



Education **Finance**

Finance Training Governor Training

Sept 2024 – July 2025

Welcome

This training programme has been specifically designed to provide new and existing Governors with the financial skills and knowledge needed to effectively lead strategic financial management within schools.

The training team has developed the Governor training programme offer online material and resources, including eLearning courses and short video presentations along with live classroom based and online webinar sessions.

Booking Information can be found on [page 4](#) and further information about the link between Training and the Finance RAG Matrix for new and existing Governors of **Norfolk LA maintained schools only**, can be found on [pages 19 & 20](#)

All scheduled courses (including online), eLearning courses, support materials and resources are provided at no additional cost if your school has purchased a finance support or training package for the current year (unless otherwise stated). Please note this is different to the Governance package your school might have purchased.

If your school hasn't purchased a finance support or training package, then please contact us for further details.

On the next few pages, you will find a list of all the courses in the programme followed by detailed course pages.

A schedule of classroom based and online webinar sessions can be found on [pages 21 & 22](#).

Details of our cancellation policy can be found on [page 22](#).

Further information can be found by contacting us on 01603 222686, via email finance.training@norfolk.gov.uk or via our website [\[Norfolk Schools\] - Finance Training \(opens in a new window\)](#)

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Bookings

Our finance courses can be booked and accessed in the following ways:

Webinar and Classroom sessions

Places on webinar sessions and classroom based tutor led sessions can be booked via GovernorHub [\[GovernorHub\] Home Page \(opens in a new window\)](#).

Dates and times for all sessions can be found on GovernorHub and at the end of this brochure.

You will be provided with details via email on how to access the webinar sessions ahead of the scheduled/advised delivery date and time.

All information regarding course bookings will be sent to the email address used on the initial booking so please make sure that it is correct and that our email address, finance.training@norfolk.gov.uk, is added to your 'safe senders' list so that you can successfully receive our emails.

eLearning courses and Online resources

Our eLearning courses, video presentations and online resources are hosted on GovernorHub and can be easily accessed within the **Online training (take any time)** section located from the Norfolk Governance Service **Training** tab.

Some of our online courses will need a number of individual parts or modules to be completed in order to register full course completion (e.g. for RAG purposes). Full course details and further guidance on what elements you will need to complete to register full course completion can be found in our **Resources** section within GovernorHub [\[GovernorHub\] Finance Training from Education Finance Resources section \(opens in a new window\)](#)



Finance Governor Induction

The role governors and trustees play in achieving the desired educational aspirations of the school, whilst maintaining the robust financial health of the school is crucial.

Course Outline

This course provides an introduction to being a Finance Governor, from getting to know the organisation at the beginning, through to the knowledge and skills required to be a 'critical friend'.

Course Content

By the end of the course, participants will gain an understanding of:

- The role of the finance governor
- A structure for governance
- How to be an effective governor

Suitability

This course is essential for all new governors as a pre-requisite for further training.

Norfolk local authority maintained schools.

Audience

Governors.

Important Information

This is an eLearning course accessed through the Online training section of GovernorHub.

Introduction to School Finance

An introduction to key financial processes that exist within educational establishments.

Course Outline

This course provides an overview of school finance from funding through to budgeting and protecting public money – a great starting point for those who are new to school.

Course Content

By the end of the course, participants will be able to:

- Describe the responsibilities of finance staff, headteachers and governors for finances in schools
- Identify the steps involved in setting a budget for the financial year
- Review reports used for monitoring the budget
- Identify key financial controls in place to protect public money

Suitability

This course is essential for all new governors as a pre-requisite for further training.

Norfolk local authority maintained schools only.

Audience

Governors, headteachers and finance staff.

Important Information

This is an eLearning course accessed through the Online training section of GovernorHub.

Introduction to Star Accounts – Web Based

An introduction to the web based financial software used in Norfolk local authority maintained schools.

Course Outline

The course provides an overview of the basic day-to-day functionality of Star Accounts.

Course Content

By the end of the course, participants will gain an understanding of:

- Raising Orders
- Processing Payments
- Recording and Banking Income
- Downloads
- Bank reconciliation and Period End

Suitability

Please note this course is primarily aimed at new finance staff and business managers who use the Star Accounts system. However, Governors may find it useful in gaining an understanding as to how the system works on a day to day basis.

Norfolk local authority maintained schools only.

Audience

Governors, headteachers and finance staff.

