



# School Business Managers Away Day

## 1st July 2021

Venue: Microsoft Teams

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### Agenda

9:00	5 mins	Welcome and Introduction			
9:05	25 mins	Introductory activity			
9:30	30 mins	General updates			
10:00	30 mins	Team Q&A sessions (feel free to just drop in and out as you see fit)			
		Finance	HR	Trust Services	Estates
10:45	1 hour	Workshop session 1	Budget Monitoring (incl salaries) (SWT)	Civica (TN)	
12:00	1 hour	Workshop session 2	New arrangements for monthly accruals 2021-22 (LM)	Year end workbook (NF)	
13:30	1 hour	Workshop session 3	Budget Monitoring (incl salaries) (SWT)	Civica (TN)	
14:45	1 hour	Workshop session 4	New arrangements for monthly accruals 2021-22 (LM)	Year end workbook (NF)	
16:00	30 mins	Wellbeing session			
16:30	10 mins	Plenary			