

ISBL National Conference 2018
| Workshop Programme | Thursday 15 November 2018

Workshop Session 1

12.20pm–1.10pm

**PS Discipline = Professional Standards Discipline*

Workshop A | Employment law update | Jean Boyle, Partner, Stone King

This important session will deal with some key decisions and developments which have a direct impact on schools. In particular the session will give details in relation to the new requirements when suspending staff and the impact of the Uber/Deliveroo worker cases.

PS Discipline: Human Resources

Workshop B | Be your own Superhero – what does your brand say about you? | John Potts, Head of Brand Planning, The Consortium

This workshop is designed to provide you with a greater understanding of the power of a brand, the importance and benefits to you and your school of developing your own personal brand and the role that social media can play to enhance your school's brand and widen your sphere of influence.

PS Discipline: Marketing

Workshop C | The Role of the Financial Leader | Lisa Forster, Senior Consultant, CIPFA

This short session will discuss the critical importance of the role of finance within schools and academies. CIPFA's long history of working with public sector organisations have shown that it is essential that Finance is represented at the top table, without this, decisions made are less informed and can lead to failings in proposed projects and strategies. We will examine the skills required of a Finance leader within a school or Academy and also key areas of financial focus within educational operations. We will also provide an introduction to the CIPFA/ISBL L7 postgraduate certificate for chief financial officers and answer any queries delegates may have on this accredited qualification.

PS Discipline: Finance

Workshop D | School Resource Management – can you afford to miss this? | Tanya Arkle, Deputy Director (South), ESFA

This session will give the opportunity to meet with senior members of the ESFA to hear more about what we are doing to support you to identify and implement efficiencies. Drawing from real life case studies we will give advice on: how you should assess your own level of resource management | what potential you might have to make improvements, particularly through benchmarking the use of resources against other, similar schools | where your resource management could be improved; and how to direct resource to have the greatest impact on attainment, including through ensuring schools are procuring goods and services using the best available deals. You will leave the workshop with ideas on how to use staff even more effectively as well as how to reduce unnecessary workload. We will highlight where you can access free online training materials, audit tools, practical examples and model policies - developed and tested by school leaders and teachers. If you want to find out more and take part in our interactive workshop please come along and meet the team.

PS Discipline: Procurement

Workshop E | Using the SEND framework to support schools | Richard Freeth, Partner, Browne Jacobson Solicitors

The workshop will consider the statutory framework around SEND and look at ways which schools can better protect themselves in relation to admission requests from the local authority, funding allocation decisions, responsibility for provision and terminating placements. The content of this workshop is relevant to all schools especially those seeing growth in SEND.

Workshop Session 2

3.50pm–4.40pm

Workshop A | Live mock disciplinary hearing | Browne Jacobson

This live acted session will evidence how to effectively manage a disciplinary hearing and will cover managing the union rep, dealing with challenges to impartiality and explain why the outcome was reached.

PS Discipline: Human Resources

Workshop B | Pragmatic and sustainable MAT compliance | Adam Watson, Director and Co-Founder Every

One thing is for sure, as a trust you're 'central team' can't be everywhere all the time, doing the work schools should be doing themselves. So how do you set standards trust wide, implement them and ensure the most basic compliance tasks are being done and recorded so trustees can be confident statutory requirements are being met? This session will show you how!

PS Discipline: Infrastructure

Workshop C | The Keys to effective and efficient clerking | Sarah Ray, ISBL

This workshop will explore the crucial role that the clerk plays in good governance in schools and trusts. Participants will have a better understanding of strong governance, and how a professional clerk can fully support this. School business professionals will know how the new, DfE funded ISBL Professional Clerking Programme enable clerks from all types of organisations to be efficient and effective.

PS Discipline: Leading Support Services

Workshop D | Strategic financial management - how to make your headteacher listen? | Stephen Morales, CEO, ISBL & Simon Oxenham, Director of Resources, Southend High School for Boys

The session will cover how to develop strategic financial management and prepare effective reports for the SLT including a demonstration of ISBLs curriculum led financial planning tool. The workshop will provide insights from recent SRMA deployments on how to manage challenging conversations.

PS Discipline: Finance

| Workshop Programme | Friday 16 November 2018

Workshop Session 3

11.10am–12.00 noon

Workshop A | Emotional Confidence & Resilience | Ross McWilliam

Emotional confidence isn't about having no fear and being able to do anything. It is more about having a base self-belief (self-esteem) upon which sterner and smarter confidence can be built. Ultimately, it is the ability to be aware of one's own needs, the needs of others, being able to show empathy, knowing when to speak out and when to support, and even when to show vulnerability. Resilience is our ability to try to achieve our goals. But also knowing when to re-treat, re-group, even re-learn so our next attempt at a goal has a greater chance of success. The talk will include practical strategies to upskill delegates.