Important Information

This is an eLearning course accessed through the Online training section of GovernorHub.

Budgeting for Governors

An in depth look at Governor responsibilities for approval and monitoring of the school budget.

Course Outline

This course is all about the budget and how you can be assured that a balanced budget, that is linked to strategic priorities, is set and monitored throughout the year.

Course Content

By the end of the full course package, participants will gain an understanding of:

- Linking the budget to strategic plans
- Setting current and future year budgets
- Budget commentary
- Define the actions required when monitoring the budget
- The budget cycle
- Budget outturn

Suitability

This course is ideal for new and existing governors who are members of the finance committee.

Norfolk local authority maintained schools.

Audience

Governors.

Important Information

This course consists of an eLearning course (Budgeting for Governors) and two short video presentations (The Budget Cycle and Financial Coding for LA maintained schools) all accessed through GovernorHub **or** alternatively a classroom based, tutor led session booked through GovernorHub. **In order to register full course completion, both video presentations must be completed along with either the eLearning course or the classroom based session.**

Capital Funding

An introduction to capital funding and spending in Norfolk LA maintained schools.

Course Outline

This course focusses on the capital funding allocation. It includes information on the rules around what it can be spent on, the application process to spend capital money and how it can be monitored.

Course Content

By the end of the course participants will be able to:

- Identify and monitor capital funds
- Understand the assessment of capital spending priorities
- Identify the different types of capital funding available
- Understand the process by which schools apply to spend capital funds

Suitability

This course is ideal for new and existing governors who are members of the finance committee.

Norfolk local authority maintained schools only.

Audience

Governors, headteachers and finance staff.

Important Information

This is an eLearning course accessed through the Online training section of GovernorHub.

Effective Budget Monitoring

Keeping control of the budget is an important aspect of successful financial management.

Course Outline

This course explores effective budget monitoring practices used by educational establishments, from budget control through to identifying budget variances.

Course Content

By the end of the full course package, participants will gain an understanding of:

- The principles of budget control
- The impact of budget profiling
- How to use reports to identify budget variances
- Analysing and identifying appropriate actions to deal with variances

Suitability

Although primarily aimed at headteachers, finance staff and business managers, governors might find this course useful in understanding budget monitoring in their schools.

Norfolk local authority maintained schools.

Audience

Governors, headteachers and finance staff.

Important Information

This course consists of an eLearning course (Staff Monitoring) with 2 short video presentations (The Budget Cycle and Budget Outturn) accessed through GovernorHub **and** either a webinar session or alternatively a classroom based tutor led session booked through GovernorHub. **All elements must be completed to register full course completion.**

Costing Development Plans and Initiatives

Being able to calculate the cost of delivering an initiative accurately is an essential skill for those charged with financial management.

Course Outline

This course details how to interpret costing data to provide essential information in the decision-making processes of educational establishments.

Course Content

By the end of the course, participants will gain an understanding of:

- The costing information used in educational establishments
- How to link the development plans to the production of realistic budget figures
- Preparing full and accurate costing plans for initiatives and activities

Suitability

This course is ideal for existing Governors who are members of the Finance Committee.

Norfolk local authority maintained schools.

Audience

Governors, headteachers and finance staff.

Important Information

This is an eLearning course accessed through the Online training section of GovernorHub.

Fighting Financial Fraud

Minimising the risk of fraud is crucial to the responsible management of public money.

Course Outline

This course is about how we need to be fully aware of the different types of threat and the necessary controls that must be in place to ensure the safety of public money.

Course Content

By the end of the full course package, participants will gain an understanding of:

- What fraud is
- The risks from possible sources of fraud
- How fraud can be detected
- Effective controls within the business
- The Whistleblowing process within your setting
- Distinguishing and addressing areas of weakness to improve existing controls

Suitability

This course is ideal for new and existing Governors who have responsibility for ensuring sound financial controls are in place.

Norfolk local authority maintained schools.

Audience

Governors, headteachers and finance staff.

Important Information

This course consists of an eLearning course (Fraud Awareness: Prevention & Detection) with an additional short video presentation (Whistleblowing) both accessed through Online training section of GovernorHub **and** either a webinar session or alternatively a classroom based tutor led session booked through GovernorHub. **All elements must be completed to register full course completion (elearning + video + webinar or classroom session).**

Achieving Value for Money

An in-depth look at the requirement for ensuring value for money within school expenditure.

