

Financial Training

Norfolk LA Maintained Schools

Governor Training 2018-19



Welcome

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

Below, you will find a list of all the courses in the programme followed by detailed course pages.

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Format

e– eLearning

t– Tutor Led

Booking and venue information can be found on Page 4 and information about the link between Training and the Finance RAG Matrix can be found on Page 20.

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Format

e- eLearning

t- Tutor Led

Booking information can be found on Page 4 and further information about the link between Training and the Finance RAG Matrix for new and existing Governors can be found on Page 20.

All courses, support material and training plans are provided at no additional cost if your school has purchased a Finance Support Package for the current year.

(unless otherwise stated).

Our finance courses can be booked and accessed in the following ways:

Tutor-led Courses

All our tutor-led courses must be booked on SLA Online. Click [here](#) to visit the Log In Page. If you do not have an SLA Online account then please speak to your school's SLA Online Co-ordinator.

eLearning Courses

Our eLearning courses are accessed via Learning Hub. Click [here](#) to visit the Log In Page. 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 'Further help & create account' link and follow the instructions. If you already have an account and are struggling to log in please contact us on 01603 222877 or email finance.training@educatorsolutions.org.uk.

Electronic Handouts

The majority of our course handouts are now electronic and will be accessible on the course and afterwards via Learning Hub. Further information will be provided by the tutor at the session.

Ad-Hoc Sessions

Ad-hoc sessions can be arranged for your school for any of the tutor-led courses listed in this brochure. To arrange a school session, please contact us on 01603 222551 or email finance.training@educatorsolutions.org.uk.

Introduction to School Finance

An introduction to key financial processes that exist within Local Authority Maintained Schools.

Course Outline

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 who are new to school finances.

Suitability

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

Course Content

By the end of the course participants will gain an understanding of:

- Roles and responsibilities for school finance
- Setting the budget
- Monitoring the budget
- Protecting public money

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers
Finance Staff

Duration

1.5 Hours

Format

This is an eLearning course accessed through Learning Hub

Cost

No additional cost if your school has purchased a Finance Support Package



Introduction to Star Accounts

An introduction to the financial software used in Norfolk's Local Authority Maintained Schools.

Course Outline

This eLearning course provides an overview of the basic day-to-day functionality of Star Accounts.

Suitability

This course is ideal for new and existing Governors that require an overview of the school's financial system.

Course Content

By the end of the course participants will gain an understanding of:

- Raising orders
- Processing payments
- Recording and banking income
- Downloads
- Bank Reconciliation
- Period End

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers
Finance Staff

Duration

1.5 Hours

Format

This is an eLearning course accessed through Learning Hub

Cost

No additional cost if your school has purchased a Finance Support Package



Schools Financial Value Standard

An introduction to completing the annual Schools Financial Value Standard Questionnaire.

Course Outline

In this course we will be examining the Schools Financial Value Standard Questionnaire, which helps to provide assurance that standards are being met.

Suitability

This course is essential for all new and existing Governors, Headteachers and Finance staff.

Course Content

By the end of the course participants will gain an understanding of:

- Schools Financial Value Standard Questionnaire
- Timescales for completion
- Suggested evidence
- Role of the Local Authority

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers
Finance Staff

Duration

1 Hour

Format

This is an eLearning course accessed through Learning Hub

Cost

No additional cost if your school has purchased a Finance Support Package



Capital Funding

An introduction to capital funding and spending in Local Authority Maintained Schools.

Course Outline

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.

Suitability

This course is ideal for new and existing Governors who are members of the Finance Committee.

Course Content

By the end of the course participants will gain an understanding of:

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

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers
Finance Staff

Duration

1 Hour

Format

This is an eLearning course accessed through Learning Hub

Cost

No additional cost if your school has purchased a Finance Support Package



An introduction to the formula used to distribute funding to Norfolk's Local Authority Maintained Schools.

Course Outline

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.

Suitability

This course is ideal for new and existing Governors who would like to understand how funding is calculated and allocated to schools.

