

Children's Services

School Finance



**NCC Finance For
Leadership Programme**

2011-12

NCC Finance For Leadership Programme



Welcome to the new NCC Finance for Leadership programme!

The programme is brand new this year and has been specifically designed to provide school leaders with the financial skills and knowledge needed to effectively manage finances within schools. It is ideal for Headteachers, Deputies, Business Managers and Senior Finance Staff that have responsibility for the school budget.

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

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Each module of the programme is based on a set of underlying competencies that describe the skills and knowledge needed to be successful in each area. To help you identify and prioritise your individual training needs, you can use the Training Needs Self-Assessment Questionnaire that is available from the CS Finance website.



The full Finance For Leadership programme is free for new Headteachers.

Introduction to Managing School Finance

Finance
For
Leadership

Description

This 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.

Who Should Attend?

This course is ideal for new Headteachers, Deputies, Business Managers or Budget Holders with little or no experience of school finance.

Content

- Norfolk's Scheme for Financing Schools
- Roles & Responsibilities
- Finance Framework for Schools
- Financial Planning
- Reducing the Risk of Fraud
- Financial Management Toolkit
- Coding Structure
- Voluntary Funds

Duration Full Day 09:30 - 16:00

Cost £173

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

Dates & Venues

04 May 11	Norwich PDC
08 Sep 11	Norwich PDC
17 Jan 12	Norwich PDC

Financing Your School

Description

This course focuses on the way that schools within Norfolk are funded by formula and how schools may be able to generate additional income streams to assist in the delivery of education.

Who Should Attend?

This course is ideal for new Headteachers, Deputies or Business Managers with little or no experience of school finance.

Content

- Strategic Planning
- Norfolk's Funding Model
- Budget Pack
- Additional Income Streams
- Income Related Policies
- Sale of Assets
- Writing off Debts
- Rules on Borrowing

Duration Half Day 09:30 - 13:00

Cost £107

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

Dates & Venues

06 Jun 11	Norwich PDC
16 Sep 11	Norwich PDC
02 Nov 11	Norwich PDC

Building Your Budget

Finance
For
Leadership

Description

Ideally suited for those new to budgets...back to basics focusing 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.

Who Should Attend?

This course is ideal for new Headteachers, Deputies, Business Managers or Budget Holders who need to understand the basics of budget setting and how to use the Budget Planner software.

Content

- Roles & Responsibilities
- Funding & Income
- Calculating Staffing Costs
- SIDP Priorities
- Future Years Funding Projections
- Balancing the Budget
- Reporting on the Budget
- Dealing with Grants, Extended Schools and Cluster Funds

Duration Full Day 09:30 - 16:00

Cost £173

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

Dates & Venues

25 May 11	Norwich PDC
28 Sep 11	Norwich PDC
25 Jan 12	Norwich PDC

Keeping Control of Your Finances

Description

This course will give delegates a practical understanding of how to monitor school budgets using reports generated from Star Accounts and then how to use the information to make budget revisions.

Who Should Attend?

This course is ideal for new Headteachers, Deputies, Business Managers or Budget Holders who have responsibility for the school budget.

Content

- Roles & Responsibilities
- Budget Cycle
- Importance of Monitoring
- Reporting from Star Accounts
- Revising the Budget in line with Monitoring and SIDP
- Activity & Trade Accounts
- Cluster / Extended Schools
- Benchmarking

Duration

Full Day 09:30 - 16:00

Cost

£173

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

Dates & Venues

18 Jul 11	Norwich PDC
13 Oct 11	Norwich PDC
08 Dec 11	Norwich PDC

Achieving Best Value

Finance
For
Leadership

Description

This course identifies the rules and regulations set out in Norfolk's Scheme for Financing Schools relating to procurement and identifies ways in which schools can achieve best value.

Who Should Attend?

This course is ideal for new Headteachers, Deputies, Business Managers or Budget Holders involved in the procurement of goods and services within the school.

Content

- Best Value Principles
- Norfolk's Scheme For Financing Schools
- School Improvement / Development Plan
- Purchasing, Tendering and Contracting Requirements
- Contracts and Approval
- Purchasing Cards
- Assets and Asset Register
- Voluntary Funds

Duration Half Day 09:30 - 13:00

Cost £107

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

Dates & Venues

17 Jun 11	Norwich PDC
15 Nov 11	Norwich PDC
07 Feb 12	Norwich PDC

Capital Funding

Description

This 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.

