

# Financial Training

**Norfolk LA Maintained Schools  
Headteacher Training 2018-19**



# Welcome

This training programme has been designed to provide Headteachers, deputies and aspiring leaders with the financial skills and knowledge needed to effectively manage finances within schools. Over the next 2 pages you will find a list of all the courses followed by detailed course pages.

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Format

e– eLearning

t– Tutor Led

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Format

e- eLearning

t- Tutor Led



Booking information can be found on Page 5 and further information about the link between Training and the Finance RAG Matrix for new and existing Headteachers can be found on Page 31.

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)**.

## Notes

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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 and 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](mailto: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](mailto: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 Headteachers 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

Headteachers  
Governors  
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 suitable for Headteachers, Governors and Finance Staff with responsibility for completing the SFVS Questionnaire.

## 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

Headteachers

Governors

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.



# Month End Paperwork

## How to check and authorise month end paperwork produced by Star Accounts.

### Course Outline

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.

### Suitability

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

### Course Content

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

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

### Phase

Local Authority Maintained  
Schools

### Audience

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.





# Revenue Funding

**An introduction to the formula that is 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 sent to the school.

## Suitability

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

## Course Content

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

- Funding Factors and criteria
- Pupil Premium
- Universal Infant Free School Meals
- Primary PE & Sports Grant

## Phase

Local Authority Maintained Schools

## Audience

Headteachers

Governors

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 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 Headteachers, Governors and Finance Staff with responsibility for the school budget.

### **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**

Headteachers

Governors

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.



# 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 suitable for Headteachers and Governors that require an overview of the accounting 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
- Monthly reports

## Phase

Local Authority Maintained  
Schools

## Audience

Headteachers  
Governors  
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 Cardholders

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

## Course Outline

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.

## Suitability

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

## Course Content

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

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

## Phase

Local Authority Maintained Schools

## Audience

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.



# 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 effectively check purchases made by cardholders and approve transactions.

## Suitability

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

## 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

Headteachers  
Governors

## 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.



# Headteacher Refresher

**Keep up-to-date with your finance knowledge with this useful refresher.**

## Course Outline

This course has been designed as a refresher for elements of finance and a review of financial issues and changes currently facing Headteachers. Highly interactive, often with visiting guest speakers, and an emphasis on asking questions and knowledge sharing.

## Suitability

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

## Course Content

The objectives include:

- Review, revisit & refresh specific financial processes
- Be updated on the latest news and updates around finance
- Discuss and answer pre provided questions and subjects from attendees
- Feedback from Finance Support Officers
- Discuss and share best practice

## Phase

Local Authority Maintained  
Schools

## Audience

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.



# Budgeting for Success

**This course is essential for leaders who have the responsibility of providing sound financial management in educational establishments.**

## Course Outline

This course investigates what information is available to provide the foundations of a robust and substantive budget, before moving on to how the budget is constructed.

## Suitability

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

## Course Content

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

- The information that is needed in setting a budget
- How budgets are constructed
- How to perform calculations to create a well informed and balanced budget

## Phase

Local Authority Maintained Schools and Academies

## Audience

Headteachers  
Business Managers  
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.



# Maximising Your Budget Potential

**Keeping control of the budget is an important aspect of financial management.**

## Course Outline

In this course we will explore effective budget monitoring practices used by educational establishments from budget profiling through to budget monitoring and out turn.

## Suitability

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

## Course Content

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

- The principles of budget control
- Profiling a budget to enable effective budget monitoring
- Using reports to identify budget variances
- Analysing budget out turn and recommend improvements

## Phase

Local Authority Maintained  
Schools and Academies

## Audience

Headteachers  
Business Managers  
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.





# Introduction to LA Budget Planner Software

## How to use the LA Budget Planner software.

### Course Outline

This practical course is all about using the Budget Planner Software to build and revise your school budget.

### Suitability

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

### Course Content

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

- Getting started with the Budget Planner software
- How to enter income items
- Entering expenditure items
- All aspects of the staffing process
- How to use the Pupil Numbers Forecasting Tool
- Revising the Budget

### Phase

Local Authority Maintained  
Schools

### Audience

Headteachers  
Business Managers  
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.



# Staff Monitoring

## How to monitor staffing costs using the Budget Planner Software and Star Accounts.

### Course Outline

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

### Suitability

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

### Course Content

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

- Staffing forecasts
- Staff budget profiles
- Staff records in Star Accounts
- Staff monitoring reports
- Solving common problems

### Phase

Local Authority Maintained Schools

### Audience

Headteachers  
Business Managers  
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.



# Department Codes

## How to use Department Codes in Star Accounts to help control your budget.

### Course Outline

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

### Suitability

This course is suitable for Headteachers, Business Managers and Finance Staff with responsibility for setting and monitoring the school budget.

### Course Content

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

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

### Phase

Local Authority Maintained  
Schools

### Audience

Headteachers  
Business Managers  
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.



# Fighting Financial Fraud

**A stimulating insight into raising awareness of potential fraud.**

## Course Outline

This course is all about how we need to be fully aware of the different types of threat and the necessary controls that must be in place to ensure the safety of public money and the risk these threats may place on the important future of our pupils.

## Suitability

This course is ideal for new, existing and aspiring leaders who have the responsibility for ensuring sound financial controls are in place.

## Course Content

By the end of the course participants will be able to:

- Identify the risk from possible sources of fraud
- Establish existing best practice from colleagues
- Recognise effective controls within the business
- Ascertain the 'Whistle Blowing' process to establish in your setting
- Distinguish and address areas of weakness to improve existing controls

## Phase

Local Authority Maintained  
Schools and Academies

## Audience

Headteachers  
Business Managers

## 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 how to spot it.

## Suitability

This course is ideal for all Headteachers, Governors and Finance Staff working within schools.

