

SCHOOL BUSINESS MANAGEMENT CONFERENCE 2019 – THE BIG QUESTIONS

CONFIRMED SESSIONS

KEYNOTE: “Leadership – reality, myth or burden? – The big questions for Business Managers”

SPEAKER: ‘THE REAL DAVID CAMERON’

This session will look realistically at the leadership role of Business Managers and stress the case for that role being significant. It will also stress the day to day realities that we are facing and the pressures that we are under and challenge us to think about what role we want.

KEYNOTE: How do you tell right from wrong? – Ethical challenges when allocating resources

SPEAKER: MATTHEW CLEMENTS-WHEELER, CHAIR, ISBL

I'm going to talk about my journey into leadership and focus on the key people who saw something in me and believed in me at various points throughout my career and how influential these people were. Yet they wouldn't have realised it at the time.

I am wanting to highlight how important Business Managers/Office Managers/Admin staff are, in seeing qualities within the school staff team that other people might not see. And how they may be a 'key person' and make a difference in someone else's career. Either by encouraging the individual themselves or sharing the information with the wider leadership team or Head Teacher.

During this plenary session Matthew will look at:

- Setting our moral compass – Nolan principles and the framework for ethical decision making in education
- Whose morals? – consideration of the conflicting professional opinions present around the leadership table
- Some of the big dilemmas – exploration of some real examples of conflicted decision making in the grey area between definitely right and very, very wrong
- Standing our ground – tips for promoting ethical decision-making

INSPIRATIONAL KEYNOTE:

SPEAKER: SARAH DIXON, HEAD TEACHER AT MILL HILL & HOUGHTON COMMUNITY NURSERY SCHOOLS

Hear about Sarah's journey into leadership, focusing on the key people who saw something in her and believed in her at various points throughout her career and how influential these people were. Yet they wouldn't have realised it at the time.

Sarah will highlight how important Business Managers/Office Managers/Admin staff are, in seeing qualities within the school staff team that other people might not see. And how they may be a 'key person' and make a difference in someone else's career. Either by encouraging the individual themselves or sharing the information with the wider leadership team or Head Teacher.

Why bother with Health & Safety? - Keeping teachers and students safe

SPEAKER: NICK WILSON, HEAD OF HEALTH & SAFETY, HEALTH AND DAVID PAVELEY, HEALTH & SAFETY GENERAL MANAGER

Why bother with Health & Safety? This session will look at the legal position, the financial impact when things go wrong and how to create a robust Safety Management System. You will gain a clear understanding of the importance of adopting a strong SMS and some key steps as to understand if you need to take immediate remedial action.

How do we prioritise investment based on condition surveys? Capital planning and projects

SPEAKER: ADAM WATSON, DIRECTOR & CO-FOUNDER, WE ARE EVERY

What is condition and why is it important? Using real world examples, Adam demonstrate how you can reduce the time taken to produce a programme of work across your school, academy or MAT by 85%. You will learn how you can assess and prioritise investment and work programmes based on need. During this session you will see how condition surveys are transformed into insightful and interactive charts and graphs. Adam will also be discussing what should happen with your data and how to put all your data to good use.

Could self-awareness help my professional development?

SPEAKER: PAUL ROBERTSON, PROFESSIONAL DEVELOPMENT MANAGER, ISBL

Time is precious. Funding is scarce. Change is constant. SBM's need support to adapt, develop and thrive in the face of these challenges. Developing an awareness of your strengths and weaknesses in relation to your role and future business needs is key to doing more than 'just surviving'.

This session aims to re-introduce you to meaningful and rewarding CPD through taking steps towards becoming self-aware, undertaking self-assessment and rediscovering purposeful learning.

You will learn more about why CPD matters, what qualifies as CPD and then take practical steps to assessing the skills and identifying any areas of weakness. You will be able to take steps to feel in control and start to identify steps to ensure you are future-ready.

How can I secure best value for my school?

SPEAKER: STEVE ARCHER & TRACY HENDERSON, SCHOOLS COMMERCIAL TEAM, DFE

The team will host a buyers' workshop to offer support on today's buying challenges in schools. This is a great opportunity to learn more about DfE's current recommended deals, helping you save time, money and improve outcomes by reducing non-staff spend.

This session will give you the opportunity to meet with members of the DfE's School Commercial Team: hear about the progress that they are making in delivering the [Schools' Buying Strategy](#) as part of the [School Resource Management](#) programme; and learn about future plans to extend the reach and impact of their work.

The session will signpost what deals are currently available, what's recently been launched and what's in the pipeline in areas such as facilities, business services, IT and utilities.

How do you build a culture for change?

SPEAKER: 'THE REAL DAVID CAMERON'

This workshop will give you the chance to hear about some of the key lessons in making effective change and allow you to share your experiences and hear from colleagues on what has worked in making a difference.

How should you build and market your school's brand?

