



SEMINAR and REGIONAL EVENT PROGRAMME

SUMMER & AUTUMN TERM 2019

FINANCE FOR THE NON-FINANCIAL GOVERNOR

**Wednesday 1 May
(10.00-16.00)**

In association with haysmacintyre - this seminar sets out to demystify schools' finances for those governors from a non-financial background so that can have greater confidence and contribute fully to the governing body's collective responsibility

Offices of haysmacintyre, 10 Queen Street Place, London EC4R 1AG

- ***Financial Responsibilities of a Governor***
- ***Introduction to Statutory Account (the key numbers)***
- ***Management Accounts***
- ***Breakout Session – practical interpretation of management accounts***
- ***Group feedback – questions for the Bursar and Accountant?***
- ***'Going Concern' and Trading Issues***
- ***Financial Risk & Fraud and How to Mitigate***
- ***What Now? – delegate discussions and reflections on how they will apply the knowledge gained during the day***

Members' rate - £175

AGBIS / ISBA TEACHERS' PENSIONS BRIEFING DAY

**Tuesday 30 April
(09.15-15.00)**

In response to demand from our memberships AGBIS and the Independent Schools Bursars' Association (ISBA) are arranging an additional Teachers' Pensions Briefing Seminars. The aim of these days is to support Governors, Heads and Bursars in their deliberations on how to respond to the recent 43% increase in employers' contributions to the Teachers' Pension Scheme.

BMA House, London

- ***Introduction – the issues***
- ***Overview of the Aviva Pensions Trust for Independent Schools***
- ***Leave or Remain – Critical Decision***
- ***Overview of the HR issues***
- ***Five Year financial strategy / Future proofing our schools for the next 5 years***
- ***Panel discussion and delegate questions***

Bookings can be made via the ISBA website [here](#) – which can be accessed by your Bursar

REGIONAL EVENT – BRISTOL

**Tuesday 7 May
(18.30-21.00)**

This AGBIS regional event is designed to allow governors to meet and exchange best practice.

Offices of VWV, Narrow Quay, Bristol BS1 4QA

- ***AGBIS Update - on the latest changes affecting independent schools***
Andy Robinson, Director of Training, AGBIS
- ***Governors Oversight of Safeguarding – how to ensure effective oversight and be able to demonstrate this to school inspectors and the Charity Commission***
Barney Northover and Tabitha Cave, Partners, VWV
- ***Committee Structures – what committees does your school need and are they doing what they should? - a reminder on the AGBIS best practice guidance followed by open forum discussion***

Free to member schools

SEMINAR FOR CHAIRS AND VICE CHAIRS OF GOVERNING BODIES

**Wed 15 May
(10.00-15.45)**

Victory Services Club, Seymour Street, London

- ***The Political Landscape and What Factors Governors Should be Considering***
Barnaby Lenon, Chairman ISC and Richard Harman, Chief Executive AGBIS
- ***Financial Futureproofing***
David Woodgate, Chief Executive ISBA
- ***Fundraising to Support Public Benefit – could you be doing more?***
John Cloughton, former Chief Master of King Edward's School and IDPE Advisory Board Member and Simon Jones, Director of Development, Manchester Grammar School
- ***Working with the Maintained Sector – a series of short presentations followed by a panel discussion with questions from the delegates - chaired by Julie Robinson, General Secretary ISC:***
 - ***The Benefits of Multi School Groups***
Mike Buchanan, Executive Director HMC
 - ***A Manageable Ask - working with a sixth form academy***
Adam Pettitt, Head Highgate School
 - ***The Benefits of Partnering Arrangements***
Mark Beard, Head University College School
- ***Panel discussion with questions from delegates***
- ***The Way Ahead – summary thoughts and conclusions***
- ***Richard Harman, CEO AGBIS***

Members' rate - £175

**SAFE AND SOUND - GOVERNORS' ROLES IN COMPLAINTS,
COMPLIANCE AND CONFLICTS**

Thursday 23 May
(10.00-15.45)

Offices of Knights plc, Riverside Court, Wilmslow, Cheshire, SK9 1DL

- ***What's New – an update on issues facing the Independent Schools Sector?***
Richard Harman, General Secretary, AGBIS
- ***Dealing with Grievances and Complaints – a governors' guide to handling staff grievances, workplace clashes, parental complaints and disciplinary issues, to ensure effective teaching and the best possible pupil outcomes***
Rachel Yorke (Senior Associate) and Matthew Wolton (Partner), Knights plc
- ***Discussion Groups – theme 'challenging situations'***
- ***Regulatory Compliance – what checks should governors make?***
Andy Robinson, Director of Training, AGBIS
- ***Discussion Group Feedback Session***
- ***Reviewing Staffing Structures – a guide to the benefits of ensuring that staffing structures align with the school's strategic objectives (an interactive session addressing some of the key HR and financial issues)***
Jameel Mann (Partner) and Matthew Wolton (Partner), Knights plc
- ***Open Q & A to speakers***

Members' rate - £175

**EVENING SEMINAR - 'DEALING WITH DIFFICULT
SITUATIONS EFFECTIVELY'**

Thursday 6 June
(18.00 – 21.00)

In association with the experts from Barlow Robbins, this seminar will look at how to manage effectively complaints and appeals using real life examples to discuss how to deal with difficult situations.

