

Conference

30 Nov

Booking will
open soon



Message from the Chair

Welcome back to our members from last year and a very warm welcome to our new members.

ABLE has lined up some exciting events for you this academic year. This autumn we are focusing on Net Zero so feel free to swap your place at the conference and training with a colleague who is leading on this if it isn't you.

We are also venturing back to Sherwood Forest Center Parcs for our summer conference in June next year. This venue is currently undergoing a full refurbishment and many of you long term ABLE members will be pleased to hear that they have moved the car park a lot closer to the conference! The plans for the new venue look great so it will be fun to try this again. I always loved how it is placed in the centre of the Nottinghamshire but the walk from the car park was always a major gripe from members.

For those of you who are new to the SBL profession please let me know if you want me to reach out to your fellow members and find you a mentor for your first year in the role. SBMs are generous with their knowledge and keen to share best practice and have the occasional recreational moan! The role can sometimes feel isolated so pulling together is important for you to thrive in your role and to keep well balanced. ABLE is here to support you.

Check out an outline of this year's conferences on pages 3 & 4. Please note these are subject to change and some speakers have yet to be confirmed.

Frances

In partnership with



Affiliated with





Message from the Director

Welcome back everyone to what is going to be a very busy academic year, yet again, for education business professionals!

That is why we, at ABLE, are here to support you and ensure you have access to one of the best regional networks in the Country!

Our main focus, as always, is to help you with the key issues as we see them at the moment:

Funding & budgets

We are acutely aware of the financial pressures on all schools. A perfect storm of funding cuts and rising costs (particularly utility bills) is likely to put increasing pressure on schools and academies.

Staff retention & recruitment

A key theme is dealing with staff shortages, high staff turnover rates and difficulties in recruiting new staff – or even finding supply staff to cover short-term absences.

Covid catch-up

Some are still finding it difficult to help students catch-up with lost learning due to the pandemic. A situation that has not been helped by significant absence levels due to Covid. I fear this may remain with us for some time to come!

Mental health and Wellbeing

Concerns about the ongoing impact of increased mental health issues in staff and students. This is contributing to higher absence levels, poor behaviour in some settings and people leaving the profession.

In 2023/24 ABLE will be addressing these issues with you by providing you with the support and networking you need. The social aspect of our events is just as important as any training you may receive, and knowing you have a peer network around you to tap into is going to be more invaluable than ever before!

I look forward to welcoming our current and new members to events throughout the year and want to thank the team that make ABLE the success that it is, for their hard work in ensuring everything happens!

See you all very soon.

Karen

08:30 - 09:00

Registration, Exhibition and Coffee

09:00-09:10

Welcome update and app awards to members from Chair, Frances Rowland

09:10-9:30

Partner Updates- Zenergi, Education Mutual, Breedon, Atom IT

09:30-09:45

Sponsor Presentation

09:45- 10:30

Keynote - Creating a cohesive front between HT and SBL – David Fann

10:30- 11:15

Refreshments, Exhibition and Coffee

11:15-12:15

Choice of workshops

- Overview of the DfE sustainability and climate change strategy – Becky Valentine, Spenbeck
- Ensuring your office creates a great first impression with Ofsted – David Fann
- IT Roundtable – Atom IT

12:15-13:15

Lunch, Exhibition and Networking

13:30-14:30

Choice of workshops

- Constructing a sound sustainability policy and integrating across your policies – Bryan McCourt, Zenergi
- Strategic Estate and Business Management Planning – Robin Harrison, Rushcliffe Academy
- Taking the mystery out of your team – Lesley Calland

14:15-14:35

Tea, complete evaluation, app questions and raffle results

14:35-15:30

Discussion Panel – Panel – Making your school more sustainable –

- Robin Harrison - Rushcliffe Spencer Academy,
- Becky Valentine - Spenbeck,
- Bryan McCourt - Zenergi

In Partnership With





ABLE Ambassadors

Becoming an ambassador offers an extraordinary and fulfilling experience that surpasses the general advantages of membership.

