

	Session
0900	Coffee and registration
0930 - 0935	Welcome to the Conference. Lorraine Ashover, Managing Director, Minerva Procurement Consultancy Services
0935 - 0950	A presentation from Schools Advisory Service, our Headline Sponsor
0950 – 1030	Keynote Speaker Sarah Furness is a former combat helicopter pilot and squadron leader and led on operational combat tours in Iraq and Afghanistan. Her focus is on helping leaders to perform and thrive “under fire.”
1030 – 1100	Coffee
Session A 1100 – 1140	The Use of AI in education and what it means for the School Business Manager Gary Henderson, Director of IT, Millfield School <i>This session will look at the recent growth in access to generative AI tools following on from the release of ChatGPT and what this might mean for education. Consideration will be given to what is meant by AI, the risks and challenges of AI, how it can be used within education in the short-term including today and, how it might impact on schools and colleges in the future, with specific reference to the role of the School Business Manager.</i>
•	Sustainability: Don't Tell Me The Blue Sky, Tell Me What We Can Do Now Paul Edmond, Chief Financial Officer, HEART Academies Trust <i>In this session Paul will cover:</i> <ul style="list-style-type: none"> • <i>Why we have to act now</i> • <i>What the DoFE has in the pipeline so you can be prepared for what is coming</i> • <i>How you can effect real culture change in your schools by doing the basics well</i> • <i>Real world examples of how change has happened and the amazing results that come with it</i>
	The Leaky Bucket: Making Big Savings by Investing in Smarter People Practices Emma Hughes, Head of HR Services, Browne Jacobson <i>In this session Emma will be looking at what is happening in the education sector, the costs of employee turnover, what we actually mean by the leaky bucket and smarter people practices and best practice from other sectors.</i>
	Transforming Public Procurement – Forthcoming Changes To The Public Contracts Regulations 2015 You Need To Know Lorraine Ashover, Director, Minerva Procurement Consultancy Services <i>The Transforming Public Procurement programme aims to improve the way public procurement is regulated. It's coming to a school or MAT near you with an anticipated 'go live' of October 2024. Myriad changes are proposed, many of which look beneficial but as with any transformation there is a lot to understand and embed and being compliant from day one will be essential. If you are involved in purchasing in your school or MAT then come along to this interactive and fun (yes, I said fun!) session where Lorraine will cover off what you need to know.</i>
Session B 1155 - 1235	Designing A Premises Maintenance Plan And Schedule Jo Marchant, Consultant and Author In this session Jo will cover: <ul style="list-style-type: none"> • <i>Planning for maintenance – information gathering</i> • <i>Identifying what tasks need to be carried out – regular premises checks, statutory premises</i> • <i>compliance, planned maintenance and reactive maintenance</i> • <i>Identifying who does which tasks – premises staff or contractors</i> • <i>Planning the annual cycle of tasks</i> • <i>Different methods of collating the evidence that tasks have been carried out</i>

	<p>ISBL’s Revised Professional Standards and Understanding How To Develop A Personal Development Plan That Will Help You Meet Expectations Stephen Morales, Chief Executive, Institute of School Business Leadership <i>In 2023 the ISBL reviewed their professional standards in light of significant political and societal turmoil with the aim of repositioning and reflecting the changing role of the SBL. Stephen reviews how these standards support your role and what training is available to support the achievement of these</i></p>
	<p>Budget Assumptions Julia Harnden, Funding Specialist, Association of School and College Leaders <i>Using her experience and considerable knowledge of the sector, looks at the known knowns as well as known unknowns, and their potential impact on school budgets. After this session you will be armed with the most up to date information to help you forecast for the coming year, as well as giving you guidance to support the preparation of longer-term forecasts.</i></p>
	<p>Workflow Automation: Tightening Our Belts With Tight Processes Ed Butcher, Co-Founder, Habitude <i>Trusts and schools are grappling with their infrastructure choices – past, present and future. Where did all these systems come from? What do we really need? And how we get there? Simplifying what’s in front of you doesn’t need to be complicated. This session will explore the non-technical questions that will drive decision making towards getting more out of less. You’ll leave with practical examples of what this looks like in Trust of all sizes.</i></p>
1235 – 1335	Lunch
1335 - 1415	<p>Keynote Presentation Tanya Arkle, Deputy Director of Academies South At The Education And Skills Funding Agency</p>
1415-1445	Coffee
Session C 1445 - 1530	<p>Budget Assumptions Julia Harnden, Funding Specialist, Association of School and College Leaders <i>Using her experience and considerable knowledge of the sector, looks at the known knowns as well as known unknowns, and their potential impact on school budgets. After this session you will be armed with the most up to date information to help you forecast for the coming year, as well as giving you guidance to support the preparation of longer-term forecasts.</i></p>
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	<p>“Are you an informed client?” The practical headlines for efficient and effective estates management. Matt Isherwood, Associate, Barker Associates <i>Matt will share over 14 years of estates management experience as he tackles the headlines of managing a portfolio of school property. Unpicking the underlying key questions within the estates function (from building safety to suitability & compliance to environmental sustainability) that duty holders should be able to answer. Together we will navigate the “known unknowns” and highlight some of the “unknown unknowns” to raise the awareness of school business leaders enabling them to become more informed clients.</i></p>
	<p>Contract Negotiation: How To Identify Potential Problems Before They Become A Full Blown Legal Issue Matthew Wolton, Commercial Law Partner, VWV <i>In his session, Matthew will be looking at Contract Negotiation and specifically at the red flags you need to look out for so you can identify and mitigate issues before they become legal issues. In addition, he will touch on how to get out of contracts and which clauses are not acceptable.</i></p>
1530	Conference Finish