The Carlton Club, St James' Street, London

- ***Good Governance – a reminder of governors' core responsibilities and lessons learned from recent reviews of governance***
Richard Harman, Chief Executive and Andy Robinson, Director of Training, AGBIS
- ***Complaints, Appeals and Subject Access Requests – how to avoid issues arising and how to deal with them effectively if they do***
Ben Collingwood, Partner Barlow Robbins and Adam Taylor, Associate Barlow Robbins
- ***How Would You deal With? - a panel discussion, with delegate questions, based on 'real life' situations***
Chaired by Ben Collingwood, Partner Barlow Robbins with:
Richard Harman and Andy Robinson, AGBIS, and
Joanna Lada-Walicki and Gordon Reid, Barlow Robbins

Members' rate - £125

SEMINAR FOR CLERKS TO GOVERNORS

**Wednesday 12 June
(10.00-16.30)**

In association with ISBA - this seminar provides a comprehensive guide to the obligations of the Clerk to the Governors, not only the statutory duties, but also the wider responsibilities of the post. The event is designed to provide essential refresher training and updates for experienced clerks as well as being an ideal introduction to clerking for those newly appointed.

Rathbone Brothers plc, 8 Finsbury Circus, London, EC2M 7AZ

- ***Good Governance and the Clerk's Role***
- ***Group Discussion Topics***
- ***Roles and Responsibilities of the Clerk - and some practical tips***
- ***Key Legal and Regulatory Issues for Governors and Clerks***
- ***Governors' Oversight of Regulatory Compliance and Preparing for Inspections – an open discussion period after a short introduction***

Members' rate - £175

FINANCE GOVERNORS' MASTERCLASS

**Wednesday 19 June
(10.00-16.00)**

Offices of Lloyds Bank, 18th Floor, 125 London Wall, London, EC2Y 5AS

- ***The UK Economy Post Brexit and the Likely Impact on Independent Schools***
- ***The Current Climate – an overview of the current threats and opportunities facing independent schools***
- ***Maximising Income, Sweating the Asset and Maximising Revenue Streams***
 - *Maximising Fee Income (and meeting public benefit)*
 - *Sweating the Asset – summer schools and facilities hire*
 - *Overseas Schools – why the benefits outweigh the risks*
 - *Investing Wisely and Legally*
 - *Open Discussion on the theme of 'maximising income'*
- ***Controlling Costs – some thoughts and lessons learnt***
 - *Controlling Staff Costs (including an update on the response to increase Teachers' Pensions contributions)*
 - *Catering and Cleaning - outsourcing versus in house – the comparative costs, advantages and disadvantages*
 - *How Much Scope is There to Cut Other Operating Costs? Red herring or gold mine of opportunity?*
 - *Open Discussion on the theme of 'controlling costs'*
- ***Financial Oversight, KPIs, Dashboards and Reserves – are you monitoring the key numbers and how do you explain these to the non-financial governors***

Members' rate - £175

SEMINAR FOR NEWLY APPOINTED GOVERNORS

**Wednesday 26 June
(10.00-16.00)**

This seminar is the essential introduction to governance for new governors

Victory Services Club, Seymour Street, London

- ***Governance from the Head's Perspective***
Charlotte Avery, Headmistress of St Mary's School, Cambridge
- ***Discussion Groups – a chance to discuss some typical issues facing school governors***
- ***Governors' Roles and Responsibilities***
Richard Harman, CEO, AGBIS
- ***The School as a Business***
David Woodgate, Chief Executive, Independent Schools' Bursars Association (ISBA)
- ***The Joys of Governorship***
Andy Robinson, Director of Training, AGBIS

Members' rate - £175

PREVENTION IS BETTER THAN CURE

**Wednesday 3 July
(10.00-16.00)**

With the help of the experts from Farrer & Co, this seminar will look at: how to avoid, or deal effectively with, complex issues related to: policies, processes, confidentiality issues, parental appeals and disclosure requests.

