

Level 4 Diploma for School Business Managers

Information and Policies required during your studies

Leading Support Services

Information/support needed	What it is used for
Essential	
Professional development systems	To learn about CPD systems in school and how they work
Communication information	To learn about how the school communicates with stakeholders
Organisation chart	To look at and list teams in the school
Presentation	Needs to be given to three school stakeholder groups (can be 3 people each representing different groups reading innovation in a school)
Health and Safety Policy	Examination against DfE and HSE requirements
Recruitment policy and procedures	Examination against safer recruitment steps
Safeguarding policy	To learn about approach to safeguarding and legal requirements
Risk assessment	Access to suitable risk assessments e.g. those related to premises or ICT (data protection)
Benchmarking data - from open access DfE site	To learn about performance data that is available for a school and how this can inform resourcing.
Useful but not essential	
Section 11 Safeguarding Audit (or equivalent)	To learn about how school meets legal requirements and good practice.

NB – access to policies and procedures only are needed – no personal details are required.

Finance

Information/support needed	What it is used for
Essential	
School budget (from previous year if needed)	To identify different income and expenditure e.g. Pupil premium.
Information about budget setting processes and budgetary cycle.	To learn about budget setting, planning and monitoring e.g. timings in the school year and who is involved.
Purchasing records	To look at consultation with stakeholders as part of purchasing and to learn about separation of duties. To look at comparison of costs used to ensure value for money when making a decision to purchase goods and services.
School Development/Improvement plan or extract from this (Can be from the previous year)	To look at how financial information is shown.

Pupil premium report - From school website	To look at reporting requirements for specific funding.
Finance policy/regulations/handbook	To look at roles and responsibilities and processes in place for managing finance in the school.
Professional discussion with appropriate person in school	Discussion to promote the importance of using financial information in decision making.
Production of accounts e.g. budget monitoring	Participants can show accounting methods used in their current role if applicable but must then explain how they are used in school.
Useful but not essential	
Risk register	To look at how financial risks are recorded and mitigated.

NB – access to policies and procedures and overall accounts only are needed – no personal details are required.

Procurement

Information/support needed	What it is used for
Essential	
Records of purchases made	To look at options for group purchasing that may have been used. To look at decision making and concept of best value and value for money for goods and services To learn about how use of benchmarking data can inform purchases To compare prices for common items in school e.g. photocopying paper.
Register of Business interests from school website	To learn about how probity is ensured e.g. openness and integrity for financial decision making.
Example <u>agendas</u> for governors meetings	To look at opportunities to declare interests linking this to probity (as above)
Finance policy/regulations/handbook	To look at thresholds for purchasing that different staff/governors have.
A specification for goods or services used in procurement	To see what the specification includes.
Contract information	To identify type of contract used
Useful but not essential	
Contract log	To look at type of information it contains

NB – access to policies and procedures only are needed – no personal details or commercially sensitive information is required.

Human Resources

Information/support needed	What it is used for
Essential	
Absence Policy (including sickness absence and other legal requirements e.g. parental leave.)	To look at how legal requirements impact on policies that school have in place.
Benchmarking data – from open access DfE site	Comparison of staffing levels and expenditure on staff.
School Development/Improvement plan or extract from this (Can be from the previous year)	To learn about how staffing is a key component in school improvement.
Recruitment policy and procedures	To look at measures in place to ensure safer recruitment. To look at how school needs are met – links to workforce planning.
Policies related to staff leaving e.g. retirement, redundancy	To look at how these need to comply with employment law
Workforce planning information	To learn how factors such as part time working, flexible working and apprentices form part of workforce planning.
Reward and recognition e.g. pay policy, appraisal policy	To learn about how reward and recognition are managed in a school linked to driving performance. To learn about how these can be influenced by national decisions.
Professional development systems	To learn about how professional development needs are identified. To learn about how staff development needs to be included in school improvement plans. To learn about how staff development links to the school's budget.
Staff development opportunities	To raise awareness of staff development opportunities e.g. through a flyer or promotional e-mail. To evaluate the benefits of development opportunities
Useful but not essential	
Grievance policy	To learn what the policy should contain and how it is managed in school.

NB – access to policies and procedures only are needed – no personal details are required