

24th February 2015 • Central London

Plus, your bespoke questions answered at our SBM Surgery!

# SBM Leaders

## LIVE

# Leading School and Academy Business Management

A unique and exclusive one-day national event for School and Academy Business Managers to gain leading expert advice on your most pressing professional issues. Gain targeted solutions and leave with an extended support network

## Specific learning outcomes from the day include:

- Clarify your **budget** over the coming years
- Understand how **SEN funding** works now
- Get up-to-date with **HR & employment law**
- Understand how to maximise the **Pupil Premium**
- Develop your **time management** skills
- Improve **performance management** for support staff
- Prepare an all-encompassing **emergency management plan**
- Top tips on writing and winning **capital funding bids**
- Prepare for the financial implications of **curriculum change**

## Session Leaders include:

### Stephen Morales

Executive Director, NASBM



### Valerie Hopkins

Strategic Business Director,  
Stratford-upon-Avon School



### Justine Berkeley

Managing Director, SBM Services



### Nickii Messer

School Business Management and  
Leadership Consultant



### Russell Dalton

Finance and Business Director,  
Pershore High School



## Why attend? Features of the day include:



**Round-table workshops:**  
Attend informative breakout workshops on a choice of 15 different hot topics



**Networking:** A unique opportunity to partake in peer-to-peer solution sharing to ensure you remain efficient



**Expert Knowledge:**  
Hear expert knowledge from leaders in the field of School Business Management

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"Thought provoking and providing plenty of food for thought"  
School Business Manager, St James' Catholic High School



An excessive workload, a severe lack of time and diminishing funding are all issues that plague the School and Academy Business Manager's day-to-day role. In spite of this, your professional development is crucial to ensuring you remain up-to-date and are fully prepared to drive changes and efficiencies. This national event has been designed to expertly address all your most pressing issues and concerns, all on one day, all in one place.

**Session facilitators at this event include:**

- **Stephen Morales**, Executive Director, NASBM
- **Valerie Hopkins**, Strategic Business Director, Stratford-upon-Avon School
- **Justine Berkeley**, Managing Director, SBM Services
- **Nickii Messer**, School Business Management and Leadership Consultant
- **Anita Devi**, Special Educational Needs Consultant

**Round table, interactive workshops**

These are not your traditional breakout workshops. Forget death-by-PowerPoint, each expert-led round table workshop will provide you with proven good practice and specialist knowledge, as well as a unique opportunity to ask questions, share ideas and work towards developing bespoke solutions for your organisation.

**To secure your place**

Please fill out your booking form on the back page, or visit our event website at [www.oconferences.com/SBMLive15](http://www.oconferences.com/SBMLive15)

9:00 - 9:30 Registration, Refreshments, Meet & Greet

9:30 - 9:40 Chair's introduction and welcome

Keynote 1 9:40 - 10:10 **Looking to the future of funding: How can you prepare your budget for future changes ensure you know how to minimise impact** Stephen Morales, Executive Director, NASBM

10:10 - 10:40 Round Table Workshop Series 1: Choose from the following expert led sessions. *Gain answers to your most pressing questions!*

<b>1A</b> <b>PUPIL PREMIUM</b> <i>How to demonstrate, high-impact, value-for-money use of Pupil Premium funding</i>	<b>1B</b> <b>PROCUREMENT</b> <i>Best practice around collaborative buying to ensure your school effectively achieves cost-savings</i>	<b>1C</b> <b>PREMISES MANAGEMENT</b> <i>Planning &amp; preparing for value-for-money, statutory building maintenance &amp; safety</i>	<b>1D</b> <b>TIME MANAGEMENT</b> <i>Best practice time management advice to efficiently manage &amp; prioritise your workload</i>	<b>OPEN DISCUSSION</b> <i>Network with peers, share good practice, continue discussions &amp; develop your strategic plans</i>
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Time to reflect and collate your top learning points: move to your next workshop

10:45 - 11:15 Round Table Workshop Series 2 - Repeat of Series 1.

<b>2A</b> PUPIL PREMIUM	<b>2B</b> PROCUREMENT	<b>2C</b> PREMISES MANAGEMENT	<b>2D</b> TIME MANAGEMENT	<b>OPEN DISCUSSION</b>
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Time to reflect and collate your top learning points from this morning's sessions

11:20 - 11:50 Teas, coffees and biscuits: catch up with other SBM leaders

Keynote 2 11:50 - 12:20 **SEN funding: clarify how your SEN funding will be distributed in light of the new SEND Code of Practice & how this will affect your budget planning** Anita Devi, Special Educational Needs Consultant

12:20 - 12:50 Round Table Workshop Series 3: Choose from the following expert led sessions. *Gain answers to your most pressing questions!*

