

# Schools Finance

Training & Development



# Governors

2016-17

# Welcome!

The Governor Finance Programme has been specifically designed to provide new and existing Governors with the financial skills and knowledge needed to effectively lead strategic financial management within schools.

Below, 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 finance skills required by all School Governors.

|                                  |                        |
|----------------------------------|------------------------|
| Introduction to School Finance   | <a href="#">Page 1</a> |
| Schools Financial Value Standard | <a href="#">Page 2</a> |

## Further Learning

|                               |                         |
|-------------------------------|-------------------------|
| The School Budget             | <a href="#">Page 3</a>  |
| Value For Money               | <a href="#">Page 4</a>  |
| Protecting Public Money       | <a href="#">Page 5</a>  |
| Cluster Finance               | <a href="#">Page 6</a>  |
| Capital Funding               | <a href="#">Page 7</a>  |
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| Revenue Funding               | <a href="#">Page 10</a> |

The courses in this section relate to further skills required by Finance Committee members and Chairs of Governors. We would recommend that these courses are completed within two years of starting or as refreshers.

Information about the link between Training and the Finance RAG Matrix can be found on [Page 11](#). Venue information can be found on [Page 12](#).



# 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

## Learning Hub

All of our eLearning courses are accessed via Learning Hub:

<http://norfolk.learningpool.com/>

When visiting Learning Hub for the first time you will need to complete a short self-registration form to set yourself up with a User ID and Password. To do this, click on the ' School Finance Learners - New Account ' button.

## Suitability

This course is essential for all new Governors as a pre-requisite for further training.

## Format

1.5 hours eLearning module with additional supporting course material.

## Cost

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17



# 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 SVFS 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

To book yourself a place, please contact your school who will need to use the Norfolk Services for Schools online portal, SLA Online:

<http://www.norfolks4s.uk/>

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.

## Suitability

This course is suitable for all new Governors and existing Governors that require a refresher.

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

|             |                |               |
|-------------|----------------|---------------|
| 24th May 16 | Norwich PDC    | 09:00 - 12:00 |
| 6th Oct 16  | Norwich PDC    | 09:00 - 12:00 |
| 10th Nov 16 | Kings Lynn PDC | 09:00 - 12:00 |
| 6th Feb 17  | Norwich PDC    | 09:00 - 12:00 |

# School Budget

This course is all about the School Budget and how schools can be assured that a balanced budget, that links to the school's strategic priorities, is set and monitored throughout the year. This course is designed and built around the requirements of Section B (Setting The Budget) of the Schools Financial Value Standard.

## Content

- Strategic Budget Planning
- Setting the 3 Year Budget
- Budget Commentary
- Effective Budget Monitoring
- The Budget Cycle
- Outturn Variance Analysis

## Course Bookings

To book yourself a place, please contact your school who will need to use the Norfolk Services for Schools online portal, SLA Online:

<http://www.norfolks4s.uk/>

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.

## Suitability

This course is ideal for new and existing Governors with responsibility for the school budget.

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

|            |                |               |
|------------|----------------|---------------|
| 1st Nov 16 | Norwich PDC    | 09:00 - 12:00 |
| 8th Dec 16 | Kings Lynn PDC | 09:00 - 12:00 |
| 7th Feb 17 | 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

To book yourself a place, please contact your school who will need to use the Norfolk Services for Schools online portal, SLA Online:

<http://www.norfolks4s.uk/>

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.

## Suitability

This course is ideal for new and existing Governors with responsibility for the school budget.

## Format

3 hour tutor-led course

## Course Dates

The course is scheduled for the following dates and times:

|             |                |               |
|-------------|----------------|---------------|
| 7th Dec 16  | Norwich PDC    | 09:00 - 12:00 |
| 21st Feb 17 | Norwich PDC    | 09:00 - 12:00 |
| 15th Mar 17 | Kings Lynn PDC | 09:00 - 12:00 |

# Protecting Public Money

This course is about how Governors can fulfil their formal 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

## Suitability

This course is ideal for new and existing Governors with responsibility for the school budget.

## Format

3 hour tutor-led course

## Course Bookings

To book yourself a place, please contact your school who will need to use the Norfolk Services for Schools online portal, SLA Online:

<http://www.norfolks4s.uk/>

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.