Offices of Farrer & Co, 20-23 Lincoln's Inn Fields, London WC2A 3LH

- ***The context – a reminder of governors' overarching role in policies, appeals and disclosures***
- ***Case Study – setting the scene***
- ***Avoiding the difficulties that can arise from the drafting of policies and procedures***
- ***Choosing the most effective appeals panel and establishing their remit***
- ***Disclosing Documents – confidentiality and data security issues, subject access requests in the context of appeals, and dealing with privileged material such as legal advice***
- ***Handling the appeal hearing – who attends, who accompanies, what to do about witnesses, how best to prepare, whether to allow recording etc***
- ***Panel findings and recommendations***
- ***The role of the Chair of Governors***
- ***Dealing with the aftermath – what to expect after the appeal***

Members' rate - £175

HOW WELL IS YOUR SCHOOL?

**Thursday 26th September
(10.00-16.00)**

Run jointly with GSA this seminar for Governors, Heads and School Leaders will explore all aspects of the importance of maintaining pupil and staff wellbeing by establishing an appropriate school ethos and character.

The Godolphin and Latymer School, Iffley Rd, Hammersmith, London W6 0PG

Members' rate – first delegate £195, subsequent delegates - £175

GOVERNORS' WORKSHOP – 'PRACTICE MAKES PERFECT'

**Thursday 3rd October
(10.00-16.00)**

In a new format for AGBIS events this workshop, run in conjunction with Stone King, will aim to help governors become better equipped to deal with challenging situations by undertaking a range of practical exercises based on actual scenarios previously faced by governing bodies.

Boundary House, 91 Charterhouse St, Clerkenwell, London EC1M 6HR

- ***Dealing with a Safeguarding Allegation Against a Senior Member of Staff***
- ***Governors' Oversight of Compliance (including Safeguarding)***
- ***A Breakdown of Governance and Management: How to get Back on Track***
- ***A Tricky Parental Complaint***
- ***Member of Staff Must do Better (or move on!)***

Please note that because of the nature of this event spaces will be limited

AGBIS Members' and Stone King client rate - £175

IS YOUR SCHOOL MARKETING ITSELF EFFECTIVELY?

**Wednesday 9th October
(10.00-16.00)**

This AGBIS-AMCIS seminar for governors, senior leaders and marketing professional is designed to help delegates to evaluate the effectiveness of their school's marketing effort.

Army and Navy (RAG) Club, 36-39 Pall Mall, St. James's, London SW1Y 5JN

- ***The Importance of Effective Marketing / First Impressions (i.e. the marketing department)***
- ***How to Conduct Effective and Meaningful Market Research***
- ***Effective Utilisation of Market Research***
- ***The Importance of Brand Management (to include clarity in school ethos / vision and how that is portrayed)***
- ***Digital Marketing – how to establish an appropriate digital strategy and how to check that it is working effectively***
- ***Understanding the Millennial Parent***

AGBIS and AMCIS Members' rate – first delegate - £175, subsequent delegates - £150

FINANCE FOR THE NON-FINANCIAL GOVERNOR

**Monday 14th October
(10.00-16.00)**

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Members’ rate - £175

AUTUMN AGBIS – IAPS CONFERENCE

Wednesday 20th November

GOOD GOVERNANCE AND LEADERSHIP OF PREPARATORY AND SMALLER INDEPENDENT SCHOOLS

This one-day conference will address topics of particular interest to preparatory and smaller independent schools and will include a number of breakout sessions that will be of specific interest to Chairs, Governors and those senior leaders (Heads, Bursars and Clerks) who support good governance. This seminar is specifically designed to provide an opportunity for governors to attend with their senior staff to learn more about matters of mutual interest and to 'compare notes'.

Holiday Inn Regents Park, London

Booking via the IAPS website at: <https://iaps.uk/>

EVENING SEMINAR - EFFECTIVE PERFORMANCE MANAGEMENT **Mon 25th November (18.00 – 21.00)**

In association with HMC this seminar is designed to support Governors and Heads in their shared objective of working together effectively for the benefit of the school by developing senior leaders in order to deliver the agreed strategic objectives.

Army and Navy Club (RAG Club), 36 Pall Mall, St. James's, London SW1Y

AGBIS and HMC Members' Rate - £125

SEMINAR FOR GOVERNORS OF INDEPENDENT SCHOOLS IN SCOTLAND **Wed 4th December (10.00-16.00)**

In association with Morton Fraser LLP, this seminar will be focused on supporting governors of our member schools in Scotland.

Offices of Morton Fraser, Quatermile Two, 2 Lister Square, Edinburgh, EH3 9 GL

Members' rate - £175

Cancellations and Refunds

Our full terms and conditions can be viewed on the AGBIS Website at: <http://www.agbis.org.uk/payment-terms-and-conditions/>. Our policy on refunds is shown in the table below. 'Days' refers to the number of days before the date of event that notice of cancellation is received.

Days	Remedy
30 or more	100% refund
15 – 29	You will be allowed to transfer your seminar booking to another AGBIS organised seminar in the same Academic Year. You will be required to pay the difference if the rearranged seminar costs more than the cancelled seminar.
Less than 15	We regret that no refund or transfer of booking can be made.