Course Content

By the end of the course participants will gain an understanding of:

- Funding factors and criteria
- SEN Funding
- Pupil Premium
- Universal Infant Free School Meals

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers
Finance Staff

Duration

1.5 Hours

Format

This is an eLearning course accessed through Learning Hub

Cost

No additional cost if your school has purchased a Finance Support Package



Purchasing Cards Approvers

Step-by-step instruction on how to approve Purchasing Card transactions in schools.

Course Outline

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

Suitability

This course is ideal for Governors who are required to approve Purchasing Card payments.

Course Content

By the end of the course participants will gain an understanding of:

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

Phase

Local Authority Maintained
Schools

Audience

Governors
Headteachers

Duration

1 Hour

Format

This is an eLearning course
accessed through Learning Hub

Cost

No additional cost if your school
has purchased a Finance
Support Package



Budgeting For Governors

An in-depth look at Governor responsibilities for approval and monitoring of the school budget.

Course Outline

This course is all about the School Budget and how you can be assured that a balanced budget, that links to the school's strategic priorities, is set and monitored throughout the year.

Suitability

This course is ideal for new and existing Governors who are members of the Finance Committee.

Course Content

By the end of the course participants will gain an understanding of:

- Linking strategic plans to the budget
- Setting current and future year budgets
- Budget commentary
- Effective budget monitoring
- The budget cycle
- Outturn variance analysis

Phase

Local Authority Maintained
Schools

Audience

Governors

Duration

3 Hours

Format

This is a tutor-led course
booked through SLA Online

Cost

No additional cost if your school
has purchased a Finance
Support Package



Fraud Awareness for Schools

An introduction to your role in fighting fraud in schools.

Course Outline

This eLearning course is designed to improve awareness to the background of fighting fraud, what constitutes fraud and of how to spot it.

Suitability

This course is essential for all new and existing Governors, Headteachers and Finance Staff.

Course Content

By the end of the course participants will gain an understanding of:

- What fraud is
- The scale and impact of fraud
- NCC's stance on fraud
- Causes and types of fraud in schools
- Your role in reporting suspected fraud

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers
Finance Staff

Duration

30 Minutes

Format

This is an eLearning course accessed through Learning Hub

Cost

No additional cost if your school has purchased a Finance Support Package



Fraud Prevention and Detection

An introduction to your role in preventing and detecting fraud in schools.

Course Outline

This eLearning course is designed to give Governors an overview of how to prevent and detect fraud within the school environment.

Suitability

This course is ideal for all new and existing Governors who have responsibility for protecting public money.

Course Content

By the end of the course participants will gain an understanding of:

- NCC's stance on fraud
- Your systems and responsibilities
- Detecting fraud
- Preventing and reporting fraud
- Fraud investigations and sanctions

Phase

Local Authority Maintained
Schools

Audience

Governors
Headteachers

Duration

30 Minutes

Format

This is an eLearning course
accessed through Learning Hub

Cost

No additional cost if your school
has purchased a Finance
Support Package



Protecting Public Money

An in-depth look at Governor responsibilities for protecting public money within schools.

Course Outline

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.

Suitability

This course is ideal for new and existing Governors who are members of the Finance Committee.

Course Content

By the end of the course participants will gain an understanding of:

- Identifying types of fraud
- Anti-fraud Strategy
- Self-Assessment of internal controls
- The Whistleblowing Policy
- Auditing requirements
- Business Continuity Plans

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers
Finance staff

Duration

3 Hours

Format

This is a tutor-led course booked through SLA Online

Cost

No additional cost if your school has purchased a Finance Support Package



Achieving Value For Money

An in-depth look at Governor responsibilities for ensuring value for money within school expenditure.

Course Outline

This course is about how schools can obtain best value with the resources available and follow rules, regulations and best practice relating to procurement.

Suitability

This course is ideal for new and existing Governors who are members of the Finance Committee.

Course Content

By the end of the course participants will gain an understanding of:

- Best value principles in schools
- Using benchmarking data
- Purchasing, tendering and contracting requirements
- Importance of seeking expert contract advice
- Recording the purchase of assets
- Collaborating with others

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers

Duration

3 Hours

Format

This is a tutor-led course booked through SLA Online

Cost

No additional cost if your school has purchased a Finance Support Package



Information for school Headteachers and Governors, to help make sure schools manage their resources effectively.

