

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

### New Governors

To help new Governors quickly gain the skills and knowledge needed, we have developed a progressive finance training plan. This plan includes:

#### **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:

- The School Budget

- 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.

## Existing Governors

A Governing Body, between its members, should keep up-to-date with financial skills and knowledge by undertaking refreshers throughout the year.

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

Only a limited number of spaces are available for Tutor-Led courses so will be bookable on a first-come-first-served basis. For more information and to book yourself a place on a course, please visit our website:

<http://www.eficts.norfolk.gov.uk/Finance/Training/>

Remember, you can attend any of our courses at no additional cost as part any Finance Support package your school has purchased for this financial year!