If you can answer “yes” to these four questions, then you might just have what it takes to become an ABLE Ambassador:

1. Are you deeply passionate about the goals and objectives of our organisation?
2. Do you possess a minimum of three years of experience in education leadership or business?
3. Are you a strong advocate for the education business profession?
4. Can you effortlessly connect with others and embody the essence of the ABLE brand?

Remember, being an ambassador requires dedication, time, and a strong commitment to our goals. However, the rewards are plentiful, and your passion for education business management can make this role incredibly fulfilling.

Perks of being an Ambassador:

Personal and Professional Growth: As an ambassador, you’ll have the opportunity to represent ABLE at various events, engage with members, and promote the association’s mission. These responsibilities will help you develop your communication, public speaking, and interpersonal skills, all of which are crucial for personal and professional growth.

Networking and Relationship Building: Ambassadors have the chance to interact with other influential individuals, including business leaders, educators, and fellow ambassadors. This expanded network can lead to valuable connections, potential partnerships, and collaboration opportunities.

Recognition and Visibility: As an ambassador, you’ll receive recognition from ABLE and its members for your valuable contributions.

Exclusive Events: ABLE may offer exclusive events, gatherings, or training sessions specifically designed for ambassadors. These events provide a unique platform for networking and learning, fostering a sense of camaraderie among ambassadors.

Professional Recognition: Being an ambassador for a respected association like ABLE can enhance your professional recognition within the education business communities. This recognition can boost your personal brand, showcase your dedication to education business management, and open doors to new opportunities. It can also serve as a valuable addition to your C.V.

Personal Satisfaction: As an ambassador, you'll experience the satisfaction of knowing that you're making a positive difference in an important field—education business management.

Be a voice for ABLE members: Make a real impact for ABLE members. As an Ambassador, you'll have the opportunity to participate in at least one committee meeting per year, where you can provide valuable feedback from members and contribute to shaping the future of our association.

Unlock your benefits: Ambassadors also enjoy a complimentary ABLE membership, completely free of charge, a saving of £80.

Immersive Training: Gain full training to become an ABLE Ambassador and seamlessly integrate into the association's working practices.

Rewarding Points System: Earn valuable reward points on the ABLE APP for becoming an Ambassador and also when you successfully recruit new members.

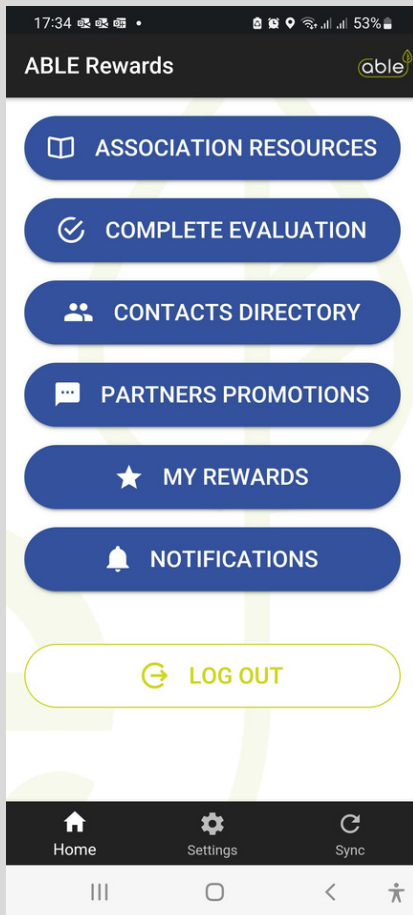
Exclusive Insider Access: Be the first to know about new projects, developments, and exciting opportunities in the field of education from the industry leaders themselves.

Priority Career Growth: Unlock early access to other ABLE role opportunities, ensuring that you have the first pick for career advancement within the association.

Please bear in mind that being an ambassador requires dedication, time, and a strong commitment to the goals of ABLE. The benefits listed above, combined with your passion for education business management, can make this role highly rewarding.



ABLE Rewards App



The **ABLE Rewards app** is our very own **contacts directory and rewards scheme.**

The rewards scheme also acknowledges the commitment you show as members by attending conferences and sharing your professional knowledge and expertise.