PS Discipline: Leading Support Services & Human Resources

Workshop B | Complete Catering Support to enable schools to self-manage their own catering operation | Susan Morris, CEO FS Options

This workshop session demonstrates the benefits of managing your own in-house catering. It explains how this can be achieved and offers full support such as compliant food contracts, accredited training courses and full health & safety audits

PS Discipline: Infrastructure

Workshop C | An introduction to the regulatory and legal compliance requirements in the new Keeping Children Safe in Education guidance. | Yvonne Spencer, Partner, VWV

This session is designed to give delegates an overview of the legal and compliance requirements of the new Keeping Children Safe in Education guidance, including in respect of staff training requirements, safer recruitment practices and dealing with allegations of abuse against staff.

PS Discipline: Leading Support Services

Workshop D | Engaging and retaining staff in challenging times | Keri Brennan, HR Consultant, School Governor and Associate Tutor (CIPD)

This session will be delivered by a CIPD Tutor and will be based on content developed for the new CIPD and ISBL qualification for school business professionals with responsibility for HR and people development (Level 5 Certificate in Human Resources for School Business Professionals). This session is therefore useful for those responsible for HR in their school or considering specialisation in this area. The workshop will cover: | *The importance of the HR within schools and the need for School Business Leaders to develop and evidence their HR skills.* | *The strategies that schools can consider in relation to attraction, retention and engagement of staff, as well as driving staff performance and effectively managing staff attendance. These are essential areas in all organisations and play a significant part in overall performance and learning outcomes. In a time when all schools are concerned about recruitment and retention this workshop will suggest approaches and techniques to assist practitioners.* | The session is underpinned by CIPD research and will evidence the value of HR qualifications, including the benefits in developing internal knowledge to reduce the need for external advice.

PS Discipline: Human Resources

Workshop E | Special School Workshop – Procurement | Andy Perrins, Category Manager - Social Care, YPO

The workshop will provide a short high level overview of approaches schools can take to buying goods and services. I will be joined by NRS (Nottingham Rehab Services) who are suppliers of specialist equipment to the Health and Care sector. An Occupational Therapist, employed by NRS, will walk through some of the issues to consider when specifying and purchasing specialist equipment, such as hoists. There will also be an opportunity for a Q and A.

PS Discipline: Procurement

Workshop Session 4

1.30pm–2.20pm

Workshop A | A practical guide to GDPR compliance | Stacey Egerton, Senior Policy Officer - Policy & Engagement (Public Sector), ICO

This session will look at how schools should be managing the ongoing risks associated to data handling and ensuring that they are meeting the demands of the new regulations covered by the introduction of GDPR in May 2018.

PS Discipline: Leading Support Services

Workshop B | Well-being (staff & pupils) | Ross McWilliam

Well-being is fast becoming this year's hottest topic – of both pupils and staff. If we fail to take care of ourselves, how can we assist and develop others? This workshop will look at various strategies to identify and reduce stress, anxiety and even depression. There will be an opportunity to measure stress and a brief measurement task to assess stress factors. There will also be ideas about how to create a sustainable well-being culture in your school.

PS Discipline: Human Resources

Workshop C | Mentoring is the key to success for school business professionals | Steven Gasser, ISBL

In the ever changing, complicated and often challenging school environment there will always be a need for experienced and competent role models to guide and nurture people who may need support or, maybe new to the profession. With the advent of apprenticeships for the sector, your guidance will help those exposed to the range of career opportunities available make the right choices at the right time. Mentors provide an opportunity to learn from someone more experienced as we prepare others for a career journey.

This workshop will aim to highlight how you can use your skills, experience and expertise to become a mentor and support the development of the next generation of school business leaders.

PS Discipline: Leading Support Services & Behaviours

Workshop D | “Buying for schools” - shaping the future of school buying | The Schools Commercial Team

This session will give delegates the opportunity to meet with members of the DfE's SCT and hear about the progress we are making in delivering the Schools' Buying Strategy as part of the newly launched School Resource Management programme. The team is keen to ensure that the voice of practitioners plays a leading role in the design and delivery of the initiatives set out in the strategy, so this will be an interactive session, gathering your feedback on the Department's range of school buying initiatives, including its recommended deals and its support offer to School Business Professional networks. If you want to find out more and help shape the future direction of schools buying, please come along and meet the Schools Commercial Team.

PS Discipline: Finance
