

School Management Essential Update



Centre for
Education & Finance
Management

Personnel • Finance • Consultancy

Date and venue

Bromley 22 Feb

Price

Members free of charge

Non-members £50+VAT

Speakers

Christine Dickson

Christine is a chartered accountant and Managing Director of CEFM. She is recognised as a national expert in school finance.

Christine is the author of the finance section of the CEFM website and has also written a financial handbook for school auditors for the Institute of Chartered Accountants in England and Wales.

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Jason Foster

Jason has a post graduate qualification in employment law through the Chartered Institute of Personnel and Development and is Personnel Director of CEFM.

He is a regular speaker on CEFM seminars and has practical experience of dealing with diverse personnel issues.

Who should attend

Headteachers, deputy headteachers, business managers, bursars and governors.

Programme

9.00 – 9.30	Arrival, registration, tea/coffee and biscuits
9.30 – 9.40	Welcome and introduction – Jason Foster
9.40 – 10.55	Policy and Finance – Christine Dickson Procurement – extensive new DfE guidance School funding – latest developments
10.55 – 11.15	Tea/coffee and biscuits
11.15 – 12.30	Personnel – Jason Foster Defining disability and reasonable adjustment Equality Act: <ul style="list-style-type: none">● Religion and belief● Harassment Human Rights Act Occupational health – time line and the employees' rights Legal representation Employees' use of social media Recent Tribunal cases
12.30	Departure

We reserve the right to alter the order or change the programme if necessary to reflect any updates or changes that might occur.

What participants on previous updates have said

As per previous updates, the standard of presentation was excellent. The presenters were articulate and informative and managed to address both the primary and secondary audience, which is not always easy. Thank you. – *All Cannings CE School*

The update was very informative and the speakers were all very informed in their chosen areas. – *Woodside High School*

A very informative session, as always. – *Queens Park Community School*

The CEFM school management update enables me to see the wood through the trees! It is enormously useful to have a précis of the latest educational developments. – *Clarendon Infants School*



**CEFM School Management Essential Update
Wednesday 22 February 2012
Bishop Justus CE School, Bromley, BR2 8HZ**

Delegate Details:

Your name: _____ Incl. Mr. Mrs. etc.
Position: _____
Contact Tel: _____
Email: _____

Delegate 2 Details:

Name: _____ Incl. Mr. Mrs. etc.
Position: _____
Contact Tel: _____
Email: _____

School Details:

School: _____
Telephone: _____
Fax: _____ Postcode: _____

Special Requirements: