates the skills and knowledge needed to complete a Budget Revision using the Budget Planner Software.

## Content

- Why budgets are revised
- The Budget Cycle
- Revising the Budget
- Monitoring information
- Reviewing SIDP spend
- Budget Planner Software

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is ideal for Headteachers and Finance Staff who have responsibility for the school budget.

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

02 Jun 15	Norwich PDC	09:00 - 12:00
04 Nov 15	Norwich PDC	09:00 - 12:00
10 Dec 15	Kings Lynn PDC	09:00 - 12:00
11 Feb 16	Norwich PDC	09:00 - 12:00

# Protecting Public Money

This course is about how schools can fulfil their 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.

## Content

- Frauds and Scams
- NCC Anti-fraud Strategy
- Self-Assessment of Controls
- Whistleblowing Policy
- Auditing Requirements
- Business Continuity Plans

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

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

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

16 Jun 15	Norwich PDC	18:00 - 21:00
18 Sep 15	Norwich PDC	09:00 - 12:00
08 Dec 15	Kings Lynn PDC	18:00 - 21:00
11 Jan 16	Norwich PDC	09:00 - 12:00



# Value For Money

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.

## Content

- Benchmarking
- Purchasing Requirements
- Procurement Cycle
- Importance of Seeking Advice
- Analysis of Balances
- Collaboration

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

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

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

09 Jul 15	Norwich PDC	09:00 - 12:00
10 Nov 15	Norwich PDC	18:00 - 21:00
03 Mar 16	Norwich PDC	09:00 - 12:00
08 Mar 16	Kings Lynn PDC	18:00 - 21:00

# Capital Funding

This eLearning course focuses on the capital funding allocation. It includes information on the rules around what it can be spent on, the process for applying to spend capital money and how it can be monitored.

## Content

- Capital Allocations
- Premises Development Plans
- DFC Application Form
- Monitoring Capital Funds

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

Please note: This eLearning course is not suitable for VA Schools.

## Suitability

This course is ideal for new and existing Headteachers, Finance Staff and Governors with responsibility for the school budget.

## Format

1 hour eLearning module with additional supporting course material.

## Course Dates

This course is accessed through Learning Hub.



# Month End Paperwork

This bite-sized eLearning module covers how to check and authorise the month end return that must be made to the Local Authority in line with the Schedule of Monthly Downloads.

## Content

- Download Schedule
- Checking Month End Paperwork
- Month End Issues Report
- Month End Checklist

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is ideal for Headteachers that have responsibility for checking and authorising the month end paperwork produced by Star Accounts.

## Format

Half hour eLearning module with additional supporting course material.

## Course Dates

This course is accessed through Learning Hub.



# Purchasing Cards - Cardholders

An eLearning course to provide Purchasing Card cardholders with the knowledge required to effectively code purchases made using the Purchasing Card on Barclaycard Spend Management.

## Content

- Purchasing Card procedures
- Checking VAT receipts
- Using Subjective Codes
- Barclaycard Spend Management

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

Please note: If you are a Purchasing Card Approver, then you should complete the Approvers course shown on [Page 10](#) rather than this one.

## Suitability

This course is essential for anyone registered as a Purchasing Card Cardholder.

## Format

1 hour eLearning module with additional supporting course material.

## Course Dates

This course is accessed through Learning Hub.



# Purchasing Cards - Approvers

An eLearning course to provide Purchasing Card approvers with the knowledge required to effectively check purchases made by cardholders and approve transactions.

## Content

- Purchasing Card procedures
- Checking VAT receipts
- Checking Subjective Codes
- Approving Transactions
- Barclaycard Spend Management

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

Please note: If you are a Cardholder, then you should complete the Cardholders course shown on [Page 9](#) rather than this one.

## Suitability

This course is essential for anyone registered as a Purchasing Card Approver.

## Format

1 hour eLearning module with additional supporting course material.

## Course Dates

This course is accessed through Learning Hub.



# Introduction to Star Accounts

The aim of this eLearning course is to provide an overview of the basic day-to-day functionality of Star Accounts.

## Content

- Access and navigation
- Raising orders
- Processing payments
- Recording and banking income
- Downloads
- Bank Reconciliation
- Period End
- Monthly reports

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is suitable for new finance staff as a pre-requisite to further training, and Headteachers and Governors that require an overview of the accounting system.

## Format

1.5 hour eLearning module with additional supporting course material.

## Course Dates

This course is accessed through Learning Hub.



