



## SESSION ONE SEMINAR OPTIONS

**SESSION 1 SEMINAR TOPICS: Please make ONE choice**

### **Line management workshop: where to start, how to get it right and what to do if it's going wrong**

Drawing on her experience as a school leadership coach and trainer and as a former COO, CFO and Business Manager with CIPD and specialist CIPFA qualifications, Laura brings you this workshop that offers practical strategies to allow you to better get to grips with people management. We're talking systems, processes and strategies!

**In this seminar Laura Williams will explore:**

The nuts and bolts of an effective line management system  
How to develop and adapt your leadership style  
Strategies to help you deal with difficult staff and have those difficult conversations.

**Take home points:**

Develop your leadership skills to help you manage your team confidently  
Practical tips and advice.

**This session is for:**

Those new to line management or those who find it a particularly challenging part of the job.

**Laura Williams, SBL Coach & Trainer, LJ Business Consultancy**

### **A Changemaker's guide to process efficiencies**

Change is scary. It's only human nature to be wary of the unknown, and we find it far easier to stay put. But staying put doesn't get you anywhere. Why is change still this colossal, scary concept? After all, it doesn't happen overnight. To move forward and progress, we need to be constantly evolving. We need change. The key to getting ahead? Getting started.

Introducing the changemaker, an individual that quite literally treats every day like a school day. Ever wonder what their secrets are? How they implement a constant desire for improvement in their work? What really makes their processes tick? Developing ourselves into Changemakers helps to streamline operations, improve relationships, and work towards a better education system for all.

**Take home points:**

An understanding of what a changemaker is.  
What the best changemakers have in their toolkit.  
How to become a changemaker.

**This session is for:**

SBMs and other school support staff.

**Stephen Blackbeard, Regional Sales Consultant at We Are Every**

### **How edtech can be an enabler for transformation**

The last year has highlighted just how important the use of edtech is in schools. Now, more than ever, it is key to understand how you can use edtech as a driver for school improvement. Mark Osborne is the director of ICT and infrastructure at Northern Education Trust and one of the key players behind the trust winning a prestigious BETT award for their use of safeguarding technology.

This seminar will cover how technology has transformed the trust's outcomes and give practical advice on how you can use it help make improvements at your school or trust. Mark will also explain how the trust implemented a trust-wide digital monitoring system to help safeguard students online which resulted in the trust winning a BETT award.

**In this seminar, Mark Osborne will explore:**

How to successfully implement new technologies in your school.  
How technology can be used for safeguarding.  
The barriers which may present themselves and how to overcome them.  
How technology can be used to aid pupil catch-up.

**Take home points:**

Practical strategies to assess your schools' needs and identify where technology could help.  
Tips to ensure the smooth introduction and rollout of new technology in your school.  
Knowing the most cost-effective ways to implement edtech.

**This session is for:**

School leaders and IT managers

**Mark Osborne, director of ICT and infrastructure at Northern Education Trust**

### **Positive Leadership Through the Change Curve**

The world of the school business leader is changing so rapidly that it is sometimes hard to keep up. Over the last two years the change curve in education has hit vertical and SBLs need to deploy new tools to lead our teams through the changes. When organisation, technology, pedagogy and leadership are all changing, how do you remain positive when everyone's confidence is low?

**In this seminar Emma Gray will explore:**

What is changing?  
How can we lead the change?  
Innovation – How do you achieve buy-in?  
How can we support others (staff, leadership and governors) as their roles evolve?  
How to remain positive throughout the change

**Take home points:**

The change management process to apply to your strategy.  
Tools and attitudes for leading change.  
Tips to stay positive

**This session is for:**

SBMs and other senior roles.

**Emma Gray, Chief Finance and Operations Officer – Cotswold Beacon Academy Trust**

## SESSION 2 - SEMINAR TOPICS: Please make ONE choice

# SESSION TWO SEMINAR OPTIONS

## **Line management workshop: where to start, how to get it right and what to do if it's going wrong**

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**Laura Williams, SBL Coach & Trainer, L J Business Consultancy**

## **How to combine efficiency with security in document management**

Data security in the education sector is a major challenge and many school leaders can be reluctant to fully commit to a digital system. However, investing in electronic document management software can revolutionise the levels of security, efficiency and communication and even make a positive impact on the environment through reduced paper usage.

### **Take home points:**

Learn about practical strategies to assess your school's needs and identify where technology could help.  
Document management will increase security and ensure greater safeguarding of your pupils' confidential data.  
An effective document management software system can integrate with existing school systems seamlessly.  
Document management systems support remote working whilst offering controlled access.