Who Should Attend?

This course is ideal for new Headteachers, Deputies or Business Managers that have budgetary responsibility.

Content

- Responsibilities
- Capital Funding & Allocation
- Categories of Capital
- Capital Process
- Project Management
- Asset Register
- Capital Reports on Star Accounts
- Applicable Expenditure

Duration

Half Day 09:30 - 13:00

Cost

£107

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

Dates & Venues

21 Oct 11	Norwich PDC
12 Dec 11	Norwich PDC
24 Feb 12	Norwich PDC

Reducing the Risk of Fraud

Finance
For
Leadership

Description

Designed in conjunction with Norfolk Audit Service, this course covers the importance of financial controls in order to minimise the risk of financial irregularities and fraud.

Who Should Attend?

This course is ideal for new Headteachers, Deputies or Business Managers that have responsibility for financial controls and procedures.

Content

- Norfolk's Scheme for Financing Schools
- Financial Procedure and School Finance Policy
- Delegation of Duties
- Control Weaknesses and Risks
- Installing Robust Internal Financial Controls
- Role of Norfolk Audit Service
- Whistle Blowing
- Frauds & Scams

Duration Half Day 09:30 - 13:00

Cost £107

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

Dates & Venues

04 Jul 11	Norwich PDC
25 Nov 11	Norwich PDC
02 Feb 12	Norwich PDC

Managing Your Staff Through Change

Description

This course covers the important topic of HR with practical guidance on how to effectively manage your school staff.

Who Should Attend?

This course is ideal for new Headteachers, Deputies or Business Managers that have staffing responsibilities.

Content

- Contracts of Employment
- HR Direct
- Managing Your Staff
- Using PeopleNet
- Performance Management

Duration Full Day 09:30 - 16:00

Cost £173

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

Dates & Venues

14 Jul 11	Norwich PDC
07 Nov 11	Norwich PDC
06 Jan 12	Norwich PDC

Financial Returns

Finance
For
Leadership

Description

This E-Learning module covers the financial returns that must be made throughout the year to the Local Authority. For each return, it will explain why the information is needed, how to collect it and what needs to be checked prior to authorisation.

Who Should Attend?

Ideal for new Headteachers, Deputies or Business Managers with responsibility for authorising returns.

Content

- Month End Returns
- Year End Returns
- Annual Checklist
- Analysis of Balances
- Salary Cost Adjustment

Duration 2 Hours

Cost £50

Courses can be purchased individually or as part of a package. Please see Page 13 for further information.

E-Learning Module



E-Learning modules are accessed from the CS Finance website.

Course Booking

There are 3 easy ways to make a course booking:



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



You can call **01603 224280** to make your booking over the phone.



You can send an email to csfinancetraining@norfolk.gov.uk including your name, school location code and the event you would like to book.

Completion of a booking will be taken as authorisation for the appropriate charge to be made to the school budget by journal transfer.

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. Emails will be sent to the 'office@...' email address of your school unless we are provided with an alternative.

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.

Venue



Leadership courses are delivered at the Norwich PDC:



Professional Development Centre

Woodside Road, Norwich, NR7 9QL

Maps and directions can be found on our website at:

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

Lunch and Refreshments

Refreshments are provided at all courses. Lunch is provided for full day courses only. If you have any specific dietary requirements, please speak to the reception on arrival at the venue.

Course Cancellation

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 will be subject to a charge of £87 for a full day course and £54 for a half day course. Failure to cancel will incur the full cost of the course.

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. In the event of a cancellation you will be contacted at the earliest opportunity and offered an alternative date where possible.



Norfolk County Council

Price List

The 2011-12 prices are displayed below:

Individual Course Prices

Courses may be purchased individually at the prices listed:

Finance For Leadership	Introduction to Managing School Finance	£173
	Financing Your School	£107
	Building Your Budget	£173
	Keeping Control of Your Finances	£173
	Achieving Best Value	£107
	Capital Funding	£107
	Reducing the Risk of Fraud	£107
	Managing Your Staff Through Change	£173
	Financial Returns	£50

Package Price **£800**

The full Finance For Leadership programme can be purchased at a discounted package price of £800.

Free Entitlements



The full Finance For Leadership programme is free for new Headteachers.



The Introduction to Managing School Finance course is free for new Business Managers where the school has purchased a Finance Support Package.