

Effective School Business Management

Tuesday 7 February 2017

£100 per delegate, includes course materials, refreshments and lunch
Coldfall Teaching School, Coldfall Avenue, Muswell Hill, London N10 1HS
Bookings: email j.robertson@coldfall.haringey.sch.uk

An inspiring day course for those wishing to *become* School Business Managers, those who are in their *first year* and those who would simply like a chance to *review and reflect* on their roles. Ideally, to get most from the day, SBMs should attend with their Head Teachers.

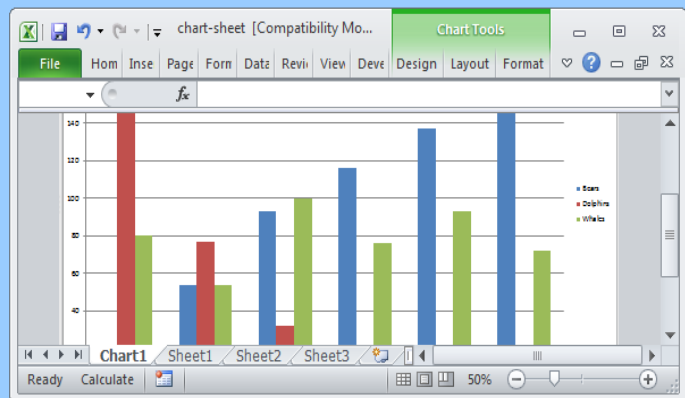


The day includes sessions on:

- *Key aims of the role*
- *Relationship with the Head Teacher and Senior Leadership*
- *Day to day practice*
- *Aspects of finance, site, health and safety and other essentials*
- *Dealing with challenges*
- *Planning your next steps*

Agenda

9.00	<i>Registration and refreshments</i>
9.30	<i>Course introduction</i>
10.00	<i>Key session</i>
12.30	<i>Lunch</i>
1.15	<i>Key session</i>
3.00	<i>Evaluation</i>
3.30	<i>Close</i>



Course trainers



Evelyn Davies is a respected Head Teacher of an outstanding school, a National Leader of Education and an ex Ofsted inspector. She has many years' training experience and has led training on school leadership both locally and nationally.



Laggi Efthymiou is an experienced School Business Manager who provides support to other SBMs and has a long standing record of success in IT, project management and recruitment.