Course Outline

This course is about how schools and academies can obtain best value with the resources available and follow rules, regulations and best practice relating to procurement.

Course Content

During this course participants will:

- Learn what 'value for money' means
- Explore 'economy', 'efficiency' and 'effectiveness'
- Discover why achieving value for money is important
- Explore some of the strategic ways to achieve value for money
- Learn the different steps within a typical procurement cycle

Suitability

This course is ideal for new and existing governors who are members of the finance committee.

Norfolk local authority maintained schools.

Audience

Governors, headteachers and finance staff.

Important Information

This course consists of two eLearning courses (Exploring Value for Money and A Strategic Approach to Achieving Value for Money) and a short video presentation (The Procurement Cycle) accessed through the Online training section of GovernorHub. **All 3 elements will need to be completed to register full course completion.**

Financial Benchmarking & ICFP

Carrying out benchmarking activities as part of an educational establishments annual planning cycle is a crucial mechanism to support robust financial health.

Course Outline

This course provides an overview of the benchmarking process and the value that it can add to an educational establishment's overall financial efficiency, along with an introduction to Integrated Curriculum Financial Planning (ICFP).

Course Content

By the end of the course participants will be able to:

- Explain what financial benchmarking and ICFP are
- Summarise why benchmarking and ICFP are an integral part of the financial planning process
- Recognise the context and risks associated with benchmarking and ICFP
- Carry out benchmarking activities within your own school's metrics
- Clarify the next steps you will take with regards to benchmarking & ICFP

Suitability

This course is ideal for existing governors who are members of the finance committee.

Norfolk local authority maintained schools.

Audience

Governors, headteachers and finance staff.

Important Information

This is an eLearning course accessed through the Online training section of GovernorHub.

Income Generation

Raising additional income is essential to enhancing and widening the educational opportunities available to pupils.

Course Outline

This course outlines the techniques required to establish an income generation strategy and identifies and evaluates additional sources of income for educational establishments.

Course Content

By the end of the course participants will be able to:

- Identify how income can be increased to enhance learning opportunities
- Compile an income-generation or fund-raising strategy
- Define and evaluate potential income sources
- Recognise techniques to compose a successful funding bid

Suitability

Although primarily aimed at headteachers, finance staff and business managers, governors might find this course useful to understand and be able to contribute towards generating additional income for their school

Norfolk local authority maintained schools.

Audience

Governors, headteachers and finance staff.

Important information

This is a classroom based tutor led course booked via GovernorHub.

Governor Finance Refresher

A session aimed at governors that would like to update and enhance their existing school finance knowledge, review latest news and share best practice.

Course Outline

This course has been designed as a refresher for elements of finance and a review of financial issues and changes currently facing governors. Highly interactive with the emphasis on asking questions and knowledge sharing.

Course Content

The objectives of the session include:

- Review, revisit & refresh specific financial processes
- Updates on the latest news from around schools finance
- Discussion and best practice sharing

Suitability

This course is ideal for existing governors.

Norfolk local authority maintained schools only.

Audience

Governors.

Important Information

This is an online webinar session booked through Governor Hub.

Administering Department Codes

Department Codes are useful for grouping together income & expenditure transactions in order to aid more detailed analysis and closer monitoring.

Course Outline

This course looks at how the benefits of using department codes, how to create department codes, how to use department codes for activities or trips and how to group department codes.

Course Content

By the end of the course participants will be able to:

- Understand the importance of using department codes
- Set up new department codes
- Use department codes for activities or trips
- Delete department codes
- Make department codes inactive
- How to add department codes to a group

Suitability

Although aimed at finance staff and business managers (the course focusses heavily on the administrative side of department codes), Governors might find this course useful in understanding department codes within their school(s).

Norfolk local authority maintained schools only.

Audience

Governors, headteachers and finance staff.

Important information

This is an eLearning course accessed through the Online training section of GovernorHub.

Electronic Payments (BACS)

Schools can use Star Accounts to process electronic (BACS) payments.

Course Outline

This course looks at how to use Star Accounts to process BACS payments to suppliers, as a cost effective alternative to using cheques.

Course Content

By the end of the course participants will be able to:

- Switch on the BACS function in Star Accounts
- Process BACS payments to suppliers
- Reconcile BACS transactions at the end of the month

Suitability

Although aimed at finance staff and business managers (the course focusses heavily on the administrative side of BACS payments), Governors might find this course useful in understanding electronic payments (BACS) within their school(s).

