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|  | **SESSION ONE SEMINAR OPTIONS** |
|  | **OPTION 1: Financial intelligence for school business leaders****Seminar brief:** The education landscape continues to change rapidly, as a result so are the skills required by SBLs. In this seminar Husham will explore new financial concepts now required by many schools and trusts to enable more informed and effective decision making.**In this seminar Husham Khan will explore:*** His journey from joining the world of education to writing a book on finance.
* How financial intelligence can help school budgets in a post-lockdown environment.
* To what degree your school budget has a human element within it.
* How the SBL role changed during the pandemic, what the future holds for the role and how you can get ahead of the curve.

**Take home points:** * Take away practical tips to support financial decision making.
* Develop strategies that you will want to share with colleagues back in school.
* Take your financial knowledge to the next level.

**This session is for:**SBMs/ SBLs/ CFOs/COOs**Speaker:** **Husham Khan, school business leader and author, drb Schools and Academies, ABBLed** |
|  | **OPTION 2: The business case for school marketing****Seminar brief:** Do you want to work in a full school with engaged parents, strong community links and a strong income flow? Simon will explain the ‘marketing’ process and share examples of schools that have taken a formal, strategic approach and achieved these goals – without spending vast amounts on advertising! **In this seminar Simon Hepburn will explore:*** What ‘marketing’ really is – and why it starts with listening, not spending.
* Engaging your whole community behind a consistent purpose and goal.
* Using the resources you have – including students and buildings – to save money!

**Take home points:** * All schools have amazing stories and people – but they need to be freed from being seen as just job roles to help you share your messages.
* There’s no ‘magic bullet’ in communicating your key messages – you need to find what works for your stakeholders (and social media isn’t working like it used to!).
* Schools responded to the challenge of COVID with some amazing innovation in communication – but some of this is already being lost.

**This session is for:**All school business leaders, senior leaders and governors**Speaker:** **Simon Hepburn, founder, Marketing Advice for Schools** |
|  | **OPTION 3: How successful software implementation can drive success in your school****Seminar brief:** Covid-19 was arguably the catalyst to digitally transform the education sector. The list of digital systems in play in schools and trusts up and down the country is vast, and it’s only going to grow. Momentum towards adopting software to streamline processes, unlock efficiencies, and improve workflows is gaining pace. Yet, while the systems themselves are all-singing, all-dancing by nature, unless they are implemented correctly and with comprehensive considerations, the scope for real, genuine benefit is minimal.**In this seminar Andrew Mackrell** **will explore:** * Why there’s never been a better time for the education sector to truly embrace all aspects of EdTech!
* How to review current software to aid decision-making for new systems.
* What is important to schools and MATs when selecting a software provider, including the significance of additional support and services.
* Best practice to strategically structure new software implementation for continued success.

**Take-home points:** * One system doesn’t necessarily fit all; choosing the **right** system for your school or trust’s unique needs is where real potential lies!
* Lessons and recommendations from trusts that have recently implemented new software within their schools.
* How to navigate the EdTech market to begin your journey to smoother operations.

**This session is for**: All! We especially encourage the attendance of CEOs, Headteachers, CFOs, and SBMs**Speaker: Andrew Mackrell, Senior Regional Consultant, Every®**  |

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|  | **SESSION TWO SEMINAR OPTIONS** |
|  | **OPTION 1: The SBM guide to IT strategy****Seminar brief:** Schools and MATs invest a lot of time and money into IT resources, including devices, software and licenses. Yet few SBM’s feel their organisations have a robust strategy for the development and sustainable use of IT. **In this seminar Neil Limbrick will explore:** * What is the purpose of an IT strategy.
* What should and should not be covered in an IT strategy.
* Who are the key people that should be involved.

**Take home points:*** Gain tips and simple techniques to simplify how you think about developing an IT strategy.
* Develop an understanding of how your IT support teams tackle things and how to provide them with both challenge and support.
* Walk away with the confidence and knowledge to tackle an IT strategy for your setting.

**This session is for:** SBMs and other senior leaders in schools and MATs**Speaker: Neil Limbrick FISBL, partner and IT consultant, Limbrick Consultancy LLP, founder of theEducationCollective, ambassador of the Association of Network Managers in Education (ANME)** |
|  | **OPTION 2: Developing an Environmental Sustainability Policy and Action Plan – a case study****Seminar brief:** Environmental Sustainability is regarded as one of the fundamental challenges of our times.  The subject is held to be hugely important by today’s young people. A recent global survey found that more than 45% of those questioned said feelings about the climate affected their daily lives. Three-quarters of them said they thought the future was frightening. Many felt fear, anger, despair, grief and shame – as well as hope. So how do we build on that hope? Schools are uniquely placed, as the educators of the citizens and leaders of the future and also as employers and prominent community organisations, to foster positive environmental awareness and behaviours, through education and by example. This interactive practical workshop will show you how to develop an Environmental Sustainability Policy and Action plan suitable for your school, whether you work for a small primary, a large comprehensive, or support schools at Trust level.**In this seminar Robin Harrison will explore:*** Why schools need an Environmental Sustainability Policy and Action Plan.
* How this supports responding to the DFE sustainability agenda.
* How to go about creating the Environmental Sustainability Policy and Action Plan.

**Take home points:*** The time to act is now.
* Staff buy-in to the ethos is vital – to be effective requires a team effort.
* The cumulative impact of lots of small changes.

**This session is for:**  School leaders and influencers at all levels**Speaker: Robin Harrison, FISBL** |
|  | **OPTION 3: Digital Transformation for Schools – Why, What and How?****Seminar brief:** What are the benefits of Digital Transformation in Schools and MAT’s, why should you consider it and where do you start? Senior leaders often get conflicting messages regarding what is possible and the best way to achieve it, often from sources with either vested interests or limited experience of successful practice in schools.**In this seminar Richard Martin will explore:*** How to define your requirements.
* How to engage your stakeholders.
* Where to get help and guidance.

**Take home points:*** An overview of a Digital Transformation Strategy process and how to create one for your school/MAT.
* Tips on engaging stakeholders within your organisation.
* Where to access free resources to help you plan, deliver, and review your digital Transformation.

**This session is for:** School/ MAT senior leaders either looking to implement a digital strategy or those who have already started and are looking for additional support or validation**Speaker: Richard Martin, Digital Transformation Network Lead, LGfL** |

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|  | **SESSION THREE SEMINAR OPTIONS** |
|  | **OPTION 1: How to create a positive team culture****Seminar brief:** A team is ultimately the sum of its parts, and each team is different in terms of size, context and potential. Although each team may look different, the team culture you want to create should always have positivity at its core. In this seminar, Laura Williams will explore the tools and methods you need to ensure your team is thriving in a positive environment led by you! **In this seminar Laura Williams will explore:** * Gain an understanding of how a good leader can raise the capacity of their team and reduce negativity.
* How to build resilient and productive team members.
* Strategies to refine and sharpen relationships within your team.

**Take home points:*** Ways in which you, in your leadership role, can create a positive and healthy team dynamic.
* Giving you the tools to help you unravel the 'mad alchemy' that is team culture.
* Develop your leadership skills to help you manage your team confidently.

**This session is for:**  All of those who have a leadership position in a school**Speaker: Laura Williams, SBL coach and trainer, L J Business Consultancy** |
|  | **OPTION 2:**  **How to get more from your IT support in school****Seminar brief:** Many schools do not feel they get value from their IT support provision. Nigel believes there are some Educational IT Support services who focus on up-selling products rather than delivering a proactive IT support and development programme that school staff and pupils deserve to receive. **In this seminar Nigel Milligan will explore:*** The wide range of IT issues that schools are having.
* How to change the mindset in school to embrace the use of technology.
* How pro-active support is more effective than re-active support.
* How to encourage schools to believe in their own vision and not that of the IT support provider.

**Take home points:*** Take away a list of processes and routines that can be changed.
* Develop strategies to help staff get more from the IT Support Provision in their school.
* If required, list serious issues that bring into doubt the current IT Support provision in school and how to challenge them.

**This session is for:** All school staff, from site manager to senior leaders **Speaker: Nigel Milligan, IT manager to schools and businesses** |
|  | **OPTION 3:**  **Absence Management – Return to Work Planning****Seminar brief:**  Whether you are new to business leadership or a seasoned professional, you are likely to have come across staff absence.  Often, it falls to the business leader to have a significant role in staff absence management.  Surely this should therefore be a straightforward process – with clear policies set out and good support in place?  In my experience, it can often be anything but.  We can find ourselves managing complex, highly emotive situations which do not have a ‘one size fits all’ formula for reintegration back into work. However, there are ways in which we can develop our skills, including working with relevant professionals, to enable us to successfully achieve a return to work for most staff.  This session will expand on the ‘why’, ‘what’ and ‘how’ of long-term absence management and phased return to work and will give you practical tips to help you.  Staff are more likely to be successful in returning to work if they are well supported and we will explore how to do this in detail. **In** **this seminar Tracy Gray will explore**:* Returning to work after long term absence.
* Making sure the employee is ready to return to work.
* Line manager behaviours.
* Return to work interviews and phased return planning.
* Wellbeing support.

