

WF School Business Manager Network

9am - 12noon, Tuesday 10th December 2019

Location: Chase Lane School, York Road, Chingford E4 8LA

Access: The school is 5mins walk to Chingford Mount which is well served by public transport. Bus 444 and 285 stop 3mins walk to the school.

No access to school car park from 8:30 - 9:15. Unrestricted parking on York Road.

Agenda

Item	Time	Agenda Item	Lead
1	9:00 - 9:30	Welcome and introductions <i>SBMs to share one 'hot topic' from their school</i>	Bisi Oyekanmi
2	9:30 - 9:45	Minutes and Follow up Actions from 19 th September meeting	Bisi Oyekanmi
3	9:45 - 10:00	Key Updates <ul style="list-style-type: none"> - Updates from LBWF - Key activities & dates coming up - Communications with parents 	Bisi Oyekanmi & Lindsay Jackson
4	10:00 - 10:30	FMS 101 - from an SBM perspective	Sharon Rockett
5	10:30 - 10:40	Training feedback: Schools Financial Value Standard	Annette House
6	10:40 - 10:45	Feedback from SBMs & Hot topics review	SBMs
	10:45 - 11:00	Break	
7	11:00 - 11:45	Collaborative Procurement - <ul style="list-style-type: none"> - Contracts Register review - Opportunities for collaboration Next steps	Bisi Oyekanmi & SBMs
8	11:45 - 12:00	AOB: <ul style="list-style-type: none"> ▪ 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.