Our aim with the rewards scheme is for you to be rewarded for the things you already do as ABLE members. You can spend your rewards on treats and gifts.

**Don't forget points
mean prizes!**

If you haven't downloaded the app
yet please go to:

<https://ablepro.info/rewards/>

for details.

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ABLE?

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latest news and
updates



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Hopefully all the members that have renewed since last year are already benefiting from the free ISBL membership that ABLE members are entitled to.

Through the partnership with ISBL, our members can sign up to receive the following ISBL membership benefits in addition to access to the website and a range of free resources:

- ISBL member bulletins directly to their chosen email address – fortnightly, termly, and breaking news updates
- Hard copies of the ISBL member magazine, per term, directly to their chosen address
- Access to ISBL PlatformEd community area – normally only available to full members
- Access to ISBL news headlines and blogs
- Opportunity to participate or feed into ISBL consultations with the Government

These benefits are offered at no additional cost to our members as they are being subsidised by a small contribution from ABLE but are also heavily funded by ISBL and Barker Associates.

What to do next?

You must opt-in to receive these additional benefits in order that you have agreed for your information to be used by ISBL, and you can select what personal data is shared.

[Please click here to sign up](#)

Contributions from members

**Help us to
shape
ABLE!**

ABLE is keen to hear from you! Have you attended a workshop or training event that inspired you? Do you have some practice you want to share with other members? For every piece published in our newsletter from a member ABLE will give you 50 reward points on the ABLE app. Or 250 app reward points for presenting a workshop at one of our conferences. To submit something or ask questions please email chair@able-pro.co.uk.

Top Strategies for Effective Time Management

Managing time effectively and efficiently as a school business manager, with a diverse range of responsibilities, is crucial for your success and the smooth operation of the school. Here are some strategies to help you manage your time effectively:

Prioritize Tasks: Begin each day by identifying and prioritizing your most important tasks. Focus on high-priority items that align with the school's goals and objectives.

Time Blocking: Allocate specific time blocks for different types of tasks. For example, set aside blocks for financial planning, procurement, personnel management, and other core responsibilities.

Use a Calendar or Planner: Maintain a detailed calendar or planner to schedule meetings, deadlines, and tasks. Ensure you stay organized and do not double-book yourself.

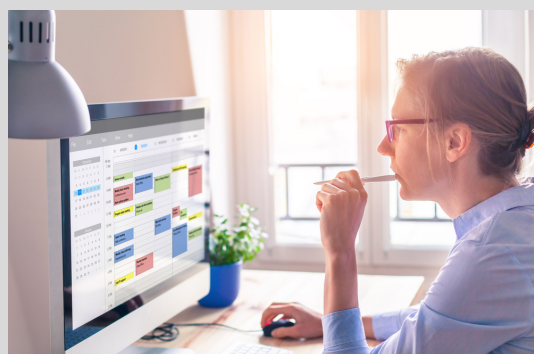
Set Clear Goals: Establish clear and measurable goals for your role as a school business manager. Having clear objectives will help you stay on track and prioritize effectively.

Delegate Tasks: Delegate tasks to qualified staff members when possible. Trust your team to handle certain responsibilities, freeing up your time for higher-level tasks.

Limit Distractions: Minimize distractions during focused work periods. Turn off non-essential notifications, close unnecessary tabs or apps, and create a quiet workspace.

Batch Similar Tasks: Group similar tasks together and tackle them in one go. For example, handle all financial reports or procurement-related tasks during the same time block.

Use Technology Wisely: Utilize productivity tools and software, such as project management apps, email filters, and automation tools, to streamline tasks and communications.



Set Time Limits: Give yourself time limits for tasks to prevent them from expanding beyond what's necessary. Use timers or alarms to stay on track.

Learn to Say No: Politely decline additional responsibilities or commitments that don't align with your core role or priorities. Be mindful of overloading your plate.

Take Breaks: Schedule short breaks between tasks to recharge and refocus. Short breaks can actually boost productivity and prevent burnout.

