**SFVS Training for Governors at Margaret McMillan Tower, Bradford BD1 1NN**

Representatives from Internal Audit are delivering a training and awareness session on the requirements of the Schools Financial Value Standard (SFVS) following the success of our previous training.

**Who should attend?**

This training is aimed primarily at Chairs of Governors and members of the Governing Body involved in the completion of the SFVS return, although School Business Managers and Headteachers are also welcome.

**When?**

**Friday 2 December two sessions either: 9.30 – 12 noon OR 13.00 – 15.30**

At Margaret McMillan Tower, Princes Way, Bradford, BD1 1NN

**What will I learn?**

The session will cover topics such as:

* Good practice in completing returns and tips to avoid pitfalls
* Highlighting changes and new areas of the standard for 2016/17
* Problem areas and questions and how to address them
* What does ‘evidence’ mean?
* Links between the SFVS return and the audit process

A member of our team involved in auditing SFVS returns will be present to share his views on SFVS and how you can make the process a value added experience.

**Testimonials from previous delegates**

|  |
| --- |
| *“Very good and informative”* |
| *“Did the training meet your expectations - and more!”* |
| *“Excellent made me think!”* |
| *“Very definitely good VFM”* |

The session will incur a charge of £50 per delegate per session. If you would like to apply for a place on one of the sessions, complete and return the booking form, indicating whether you prefer morning, afternoon or evening. You will be offered a place on an alternative session if your preferred session is oversubscribed.

A booking form is overleaf. Bookings will be treated on a first-come, first-served basis. To confirm your booking, please return the completed form as soon as possible, but no later than **Friday 18 November.**

**Book early to avoid disappointment**

**SFVS Training and Awareness**

**December 2016**

**Margaret McMillan Tower, Princes Way, Bradford BD1 1NN**

**BOOKING FORM**

**I confirm I would like to book a place on the session shown below and   
confirm that the order has been authorised appropriately within school**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SCHOOL: | |  | | |
|  | |  | | |
| NAME:  POSITION/ROLE: | |  | | |
|  | |  | | |
| E-MAIL: | |  | | |
|  | |  | | |
| TELEPHONE: | |  | | |
|  | |  | | |
|  | **Date** | | **Please tick** |
| AM 09.30 – 12 noon | Friday 2 December 2016 | |  |
| PM 13.00 – 15.30 | Friday 2 December 2016 | |  |

**Are there any specific areas you would like the training to cover? Please state them here:**

**…………………………………………………………………………………………………………………….**

**The cost of the training is £50.00 per delegate per session**

Failure to arrive on the day or cancellation within 7 days of the training date will result in your school being charged the full fee. If you have booked a place and are subsequently unable to attend please notify <mailto:julie.cousins@bradford.gov.uk>.

Please do not enter into a private agreement with another school to ‘swap’ your place.

Should you require further information on this training please call Julie Cousins on  
01274 432791.

To confirm your booking, please return this completed form by **Friday 18 November 2016**

by email to: <mailto:julie.cousins@bradford.gov.uk>including “SFVS booking” in the subject line, or post to:

Julie Cousins, Assistant Audit Manager, Internal Audit, Financial Services, 1st Floor, Britannia House, Hall Ings, Bradford, BD1 1HX.