# Cluster Finance

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.

## Content

- Cluster Procedures
- Roles & Responsibilities
- Cluster Funding
- Cluster Budget
- Monitoring & Evaluating Spend
- Financial Controls

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is ideal for Governors, Headteachers and Finance Staff that want to know more about the management of cluster finances.

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

30 Jun 15	Norwich PDC	09:00 - 12:00
16 Jul 15	Kings Lynn PDC	18:00 - 21:00
20 Oct 15	Norwich PDC	18:00 - 21:00
21 Jan 16	Norwich PDC	09:00 - 12:00

# Staff Monitoring

This course is all about the Staff Monitoring Reports held within Star Accounts and the link to the Budget.

## Content

- Staffing Forecasts
- Staff Budget profiles
- Staff records in Star Accounts
- Staff Monitoring Reports
- Solving common problems

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is ideal for Headteachers and Finance Staff with responsibility for the school budget.

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

16 Apr 15	Norwich PDC	09:30 - 12:30
18 Jun 15	Kings Lynn PDC	09:30 - 12:30
15 Jul 15	Norwich PDC	09:30 - 12:30
01 Oct 15	Norwich PDC	09:30 - 12:30
03 Nov 15	Kings Lynn PDC	09:30 - 12:30
09 Feb 16	Norwich PDC	09:30 - 12:30



# Asset Register

An eLearning module to provide instruction on using the Asset Register module in Star Accounts.

## Content

- Setting up the Asset Register
- Entering Assets
- Maintenance Records
- Safety Check Records
- Registering Loans and Sales
- Disposals
- Asset Reports

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is suitable for Headteachers and Finance Staff with responsibility for the management and administration of the Star Accounts Asset Register.

## Format

1.5 hour eLearning module with additional supporting course material.

## Course Dates

This course is accessed through Learning Hub.



# Department Codes

This eLearning course provides detailed instruction on setting up and using Department Codes to help monitor specific parts of the school budget.

## Content

- Benefits of Department Codes
- Setting up Department Codes
- Recording Activities and Trips
- Amending Codes
- Department Grouping
- Devolved Budgets
- Departmental Reporting

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is ideal for Headteachers and Finance Staff with responsibility for setting and monitoring the school budget.

## Format

1 hour eLearning module with additional supporting course material.

## Course Dates

This course is accessed through Learning Hub.



# Headteacher Refresher

This course has been designed as a finance refresher for existing Headteachers. It takes an interactive format as delegates explore key elements of finance and important financial management topics.

## Content

- Roles & Responsibilities
- Appropriate Expenditure
- The School Budget
- Budget Monitoring
- Protecting Public Money
- Value for Money
- Budget Outturn

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is aimed at Headteachers, Deputies and Aspiring Heads that would like a refresher in finance.

## Format

3 hour tutor-led course.

## Course Dates

The course is scheduled for the following dates and times:

18 May 15	Norwich PDC	09:00 - 12:00
07 Jul 15	Kings Lynn PDC	09:00 - 12:00
23 Sep 15	Norwich PDC	09:00 - 12:00
01 Feb 16	Norwich PDC	09:00 - 12:00

# Budget Planner Software

This practical-based course is all about using the Budget Planner Software to build the School Budget. It follows a training case study through the steps involved in setting the budget whilst using key functions within the Budget Planner Software.

## Content

- Entering prior year balance
- Linking the SIDP to the budget
- Calculating staffing costs
- Entering budgets
- Pupil Funding Adjustment Tool
- Finalising the Budget
- Transferring the Budget to Star

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is ideal for Headteachers and Finance Staff with responsibility for setting and monitoring the school budget.

## Format

3 hour tutor-led course.

## Course Dates

The course is scheduled for the following dates and times:

20 Jan 16	Norwich PDC	09:00 - 12:00
04 Feb 16	Kings Lynn PDC	09:00 - 12:00
10 Feb 16	Norwich PDC	09:00 - 12:00

# Schools Financial Value Standard

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 SFVS Questionnaire to identify what evidence can be provided to give assurance that the standard is being met.

## 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

## Course Bookings

For further information and details on how to book or access courses please visit our website:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>

There is no charge for this course if your school has purchased a Finance Support Package for 2015-16.

## Suitability

This course is suitable for Governors, Headteachers and Finance Staff with responsibility for completing the SFVS questionnaire.