Regularly Review and Adjust: Periodically review your time management strategies and adjust them as needed. What worked in the past may need to be adapted to changing circumstances.

Use the 2-Minute Rule: If a task takes less than two minutes to complete, do it immediately. This prevents small tasks from piling up and becoming overwhelming.

Seek Feedback: Ask for feedback from colleagues and supervisors on your time management. They may have valuable insights or suggestions for improvement.

Continuous Learning: Invest in improving your time management skills through books, courses, or workshops. Learning new techniques can help you become more efficient.

Balance Your Workload: Avoid overloading yourself with tasks. Assess your workload regularly and, if necessary, discuss with your supervisor about redistributing responsibilities.

Remember that effective time management is a skill that can be honed over time. Experiment with different techniques and find what works best for you in your unique role as a school business manager. Stay adaptable and open to making adjustments as needed to optimize your time and productivity.





School Business Leaders

Your
MIND
matters

Following the triumph of our ground-breaking research, **'The Mental Health and Wellbeing of School Business Leaders 2023'**, we are now beginning our journey towards the 2024 edition!

To make this next study even more impactful, we invite all School Business Managers to confidentially share their thoughts and feelings regarding their mental health, job roles, and experiences within their school setting.

SCAN ME



11th - 29th September 2023

It will take you 5-10 minutes to tell us what's been on your mind



Education Mutual is thrilled to announce the remarkable success of our ground-breaking research, 'The Mental Health and Wellbeing of School Business Leaders 2023'. With the participation of hundreds of dedicated School Business Managers from various educational institutions, the report provided a comprehensive analysis of the challenges they face and the impact on their mental wellbeing.

Complete the survey here: <https://www.educationmutual.co.uk/>

Building on this success, they now embark on the journey toward the 2024 edition of the report. To make this next study even more impactful, we invite all School Business Managers to actively participate in the survey to share their invaluable thoughts and feelings regarding their mental health, job roles, and experiences within school settings.

The survey for 'The Mental Health and Wellbeing of School Business Leaders' 2024 edition will be live from Monday, 11th September until Friday, 29th September 2023.

Every participant involved in completing the survey will be entered into a prize draw to win £200 worth of John Lewis vouchers!

Complete the survey here: <https://www.educationmutual.co.uk/>

So, make your voice heard by participating in this transformative research.

Together, we can make a positive impact on the mental health and wellbeing of school business leaders across both England and Wales.



School Business Leaders



The purpose of the survey:



Prioritising the mental and emotional wellbeing of School Business Leaders in England and Wales.



To strengthen the School Business Leader community



Encourage change and further the support available within education institutions

The UK's #1 Wellbeing and Staff Absence Protection

Our policies provide the complete absence management solution.

The financial impact of absenteeism in schools is substantial. Follow the footsteps of thousands of other UK schools and academies by protecting your budget and transferring the risk of absences over to Schools Advisory Service.

SAS have been supporting schools for over 25 years and are the **only DfE recommended supplier** of both staff absence insurance, and mutual cover in the UK.

Through our insurance cover, we offer a 100% guarantee that all valid claims will be covered, giving you stability and peace of mind in uncertain times.

Beyond the budget protection, all policies also include complete physical and mental health support for the whole school; staff, pupils, and leadership - giving you the tools to achieve the best possible outcomes for your school community and help proactively reduce absences.

Trust in SAS

The UK's first Academy Trust Absence and Wellbeing Solution

The synergy of your Trust is reflected in the synergy of the Trust Policy. Through collaboration, get the best value and best service available to UK academies.



