**WF School Business Manager Network**

**9.00-12 noon, Tuesday 29th October 2019**

**Location:** Buxton School, 234 Cann Hall Rd, Leytonstone, London E11 3NN

**Please note:** The school is well served by public transport including a short bus ride to Leytonstone Bus and Tube Station. Bus 58 stops right outside the school.

6 parking spaces are available. The staff car park is accessed via Courtenay Road - a member of staff will be there between 8.45 and 9.00am. 2 disabled spaces are available. The disabled spaces are accessed via Cann Hall Road - press the buzzer for Reception

**Agenda**

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| **Item** | **Time** | **Agenda Item** | **Lead** |
| 1 | 9:00 - 9:15 | Welcome and introductions  *SBMs to share one ‘hot topic’ from their school* | Bisi Oyekanmi |
| 2 | 9:15 - 9:30 | Minutes and Follow up Actions from 19th September meeting | Bisi Oyekanmi |
| 3 | 9:30 - 10:00 | Key Updates   * Updates from LBWF * EB Conference * Key activities & dates coming up | Bisi Oyekanmi & Lindsay Jackson |
| 4 | 10:00 - 10:10 | DfE Network Leaders Meeting - debrief | Bisi Oyekanmi |
| 5 | 10:10 - 10:30 | Feedback from SBMs & Hot topics review | SBMs |
| 6 | 10:30 - 10:45 | Break | |
| 7 | 10:45 - 11:45 | Schools Capital Projects | Angela Ferdinand-Sargent |
| 8 | 11:45 - 12:00 | AOB:   * + - Dates of next meeting     - Hosting request - March and June | Bisi Oyekanmi |

**Please note,** every maintained school is able to attend the Network **free of charge**. Alternative members of the school business/ administrative team are welcome to attend on behalf of the SBM.