**Take home points:*** The role of a business leader in staff absence management.
* Developing skills to achieve a return to work for staff.
* ‘What,’ ‘How’ and ‘Why’ of long-term absence management.

**This session is for:**SBMs, estates leaders and other senior leaders  **Speaker: Tracy Gray, founding director, Education Mutual** |

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|  | **SESSION FOUR SEMINAR OPTIONS** |
|  | **OPTION 1:**  **A journey of support for SBLs****Seminar brief:**  The impact of COVID, along with the daily challenges of being a school business leader (in whatever guise this maybe), has led to many SBLs leaving the education sector. Funding cuts, changes to revenue streams, ever-changing legislation and bureaucratic imposition are just a few of the stressors we have had to battle over the past two years. But, out of the struggle a movement was born. #NotBroken came about one Friday morning in Sally’s makeshift study to support those that were on the brink of handing in their notice. The journey from #NotBroken to SBL Support Hub has been immense and Sally will walk us through how this looked, how it is today and what you can expect in the future.**In this seminar Sally Boaden will explore:**  * The journey from #NotBroken to SBL Support Hub.
* Support gifts to the SBL community.
* What the future of SBL Support Hub holds.

**Take home points:*** Harnessing the power of the SBL Community.
* SBL support and where to find out.
* Why you are never alone.

**This session is for:** Any support member of staff**Speaker: Sally Boaden, chief operating officer** |
|  | **OPTION 2:**  **Achieving excellence in health and safety****Seminar brief:** Although they may not be the most glamorous parts of the role, health, safety and compliance play an important part in the day-to-day tasks of a business manager. Come and join Phil Burton who will make you feel excited (yes, really!) about going back to school and implementing the health and safety practices you learn in his seminar. Find out how Phil’s school won the national Excellence in Health and Safety award as he explains how he brought in ideas and processes from outside the education sector which supported and enhanced the school’s procedures. You will go away with lots of hints and tips which will allow you to transform the way you do health and safety in your school.**In this seminar Phil Burton will explore:*** The benefits of good health and safety practices.
* Effective compliance recording and monitoring.
* Tricks to make your life easier when it comes to health and safety.

**Take home points:*** Practical advice on managing health and safety.
* Effective strategies taken from outside the education sector.
* A renewed view and attitude towards health and safety.

**This session is for:**  Everyone who has health and safety responsibilities **Speaker: Phil Burton, business manager, Hallbrook and Cosby Primary School** |

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|  | **FINAL SESSION: School Business Leadership Podcast LIVE!​** |
|  | **KEYNOTE: School Business Leadership Podcast LIVE!​****Seminar brief:** Laura Williams, friend of EdExec and the host of the School Business Leadership Podcast, will be recording a very special live versions of her podcast. Joined by a panel of SBLs, she will host a live Q&A answering all of your burning SBL questions!**You will be able to:*** Submit questions in advance either to the whole panel or to a specific panel member.
* Ask the panel, including Laura, anything you want to know about school business leadership, their career, their experiences and their opinions.
* Participate during the recording of the podcast as audience members.

**This session is for:** All SBLs – aspiring, new or experienced**Panel*** **Husham Khan, school business leader and author, drb Schools and Academies, ABBLed**
* **Jonny Coates, chief operating officer, Eden Learning Trust**
* **Sally Boaden, chief operating officer**
* **Rebecca Cunliffe, school business manager**

**About the speaker:**With over 15 years leadership experience in the education sector, Laura is a school leadership coach and trainer working with SBLs, Headteachers and CEOs. She also hosts the School Business Leadership podcast and writes blogs whilst eating chocolate. A former COO, CFO and Business Manager with CIPD and specialist CIPFA qualifications, she is a school business leadership expert and champion of SBLs everywhere. In her spare time she enjoys watching questionable TV shows and making lists. |