Staff Absence

- ✓ SAS offer the DfE's highest rated Absence Insurance cover
- ✓ The complete solution for budget protection certainty
- ✓ Scalability to cover any staff across your trust at whatever level suits you
- ✓ A-rated, fully regulated insurers for complete financial security of your Trust's funds



Occupational Health

- ✓ Full OH Package
- ✓ Unlimited pre-employment health checks
- ✓ Crisis Support
- ✓ HR second opinion service



Staff Wellbeing

- ✓ Support your staff so they can focus on getting the best outcomes for pupils
- ✓ Complete physical and mental health support for all Trust staff
- ✓ An annual Whole Trust Wellbeing Day designed in collaboration with you
- ✓ 24/7 fast-track access to all support services



Pupil Wellbeing

- ✓ Ensure your pupils are given the best opportunity to succeed
- ✓ Fast-track Pupil Counselling and Speech and Language Therapy
- ✓ Fast-track Educational Psychologist Appointments
- ✓ Holistic support to nurture pupil development



Leadership CPD

- ✓ Supervision support for all Senior Leadership Team
- ✓ Collaborate with a network of Trusts, Qualified Medical Professionals and Leaders in Education to develop solutions
- ✓ Leadership Thriving Programme and Wellbeing Health Check
- ✓ Improve your recruitment and staff retention for a potential sixth budget saving



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Budget Staff Absence Insurance

Contact us on:
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Mutual Budget Protection

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Wellbeing only

Contact us on:
01773 814 407
info@schoolwellbeing.com

Contact your **ABLE Representative** to learn more:



Abbie Shiels

School Support Specialist
01773 814400 EXT 3106
abbie.shiels@uk-sas.co.uk



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Zenergi is an energy consultancy aiming to make a positive difference in the world of energy in a manner that is simple, sustainable and achievable.

Making a difference to over 3,000 education facilities across the UK, Zenergi is built on the belief that there is a better, brighter way forward for the energy industry.



Our end-to-end services help clients reduce their energy costs, achieve their carbon reduction objectives, and meet their compliance obligations:

- OJEU-compliant energy procurement, offering one of the largest choices of suppliers
- Expert advice offering a wide range of contract terms and lengths
- Bill validation and contract management
- Energy audits and efficiency measures
- Low and zero carbon technologies
- Renewable generation
- Grant funding and applications for Low Carbon Skills Funding
- Energy compliance
- Net Zero roadmap strategies, including Heat Decarbonisation Plans

Our long-term ambition for the future of energy is to help customers reach their vision of energy freedom and to invest in building a future that supports the transition to net zero and tackling the largest challenge of our generation head on — responding to a changing climate. Contact us to understand more about how we can help you reach your energy reduction and cost saving objectives.

Westbrook Lane Primary School

Enhancing energy
efficiency and ensuring
compliance with Air
Conditioning Inspections
(TM44)



Overview

Westbrook Lane Primary school in Leeds has three split air conditioning systems that serve its Library, IT room, and a classroom. The school engaged Zenergi's technical division to evaluate its need to comply with TM44 Air Conditioning Inspections.

TM44 Compliance

Schools with air conditioning systems with an effective rated output of more than 12kW are legally required to ensure compliance with TM44 Air Conditioning Inspections. This includes systems consisting of individual units which are less than 12kW but whose combined effective rated output is more than 12kW.

A TM44 regulation inspection is where an accredited assessor is appointed to carry out an inspection of the air conditioning system. The assessment will review the efficiency of the system, check for faults, and provide advice on how to make it more efficient to reduce the costs involved in running it. Following the inspection, a full report will be provided detailing findings, faults, and recommendations. Inspections are required every five years to remain compliant .

The combined cooling capacity of the air conditioning system at Westbrook Lane Primary is 26.8kW which is over the 12kW qualification threshold required for legal compliance with TM44 regulations.

Following a comprehensive site survey, the compliance certificate and report were produced and lodged onto the central register. The survey assessed key questions set when inspecting the cooling plants, terminal points, system controls and maintenance. For Westbrook Lane Primary, this resulted in 25 recommendations for improving efficiency of the air conditioning systems.

“With the price of electricity increasing, any saving is vital to the school budget.


Your energy report certainly provided us with clarity on how much our Air Conditioning systems cost us to run and where we can invest to make savings.

Thank you.”