## 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

Headteachers

Governors

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 Headteachers and Governors an overview of how to prevent and detect fraud within the school environment.

## Suitability

This course is ideal for all Headteachers and Governors with 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

## Phase

Local Authority Maintained Schools

## Audience

Headteachers

Governors

## 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.



# Star Asset Register

## How to use the Asset Register module of Star Accounts to manage school inventory and assets.

### Course Outline

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

### Suitability

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

### Course Content

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

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

### Phase

Local Authority Maintained Schools

### Audience

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.



# Financially Sound Initiatives & Plans

**Being able to accurately calculate the cost of delivering an initiative is an essential skill for those charged with financial management.**

## Course Outline

This course looks at how to extract and interpret costing data to provide essential information in the decision making processes of maintaining the financial stability and well-being of educational establishments.

## Suitability

This course is ideal for new, existing and aspiring leaders who need to financially manage the delivery of achievements and outcomes.

## Course Content

By the end of the course participants will be able to;

- Understand the costing information used in educational establishments
- Link the development plans to the production of realistic budget figures
- Prepare full and accurate costing plans for initiatives and activities

## Phase

Local Authority Maintained  
Schools and Academies

## Audience

Headteachers  
Business Managers

## 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





# Maintaining Your School as a Healthy Business

**How to manage and control your cash flow effectively to maintain a healthy business.**

## Course Outline

This course looks at the effective cash management practices used by educational establishments from cash budgets through to sensitivity analysis and cash flow forecasts.

## Suitability

This course is ideal for new, existing and aspiring leaders who have the responsibility for managing cash flow to achieve educational objectives.

## Course Content

By the end of the course participants will be able to;

- Understand principles of cash management
- Produce a cash flow forecast
- Undertake a sensitivity analysis on elements of the cash budget

## Phase

Local Authority Maintained Schools and Academies

## Audience

Headteachers  
Business Managers

## 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



# Financial Efficiency

**Information for school Headteachers and Governors, to help ensure 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

Headteachers

Governors

## 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

Headteachers

Governors

## 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



# Income Generation for an Improved Education

**An educational establishment that generates additional income will enhance and widen the educational opportunities available to its pupils.**

## Course Outline

In the current economic climate the education sector is regularly trying to make money go further to exceed educational performance targets. Having the ability to be innovative with income generation ideas will undoubtedly help to further pupil development.

## Suitability

This course is ideal for new, existing and aspiring leaders who have the responsibility for generating additional income streams.

## Course Content

By the end of the course participants will be able to:

- Identify how income can be increased in order to enhance learning opportunities
- Establish the basic principles of income generation
- Define potential income sources
- Ascertain how to access potential income sources

## Phase

Local Authority Maintained Schools and Academies

## Audience

Headteachers  
Business Managers

## 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



## 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 Headteachers, Governors and Finance Staff 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

Headteachers  
Governors  
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

Headteachers  
Governors  
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)



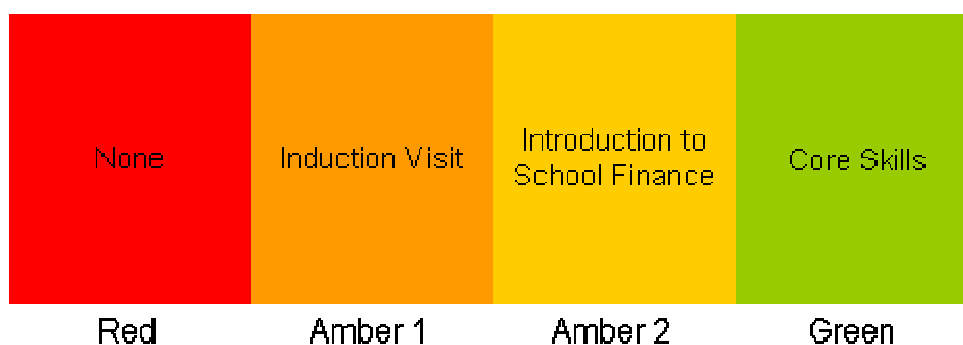
The Finance RAG (Red / Amber / Green) Matrix is an early warning system that helps the local authority to assess financial risk in schools to ensure that appropriate support is made available to Headteachers and school Governors as required. It is prepared termly by Finance Support Officers and contains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

## 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 current requirements are:

### Courses completed:



Core Skills courses are: Budgeting For Success

Financially Sound Initiatives and Plans

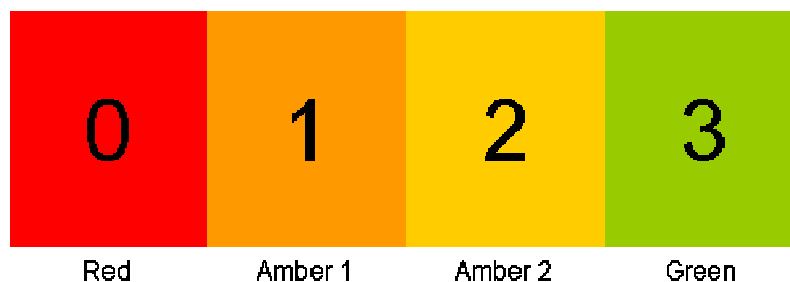
Fighting Financial Fraud

Maximising Your Budget Potential

## Existing Headteachers

For the RAG Matrix, existing Headteachers will be expected to keep updated on their 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 are 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
- Other Ad-Hoc Finance Briefing / Event held by the Finance Team









# The provider of choice.

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