## Course Dates

The course is scheduled for the following dates and times:

13th Dec 16   Kings Lynn PDC   09:00 - 12:00

13th Mar 17   Norwich PDC   09:00 - 12:00

# 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

## Suitability

This course is ideal for new and existing Governors with responsibility for the school and/or cluster budget.

## Format

3 hour tutor-led course

## Course Bookings

To book yourself a place, please contact your school who will need to use the Norfolk Services for Schools online portal, SLA Online:

<http://www.norfolks4s.uk/>

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.

## Course Dates

The course is scheduled for the following dates and times:

|             |                |               |
|-------------|----------------|---------------|
| 5th Dec 16  | Kings Lynn PDC | 09:00 - 12:00 |
| 12th Jan 17 | Norwich PDC    | 09:00 - 12:00 |



# 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

## Learning Hub

All of our eLearning courses are accessed via Learning Hub:

<http://norfolk.learningpool.com/>

When visiting Learning Hub for the first time you will need to complete a short self-registration form to set yourself up with a User ID and Password. To do this, click on the ' School Finance Learners - New Account ' button.

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

## Suitability

This course is ideal for new and existing Governors with responsibility for the school budget. It is not suitable for VA Schools.

## Format

1 hour eLearning module with additional supporting course material.

## Cost

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.



# 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

## Learning Hub

All of our eLearning courses are accessed via Learning Hub:

<http://norfolk.learningpool.com/>

When visiting Learning Hub for the first time you will need to complete a short self-registration form to set yourself up with a User ID and Password. To do this, click on the ' School Finance Learners - New Account ' button.

## Suitability

This course is suitable for Governors that require an overview of how the accounting system works.

## Format

1 hour eLearning module with additional supporting course material.

## Cost

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.



# 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

## Learning Hub

All of our eLearning courses are accessed via Learning Hub:

<http://norfolk.learningpool.com/>

When visiting Learning Hub for the first time you will need to complete a short self-registration form to set yourself up with a User ID and Password. To do this, click on the 'School Finance Learners - New Account' button.

## Suitability

This course is essential for any Governors registered as a Purchasing Card approver.

## Format

1 hour eLearning module with additional supporting course material.

## Cost

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.



# Revenue Funding

In this eLearning course you will learn about the factors used within Norfolk's funding formula and how additional grants are calculated and received at the school.

## Content

- Look up your school 's funding
- Funding Factors and criteria
- SEN Funding
- Pupil Premium
- Universal Infant Free School Meals
- Primary PE & Sports Grant

## Learning Hub

All of our eLearning courses are accessed via Learning Hub:

<http://norfolk.learningpool.com/>

When visiting Learning Hub for the first time you will need to complete a short self-registration form to set yourself up with a User ID and Password. To do this, click on the ' School Finance Learners - New Account ' button.

## Suitability

This course is ideal for new and existing Governors with responsibility for the school budget.

## Format

1 hour eLearning module with additional supporting course material.

## Cost

There is no charge for this course if your school has purchased a Finance Support Package for 2016-17.

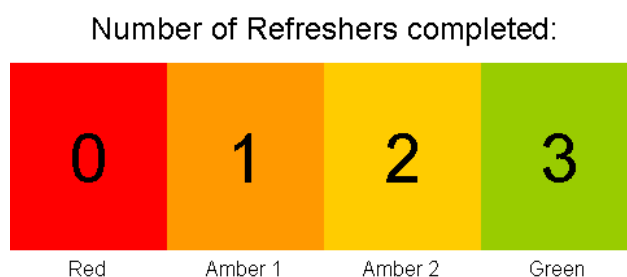


# RAG Training Link

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.

## Governor Training Requirements

For the RAG Matrix, the Governing Body from the school will be expected to keep their finance knowledge and skills updated by completing a number of refreshers in a financial year. The number completed will determine the RAG rating:



It is the Governing Body as a whole that is rated rather than individual Governors allowing the flexibility to spread the training amongst Governors based on needs.

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

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

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

# 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:

<http://www.eficts.norfolk.gov.uk/finance/training/brochure.asp>