SPEAKER: JUSTIN BARLOW, MARKETING DIRECTOR, NIGEL WRIGHT GROUP

This seminar will help schools increase the effectiveness of your marketing and explain how to do more with limited time and resources available. It is a practical, hands-on guide to deciding priorities and making a difference in the areas that matter to you. Anyone will be able to make a difference after attending this seminar.

Performance Management – How do you tackle underperforming staff?

SPEAKER: GRAHAM VIALS, PARTNER, WARD HADAWAY

This session will cover off the law on a practical level, but will also discuss recent case law and best practice, to ensure that problems with performance are tackled and not ignored.

GDPR – what is the accountability principle and the role of the Data Protection Officer?

SPEAKER: CHRISTOPHER BOWEN, ASSOCIATE, WARD HADAWAY

The General Data Protection Regulation was implemented in May 2018. One year on, Chris Bowen will be delivering a GDPR update looking at accountability and what this means for schools. Chris will also look at the Data Protection Officer, including its role, its tasks and how schools can support the DPO.

Is It Me? Why is Staff Wellbeing so Tricky to get Right?

SPEAKER: DR JANE ANDERSON, FOUNDER DIRECTOR JCA CONSULT

No, it's not you. Staff wellbeing can be tricky to get right i.e. productive, consistent and engaging – but it's certainly achievable.

Staff wellbeing initiatives and interventions take various forms. Many are worthy and some are successful. Few are coordinated or enduring, however. Making staff wellbeing 'happen' or having to 'do' staff wellbeing is something that many schools struggle with.

The **Staff Wellbeing Team (SWT)** model is making a positive, evidenced difference to school staff wellbeing, according to research by Dr Jane Anderson, SWT specialist. Where SWT's have been established, results indicate that involving staff in their own wellbeing through a Staff Wellbeing Team (SWT) has a significant impact on:

- discretionary effort
- wellbeing ownership and engagement
- distributed and rotated leadership
- reflective practice
- organisational trust

Interestingly, headteacher wellbeing is also positively affected. Schools with a SWT find staff are more committed because they feel respected, included and enabled to make an authentic difference. Engagement and trust are increased leading to emergent culture shift.

How can we retain good staff?

SPEAKER: DONNA WALKER, HEAD TEACHER, THE LINK SCHOOL

The session is aimed to show the importance of staff emotional wellbeing in ensuring good staff retention. The session will focus on the Link School journey over the last 18 months and look at sharing some practical strategies that schools can adopt.

How do I apply Curriculum Led Financial Planning in my school?

SPEAKER: GARETH EDMUNDS, DOF & PHIL CARR DOC, NET

This session presents a case study on the strengthened school improvement of Northern Education Trust and its integrated Curriculum led Financial Planning (CLFP). The session will cover the application of CLFP in both Primary and Secondary phases.

What is the role of the School Resource Management Advisors (SRMAs)?

SPEAKER: CAROLE BARCLAY, SENIOR PARTNER & DEBORAH CLARK, SENIOR RESOURCE MANAGEMENT ADVISOR, AVEC

Carole Barclay, Senior Partner at Avec Partnership and Deborah Clark Lead Partnership and a SRMA will provide an overview of their work with the Department for Education in delivering the SRMA programme, what it is intended to offer and the key elements to the work to support integrated curriculum financial planning. Added to this they will draw on the financial advisory work undertaken by the Avec team by providing practical tips for Governors in terms of asking key questions and advice on the monitoring of KPIs; use of benchmarking data; and key timescales for delivering savings, to help challenge and support the strategic planning of resources by schools and academy trusts.

How can we save time in meetings, save money and make better decisions?

SPEAKER: JON TAIT, ACKLAM GRANGE SCHOOL

Jon Tait will discuss an innovative approach to meetings, looking at how schools can:

- Increase the effectiveness of their team meetings
- Reduce unnecessary time in meetings
- Be more productive as teams
- Make better strategic decisions
- Save money on unnecessary printing

Since Acklam Grange School employed this strategy for all their senior leadership meetings, they have cut meeting time in half, saved thousands of pounds on printing and have seen the effectiveness of leadership judged as outstanding by Ofsted.

Ofsted 2019: what does the new framework mean for you?

SPEAKER: KAYLEY FORAN, LEAD CONTENT EDITOR, THE KEY

In this session, Kaley will provide an overview of the key changes to the Ofsted framework and what they mean for you as school business manager. Integrated curriculum financial planning, curriculum resource and self-assessment tools will all be discussed. Kaley will also share tips on how to overcome the top challenges that SBMs face across the country - as you would probably expect these are data protection and GDPR, HR and staff management.

How do we prioritise workforce planning and training on a budget?

SPEAKER: MICON METCALF, CHIEF OPERATING OFFICER, LANGLEY PARK LEARNING TRUST, BROMLEY

Micon will investigate workforce planning and training, in particular how to prioritise this while funding decreases. She will talk about upskilling non-teaching staff through the apprenticeship levy, and give strategies for addressing the teacher shortage where schools formally collaborate.