### **This session is for:**

School business leaders, SBMs and IT managers.

**Paul Day, technical director, Filestream**

## **Learning to silence your inner saboteur**

Even the most successful leaders can suffer from a negative internal narrative at times in their career. Feelings of self-doubt or inferiority can cloud our judgement and hold us back. This is known as 'impostor syndrome' and can sap our levels of confidence and self-belief.

However, with slight changes in mindset, which can be achieved through better understanding and insight, this does not need to be the case. Implementing new ways of thinking and useful strategies can enable us to be the best that we can be in both our professional and personal lives.

### **In this seminar Andrew Blench will explore:**

What is impostor syndrome?  
How to spot when we are being ambushed by our own negative thoughts.  
Strategies to avoid the negative internal narrative.  
How we can build higher levels of confidence and self-belief.  
Take away practical tips to overcome these negative thoughts.  
Learn strategies that you will want to share with colleagues back in school.

This is an interactive workshop which is a mixture of taught theory and practical application. Delegates will practice coaching skills on each other, and Andrew aims to ensure you have fun and inspire each other to overcome your own internal negative narratives.

### **Take home points:**

Learn what impostor syndrome is and how this can affect every aspect of your life.

### **This session is for:**

SBMs and other school support staff

**Andrew Blench, SBM Consultant, School Business Partner Limited**

## **Managing workplace sickness absence effectively and confidently**

Managing workplace sickness absence effectively and confidently is something a lot will struggle with, particularly if you experience a high level of absenteeism in your school. To help manage this, Tracey Gray, education management consultant, has set out an array of ways to tackle and improve how we can manage and minimise absences, covering all aspects from dealing with difficult situations to supporting a returning employee.

### **In this seminar Tracey Gray will explore:**

Setting expectations: employee and employer's role in managing and minimising absence.  
How to get the best out of occupational health and or GP communications.  
Communicating with an employee who is off sick.  
Dealing with difficult situations.

### **Take home points:**

Job retention v sickness absence management.  
Supporting a returning employee.  
The essentials of sickness absence management.

### **This session is for:**

School leaders, SBMs and other school support staff

**Tracey Gray, education management consultant**

# SESSION THREE SEMINAR OPTIONS

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### In this seminar Laura Williams will explore:

- The nuts and bolts of an effective line management system
- How to develop and adapt your leadership style
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### Take home points:

- Develop your leadership skills to help you manage your team confidently
- Practical tips and advice.

### This session is for:

- Those new to line management or those who find it a particularly challenging part of the job.

**Laura Williams, SBL Coach & Trainer, LJ Business Consultancy**

## How to tackle digital exclusion and save your school money. #BridgeTheDivide

Did digital exclusion – lack of access to an electronic device or internet connection – heighten learning loss for disadvantaged pupils in your school?

Do you – like us – want to level the educational playing field and bridge the widening 18 month attainment gap for disadvantaged children who make up 27% of the UK's population?

Do you want to save your school money?

In this session, John talks about how LGfL are working in partnership with schools to #BridgeTheDivide and level the educational playing field for disadvantaged pupils, and how your school can get involved and start benefitting too.

### Take home points:

- Learn more about the mass procurement of up to 1 million Chromebooks and WinBooks, which saved schools millions of pounds.
- A recycling initiative in which schools are supported to wipe and repurpose devices to help the worldwide device shortages.
- LGfL's work with footballer Marcus Rashford, who featured the charity's Free School Meals Eligibility Checker on his campaign site #EndChildFoodPoverty, making it easier for parents to find out if their children qualified for Free School Meals and in doing so helping schools to generate potential Pupil Premium Funding claims for disadvantaged children.

How SLTs nationwide can get involved and work in partnership with LGfL to #BridgeTheDivide.

### This session is for:

- SBMs and ICT managers.

**John Jackson, CEO of edtech charity LGfL - The National Grid for Learning**

## The benefits of community engagement to your finances

In this seminar, Phil Burton, SBM at Hallbrook & Cosby Primary School, will dive into the reasons why engaging with the broader community is so important – both for strengthening relationships and for securing additional revenue streams for your school. He will take a look at some of the key strategies and tools you can use to engage with the community and increase income. Education can be slow to respond in its engagement, and Phil believes that not enough school leadership professionals focus on the wider perspective.