Course Outline

This course will help you to establish whether your school is effectively managing its resources in conjunction with the Department for Education's top ten planning tips.

Suitability

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

Course Content

By the end of the course participants will gain an understanding of:

- The top ten planning checks suggested by the Department for Education
- The relevant questions that can be asked to obtain the necessary information
- Where to source information that will enable you to answer the questions informatively

Phase

Local Authority Maintained Schools

Audience

Governors
Headteachers

Duration

30 Minutes

Format

This is an eLearning course accessed through Learning Hub

Cost

No additional cost if your school has purchased a Finance Support Package



Benchmarking

An introduction to the benchmarking process, enabling you to make better financial decisions when planning your budget.

Course Outline

All elements of the benchmarking process are covered here, including accessing useful resources, an instructional video and identifying risks to maximise the validity of the benchmarking data.

Suitability

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

Course Content

By the end of the course participants will gain an understanding of:

- The necessity for benchmarking
- Resources available to support benchmarking
- The 'Benchmarking Toolkit'
- Risks involved when benchmarking

Phase

Local Authority Maintained
Schools

Audience

Governors
Headteachers

Duration

1 Hour

Format

This is an eLearning course
accessed through Learning Hub

Cost

No additional cost if your school
has purchased a Finance
Support Package



Introduction to Academy Finance

An introduction to key financial management processes that must exist within Academies.

Course Outline

In this course we will examine requirements for budgeting, fixed assets, cash flow, policies and financial statements, giving you a great starting point for understanding how academy finance works.

Suitability

This course is ideal for new and existing Finance Staff, Headteachers and Governors working in schools converting, or thinking of converting, to academy status.

Course Content

By the end of the course participants will gain an understanding of:

- Academy budget setting processes
- Academy budget monitoring requirements
- Fixed assets
- Policies and procedures
- Academy financial reporting requirements

Phase

Local Authority Maintained Schools and Academies

Audience

Governors
Headteachers
Finance staff

Schedule of Dates

See SLA Online

Duration

3 Hours

Format

This is a tutor-led course booked through SLA Online

Cost

No additional cost if your school has purchased a Finance Support Package



Academy Financial Statements

An introduction to the annual financial reporting requirements for Academies.

Course Outline

In this course we will examine the purpose, importance and content of financial statements and reports, produced at year end, the differences between them and how they interact.

Suitability

This course is ideal for new and existing Finance Staff, Headteachers and Governors working in Schools converting, or thinking of converting, to academy status.

Course Content

By the end of the course participants will gain an understanding of:

- Financial reporting requirements of academies
- Key components of financial statements
- Content and purpose of the SOFA
- Content and purpose of the Balance Sheet

Phase

Local Authority Maintained Schools and Academies

Audience

Governors
Headteachers
Finance staff

Schedule of Dates

See SLA Online

Duration

3 hours

Format

This is a tutor-led course booked through SLA Online

Cost

£140 per delegate

(not included as part of the Finance Support package)

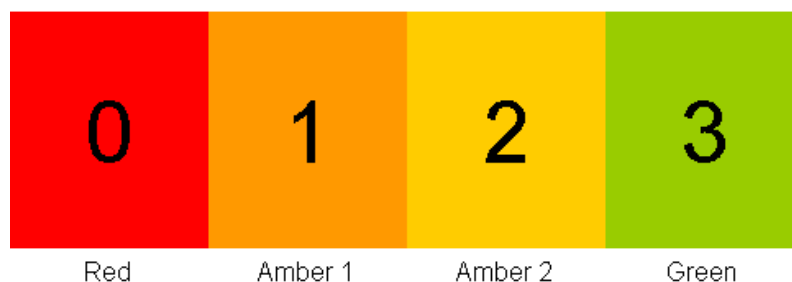


The Finance RAG (Red / Amber / Green) Matrix is an early warning system which helps the local authority to assess financial risk in schools to ensure that appropriate support is made available to Headteachers and school Governors as required. It is prepared termly by Finance Support Officers and contains a series of financial management criteria to be met, including training.

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:

Number of Refreshers completed:



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 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 Finance Team





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