

School Business Managers and administrators Network 2018-19

Session Focus / Trainer(s)	Date/venue	Price/session /audience
<p>Day 1</p> <p>Focus:</p> <ul style="list-style-type: none"> • GDPR • Restructuring– challenges faced etc and how to deal with them, FAQs • Income generation – applying for funding • Nursery Extended Child Care Offer • Ensuring ‘best value’ linked to Service Level Agreements • Extended Hours provision • Management Information Systems and effective communication in schools <p>Debbie Bennett SLE and Kim Sawe Finance Director</p>	<p>Thursdays 27th September 2018</p> <p>1.30-3.30pm</p> <p>Mansion House, Victoria Park, City Rd, Saint Helens WA10 2UE</p>	<p>School Business Managers</p> <p>Administrators</p> <p>Clerical staff</p> <p>FREE of Charge to all schools</p>
<p>Day 2</p> <p>Focus:</p> <p>TBC- this will be linked to the network(s) need including discussing local/national issues.</p>	<p>Thursday 31st January 2019</p> <p>1.30-3.30pm</p> <p>Mansion House, Victoria Park, City Rd, Saint Helens WA10 2UE</p>	<p>School Business Managers</p> <p>Administrators</p> <p>Clerical staff</p> <p>FREE of Charge to all schools</p>
<p>Day 3</p> <p>Focus:</p> <p>TBC- this will be linked to the network(s) need including discussing local/national issues.</p>	<p>Thursday 16th May 2019</p> <p>1.30-3.30pm</p> <p>Mansion House, Victoria Park, City Rd, Saint Helens WA10 2UE</p>	<p>School Business Managers</p> <p>Administrators</p> <p>Clerical staff</p> <p>FREE of Charge to all schools</p>



The St Helens

Teaching School Alliance

A more detailed agenda will be sent out when bookings have been confirmed in advance of the meeting.

The ½ day sessions will include: Tea/coffee/biscuits and all materials.

If you wish to book on any of the following sessions please email:

Sarah Makin (Senior Administrator TSA): sarah.makin@three-saints.org.uk

Paula Foster (Administrator): paula.foster@three-saints.org.uk

For additional information regarding any of the training offers don't hesitate in contacting- Lisa Bradshaw (Director of The St Helens Teaching School Alliance) Lisa.bradshaw@three-saints.org.uk

IMPORTANT NOTE:

The cancellation policy is as follows:

14-30 days: charged at 25%

7 days: charged at 50%

Less than 1 day: Charged at full training rate

Please note all cancellations must be in writing via email to sarah.makin@three-saints.org.uk. A confirmation of your booking will be sent to you once received. Should you be in a position to supply a substitute delegate there will be no charges.

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lisa.bradshaw@three-saints.org.uk
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Sarah Makin - Teaching School Administrator
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