Norfolk local authority maintained schools only.

Audience

Governors, headteachers and finance staff.

Important information

This is an eLearning course accessed through the Online training section of GovernorHub.

RAG Link

The Finance RAG (Red/Amber/Green) Matrix is an early warning system which helps the local authority to assess financial risk in schools to ensure appropriate support is made available to headteachers and governors as required. It is prepared termly by the finance team and contains a series of financial management criteria to be met, including training.

Governor Training Requirements

For the RAG Matrix, the Governing Body from the school will be expected to keep their finance knowledge and skills updated by completing a defined number of courses/refreshers during a rolling 12-month period. The number completed will determine the RAG rating:

No courses completed – Red rating

One course completed – Amber 1 rating

Two courses completed – Amber 2 rating

Three or more courses completed – Green rating

It is the Governing Body as a whole that is rated rather than each individual Governor allowing the flexibility to spread the training amongst Governors based on needs.

All of the courses within this brochure count towards the RAG Matrix but Governors can also attend any of the following as refreshers:

- Any suitable/relevant course listed in the headteachers or finance staff brochures
- Budget Workshop (Standard support schools only)
- Attendance at a finance support officer budget visit (Enhanced support schools – max 2 per 12 month period, Standard support schools max 1 per 12 month period)
- Other ad-hoc finance briefing/event held by the Finance team – eligible events will be notified to schools

In addition to the above, any relevant **financial** training course provided by a recognised third party provider may count towards the RAG. You will need to provide evidence of the course attended to finance.support@norfolk.gov.uk for consideration. **This includes any finance related course completed via GovernorHub Knowledge.**

Some of our webinar sessions are recorded – watching any available recorded session in full will also count towards the RAG (unless you attended the live session – as this one will already have been counted). Details on how you can provide evidence for RAG purposes can be found within each recording.

Links to all available recordings can be found can be found in our **Resources** section within GovernorHub [\[GovernorHub\] Finance Training from Education Finance Resources section \(opens in a new window\)](#).

Course Schedule

This is the schedule for classroom based and online webinar sessions relevant to governors for the 2024 – 25 academic year.

Classroom sessions will be held at the **Henderson Business Centre, 51 Ivy Road Norwich NR5 8BF**. Details on how to access the webinar sessions will be sent via email to all delegates ahead of each session.

Course Title	Date	Time	Course Type
Autumn Term 24			
Effective Budget Monitoring	16/10/2024	9.15am -12.15pm	Classroom
Fighting Financial Fraud	20/11/2024	9.15am -12.15pm	Classroom
Governor Finance Refresher	21/11/2024	10am – 11am	Webinar
Income Generation	27/11/2024	9.15am -12.15pm	Classroom
Effective Budget Monitoring	11/12/2024	10am -11.30am	Webinar
Spring Term 25			
Budgeting for Governors	05/02/2025	9.15am -12.15pm	Classroom
Effective Budget Monitoring	06/02/2025	10am -11.30am	Webinar
Fighting Financial Fraud	26/03/2025	10am -11.30am	Webinar
Summer Term 25			
Effective Budget Monitoring	21/05/2025	9.15am -12.15pm	Classroom
Governor Finance Refresher	22/05/2025	10am -11am	Webinar
Income Generation	25/06/2025	9.15am -12.15pm	Classroom

Effective Budget Monitoring	02/07/2025	10am -11.30am	Webinar
Fighting Financial Fraud	09/07/2025	10am -11.30am	Webinar

Details correct at time of publication (August 2024)

Cancellation Policy

All cancellations must be made through GovernorHub or via email to governor.services@norfolk.gov.uk or finance.training@norfolk.gov.uk

Cancellations received within 3 working days of the course or failure to cancel/failure to attend, will be subject to an administration charge of £50.

For example, if the course is due to take place at 9am on Wednesday, cancellation will need to have been received at the latest by 9am on the preceding Friday to avoid the administration charge being levied.

The charge will be added to the next available download (the mechanism by which centrally generated costs and income are apportioned to an individual school's budget by NCC) and will be described as '**Non-attendance fee – [course name]**'

We will do our very best to ensure that every course date set is delivered but please be aware that a course may not run below the minimum number of 5 delegates, or due to unforeseen circumstances.

In the event of a course being cancelled you will be contacted at the earliest opportunity and offered an alternative date where possible.

The Cancellation policy applies to both classroom and webinar sessions.