On joining Hallbrook, he discovered that the school had no strategy for community involvement or social media, and there was a lot to do in engaging the wider community; now, during enrolment season Hallbrook is having to turn people away and Phil – and his team's – work in keeping parents and the wider community engaged is a large part of that. Phil will use his own experience to discuss how he raised funds for his school throughout the pandemic, as well as looking at why engagement is important to schools and why you should be focusing on it.

### Take home points:

- The importance of community engagement.
- Learning strategies to engage with the wider community.
- How to discover new funding revenues.

### This session is for:

- Any education professional.

**Phil Burton, SBM, Hallbrook & Cosby Primary School**

## No Session: Networking & Exhibition Time

SESSION 3 SEMINAR TOPICS: Please make ONE choice

## SESSION FOUR SEMINAR OPTIONS

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**Laura Williams, SBL Coach & Trainer, L J Business Consultancy**

### **Coping with post pandemic stress – what are the key factors to consider?**

The arrival of the pandemic and the real threat to our work environments, and indeed our lives, has made many people acutely aware of their own stress levels, and the impact of these levels on our wellbeing.

However, with every threat, there is almost certainly an opportunity. In this case, this opportunity might take the form of a wholesale review of our current work-life balance, and the possible implementation of better ways to be and live. At the centre of this change must be our well-being and how we perceive and deal with stress.

**The seminar will cover:**

How and why some stress, is not only good for us, but is essential to our performance in life.  
A review of the three factors which dominate stress production – FID: Frequency, Intensity and Duration.  
How being aware of this ever-changing stress combination can put us at the front of the proactive curve to combat stress before it starts to become a negative factor.

**Take home points:**

Measurement techniques of stress that delegates can use to quickly measure stress levels.  
Quick fix strategies to alleviate stress.  
Longer term strategies based around five pillars which will enhance performance, health and enjoyment of life.

**This session is for:**

SBLs and school leaders

**Ross McWilliam, freelance speaker and author**

### **Sprinkling stardust on your bid writing. What do grant funders expect from us?**

With over 5,000 funders in the UK, presiding over £1.5bn in grant funding for schools and charities, effective bid writing is becoming a core skill for many school business leaders. Although many applications are unsuccessful, often due to sheer weight of numbers, a significant proportion are rejected due to avoidable mistakes. So, how can you ensure your school's application is the one that will catch their eye? Justin Smith will walk you through exactly what the grant funders are looking for and how you can make your application shine.

**In this seminar Justin Smith will explore:**

The essential elements of a successful funding bid with key references to major grant funders such as Sport England, The National Lottery and Comic Relief.  
Precisely what funders are looking for from a grant application.  
Ways of adding a 'sprinkle of stardust' to your own applications.

**Take home points:**

How to identify and select appropriate funding for your project.  
The essentials of a successful funding application.  
Recognise why applications fail; the pitfalls to avoid.  
Hear from the funders – what do they want to see from us?

**This session is for:**

SBMs who would like to become more effective and successful in writing and submitting grant applications.

**Justin Smith, managing director, Chameleon Consultancy and Training Ltd**

### **No Session: Networking & Exhibition Time**

# KEYNOTE SESSION

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## Pushing career boundaries to aid school improvement

Schools constantly evolve, as do the roles of the staff in them. As the needs of the school change, the staff must adapt their roles to cater to these needs – even if this means going outside of the usual remit of the job description. As a result of responding to the constant evolution of schools, the potential career pathways for non-teaching senior leaders are broadening. So, how can you or your team push your usual career boundaries to help further school improvement?

In this seminar Richard Harrison will share details of his own blended role and the ways in which he has evolved his senior leadership role to respond to the needs of the school while also offering career development. Richard will explore how you can do the same for yourselves and other staff in your schools.

**Richard will also cover:**

Developing the role of a non-teaching senior leader and how such roles can support school improvement.  
Not being afraid to suggest change if something can be done better.  
Being aware of your own strengths, specialisms and the contribution you make to school life.  
Networking beyond your own team.  
Boosting your self-confidence through formal and informal CPD.  
Being an inspiration for non-SLT colleagues by being open-minded and eager.

**Take home points:**

How to develop your role and thrive while doing it.  
What the future of professional services leadership means in schools.  
How to create opportunities in your own school and beyond.

**This session is for:**

Anybody in a leadership role

**Richard Harrison, director of community engagement, Regent High School**

SESSION 5 SEMINAR TOPICS: Please make ONE choice

## No Session: Networking & Exhibition Time

NEED TO EMAIL TIMES

NEED TO EMAIL TIMES

NEED TO EMAIL TIMES

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