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

07 May 15	Norwich PDC	18:00 - 21:00
22 Sep 15	Kings Lynn PDC	09:00 - 12:00
16 Nov 15	Norwich PDC	09:00 - 12:00
03 Dec 15	Norwich PDC	18:00 - 21:00
18 Jan 16	Norwich PDC	09:00 - 12:00
28 Jan 16	Kings Lynn PDC	18:00 - 21:00

# RAG Training Link

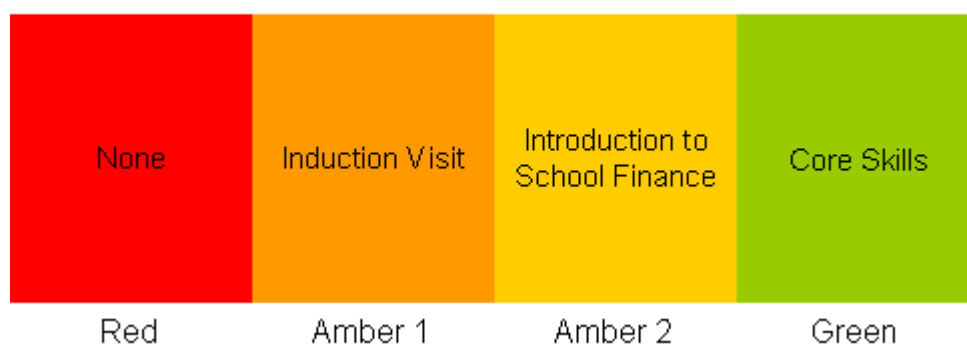
The Finance RAG (Red / Amber / Green) Matrix is an early warning system which helps the local authority to assess financial risk in schools to ensure that appropriate support is made available to Headteachers and school Governors as required. It is prepared termly by Finance Support Officers and contains a series of financial management criteria. In financial year 2013-14, financial training for Governors, Headteachers and Finance Staff was added to this list of criteria.

## 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 section of the RAG therefore includes a progressive training process to ensure that Headteachers gain the required skills and knowledge in a timely manner. The requirements for 2015-16 are:

### Courses completed:

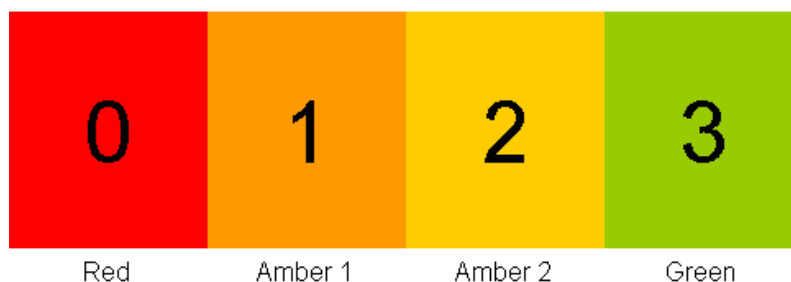


To support this process, each new Headteacher will be issued with a personalised Finance Training Plan, based on pre-defined skills. This is designed to help make the most training opportunities available, provide a clear pathway for gaining the required financial skills, and provide support in applying those skills at the school.

# Existing Headteachers

For the RAG Matrix, existing Headteachers will be expected to keep updated on finance knowledge and skills by completing a defined number of refreshers in a financial year. The number completed will determine the RAG rating:

Number of Refreshers completed:



All of the courses within this brochure count towards the RAG Matrix but there additional options available. Headteachers can also attend any of the following as refreshers:

- Any course listed in the Governors and Finance Staff brochures
- Budget Workshop
- Attendance at a Budget Visit
- Fair Funding Consultation
- Other Ad-Hoc Finance Briefing / Event held by the Schools Finance Team

# Training Venues

All of our scheduled tutor-led 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

Ad-hoc sessions can be arranged for your school or cluster for any of the tutor-led courses listed in this Brochure. Courses are charged at £416 per 3-hour session for up to 50 delegates. To arrange a school or cluster session, please contact us on 01603 224271 or email [csfinancetraining@norfolk.gov.uk](mailto:csfinancetraining@norfolk.gov.uk).

## Electronic Handouts

Our course handouts have now gone electronic! We will be using tablet devices to access course handouts during our tutor-led sessions through Learning Hub. Full instructions will be provided at the session and you will continue to have access to the electronic handouts after the course.

## Bookings and Information

You will find instructions on how to book yourself on a course on our website along with lots of useful information about our venues, courses and further training opportunities that are available:

<https://sites.google.com/a/nsix.org.uk/schools-finance-training/>