<b>3A</b> <b>BUDGET PLANNING</b> <i>How to develop long-term forecasting skills &amp; maintain a balanced budget in light of reductions &amp; changes to funding</i>	<b>3B</b> <b>CAPITAL FUNDING</b> <i>How to increase chances of winning capital funding bids to raise money for essential purchases &amp; maintenance</i>	<b>3C</b> <b>EMERGENCY PLANNING</b> <i>What does an 'emergency management plan' look like &amp; how can you prepare your school to deal with risks?</i>	<b>3D</b> <b>PERFORMANCE MANAGEMENT</b> <i>Develop a positive PM process for support staff &amp; ensure that their targets are meaningful &amp; fair</i>	<b>OPEN DISCUSSION</b> <i>Network with peers, share good practice, continue discussions &amp; develop your strategic plans</i>
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Time to reflect and collate your top learning points from this morning's sessions

12:55 - 13:55 Lunch, networking and access to leading suppliers

13:55 - 14:15 **SBM surgery: submit your questions for the panel and get answers to your most pressing, specific questions**

Keynote 3 14:15 - 14:45 **HR & employment law update: get up to date with the latest changes & your responsibilities as a School or Academy Business Manager**

14:45 - 15:15 Round Table Workshop Series 4 - Repeat of Series 3

<b>4A</b> BUDGET MANAGEMENT	<b>4B</b> CAPITAL FUNDING	<b>4C</b> EMERGENCY PLANNING	<b>4D</b> PERFORMANCE MANAGEMENT	<b>OPEN DISCUSSION</b>
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Time to reflect and collate your top learning points from this afternoon's sessions

15:20 - 15:40 Teas, coffees and biscuits: catch up with other SBM leaders

15:40 - 16:10 Round Table Workshop Series 5: Choose from the following expert led sessions. *Gain answers to your most pressing questions!*

<b>5A</b> <b>PUPIL PREMIUM</b> <i>Ideas &amp; strategies to incentivise eligible parents to sign up for Pupil Premium funding</i>	<b>5B</b> <b>CURRICULUM CHANGE</b> <i>How to deal with the financial implications of a new National Curriculum &amp; link your budget to the School Improvement Plan</i>	<b>5C</b> <b>GOVERNORS</b> <i>Good practice working with governors - communication &amp; reporting</i>	<b>5D</b> <b>INFLUENCING THE SLT</b> <i>Proven tips for working collaboratively with SLT and staff to impact financial decision making &amp; ensure they understand value-for-money</i>	<b>OPEN DISCUSSION</b> <i>Network with peers, share good practice, continue discussions &amp; develop your strategic plans</i>
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Time to reflect and collate your top learning points: move to your next workshop

16:15 - 16:45 Round Table Workshop Series 6 - Repeat of Series 5

<b>6A</b> PUPIL PREMIUM	<b>6B</b> CURRICULUM CHANGE	<b>6C</b> GOVERNORS	<b>6D</b> INFLUENCING THE SLT	<b>OPEN DISCUSSION</b>
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16:45 **Consolidate your ideas & visions for the day**



# Leading School and Academy Business Management

Save £30 off the standard rate when you book before 9.01.15

### PRICE INFORMATION

SBM Knowledge Centre  
 member rate:  £99+VAT

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Questions? Call the conferences team on 020 7954 3421

## 4 Easy Ways to Register

**Web:** [www.oeconferences.com/SBMLive15](http://www.oeconferences.com/SBMLive15)

Book online and receive instant confirmation.

**Fax:** 0845 450 6410

+4420 7954 3512 (Outside UK)

**Email:** [conferences@optimus-education.com](mailto:conferences@optimus-education.com)

**Post:** SBM Leaders Live, Optimus Education, St Mark's House, Shepherdess Walk, London, N1 7BQ

### What happens now?

- 1 Fill in this booking form and post or fax it back to us
- 2 An invoice will be raised and emailed to your organisation
- 3 You will receive joining instructions by email 3-4 weeks before the conference
- 4 All correspondence will be emailed to delegates in a printable format - If you would like an hardcopy, please tick the following box:

- #oeSBMLive @OptimusEd
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**RELEVANT CONFERENCE:**  
**The Pupil Premium: Evidence Impact and Drive Progress conference 5th February 2015, London**

Promotional code

CPDB

**Substitutions, cancellations and refund policy**  
 Substitutions welcome at any time. Written cancellations made four weeks before the conference date will be subject to a full refund. Written cancellations made two weeks before the conference date will be subject to a 50% + VAT refund per ticket. Cancellations made less than two weeks before the conference date cannot be refunded. All cancellations must be made in writing. Optimus Education reserves the right to alter the programme without notice due to unforeseen circumstances. We also reserve the right in our absolute discretion and without further liability to cancel the programme in which all monies will be refunded. Optimus Education and other divisions of Optimus Professional Publishing Limited safeguard your data. We will endeavour to keep you informed of our other conferences and products where appropriate and may occasionally make your name available to reputable companies outside the group. If you would prefer us not to release your name to third parties, please tick this box.

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Job title: \_\_\_\_\_ Twitter: @ \_\_\_\_\_

Email: \_\_\_\_\_

#### SECOND DELEGATE

Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Job title: \_\_\_\_\_ Twitter: @ \_\_\_\_\_

Email: \_\_\_\_\_

#### ORGANISATION TO INVOICE

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Finance Dept Email: \_\_\_\_\_

