

Clayton Park Conference Centre

Wednesday, 26 May 2010



lasbm

Lancashire Association of School
Business Managers

- 08.45 Registration, coffee, exhibition open
- 09.25 Introductions – exhibitors
- 09.30 Supply Teacher Services Presentation – Jane Scott & Claire Gibson,
Key Stage Supply
- 10.00 'Safeguarding' – Jeanette Whitham, Principal HR Manager, LCC
- 11.00 Break – exhibition open
- 11.15 LCC Client Services & Premises Staff Training Programme –
Steve Spencer & Ged Parr, Grounds & Cleaning Support Services, LCC
- 11.45 Budgeting & Salary Reconciliation Software Presentation – Iain Maris & Stuart
Collard, Strictly Education
- 12.30 Lunch – exhibition open
- 13.30 'Grow, Manage and Capitalise your School Fund' – Janis Green, Pebble

14.00 **Time Management Workshop**
to Karen Hughes, Director of Professional Development, NASBM
16:00 Tea & coffee will be served during this session

Dependent on delegate numbers, limited additional places *may* be available for this session at a cost of £35 per person

Name:

School:

Tel: Email:

NASBM member (Free) First-time delegate (Free) Other (£75)

Non-member afternoon session (£35)

Purchase order number (for paying delegates)

I wish to attend the LASBM meeting on 26 May 2010. I agree to pay £15.00 towards catering costs if I do not attend the meeting and fail to give 3 working days' notice. Non-members (other than first-time delegates) will be invoiced for £75.00. *Please state any special dietary requirements:*

Signed

Please return to Sharon O'Brien, BY FAX ONLY: 01254 236355, by 5 May 2010