Vicky Bray
School Business Manager
Westbrook Lane Primary School

Added value

The format and the method of presentation of the report is standard and set by the Government. However, we believe that the output from the compliance report should go a lot further by providing customers with more valuable data. This is why our TM44 inspection service provides a supplementary energy report to provide the savings available for each of the recommendations identified in the report. The information is provided in a much more reader-friendly way so that it is easy to understand how much money each recommendation could save.



Briar Consulting Engineers Ltd
Capitan House
The Waterfront,
Stratford Hill
DPS 1XL
01284 397777




ABEWIZARD
Schools for better schools

Energy Report

Air Conditioning Inspection
For Westbrook Lane Primary school - Westbrook Lane Primary

This additional energy report is associated to the Air Conditioning Energy Certificate for Westbrook Lane Primary, LS18 5AH. This report is not proof of compliance, compliance is only achieved when the associated certificate is available on the Government Register at <https://find-energy-certificate.digital.communities.gov.uk> or for Scotland the certificate has been lodged through a registered Accreditation Scheme and recorded with the Scottish Government Building Standards Division.

Prepared for	Westbrook Lane Primary school
Company Name	Westbrook Lane Primary school
Site Name	Westbrook Lane Primary
Site Address	Westbrook Lane Horsforth Leeds LS18 5AH



Key Findings
Westbrook Lane Primary school - Westbrook Lane Primary

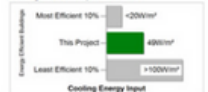
Top 3 recommendations based on potential annual savings

Type	No.	Recommendation	Systems	Annual Saving *
Efficiency Improvements	1	When considering replacements for the systems on site, ensure that any new equipment is correctly sized for the area and a...	All Systems	£3,476.35
Efficiency Improvements	2	Being replaced, have low SEER3 (Energy Efficiency Ratio) and are also likely to have low SEER3 (Seasonal Energy Efficiency Ra...	All Systems	£3,476.35
Efficiency Improvements	3	When budget permits, the client should consider replacing the older less efficient with systems with a modern high effi...	All Systems	£3,476.35

* Assumes 80 % per year and operational times as detailed in Table 2 of the report

Building Performance
Total building Conditioned Area = **142m²** Installed Cooling Capacity = **26.8kW**

Cooling Electrical Input = **6.99kW**



The above figures are based on the average operational energy consumption across 1000 inspected buildings carried out using the ACR shared software since 2013. The figures do not include the 10% consumption from electrical storage water pumps, other water for air units, industrial ventilation systems, mechanical fans.

Estimated total Operational Cost = **£6,952.70 per annum** *
Total estimated savings per month = **£56,790kha** *
Total Building Refrigerant Charge = **9.00kg**
Total System GWP (Global Warming Potential) Equivalent to **17 Tonnes CO2**

Building Average System Energy Rating

Air Conditioning Systems **EER 2.7 = D**

Air Cooled Chillers **N/A**

Water Cooled Chillers **N/A**

Remote Condenser Chillers **N/A**

Key data for Westbrook Primary:

- Annual operational cost of the air conditioning systems: £6,952
- Total system Global Warming potential equivalent – 17 tCO2e
- Average Energy Efficiency Ratio of the air conditioning systems: 2.7 = D rating
- Annual saving of the main recommendation: £3,476 (50%)
- This case study shows that even with small air conditioning systems, attractive financial savings are achievable.

Did you know?

The refrigerant in all air conditioning systems is thousands of times more damaging to the ozone layer than Carbon Dioxide should it leak. This is why it is vitally important to maintain compliance with TM44.

We can help you with tendering for an air conditioning upgrade to benefit from the energy efficiency of a more modern system to save your school money. We can even provide a complimentary TM44 air conditioning inspection when you upgrade, allowing you to benefit from no upfront TM44 fee; and annual savings on electricity, while achieving compliance with the legislation.



Atom IT



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OUR
SCHOOLS
WHEN THEY
NEED IT
MOST

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Education Mutual

DfE approved supplier
for staff absence protection

Staff Absence Protection

Education Mutual provide a new innovative way to manage staff absence protection for Schools and Trusts. As a non-profit making and DfE-approved mutual, we operate solely for the benefit of our members. Our 'by schools, for schools' approach, enables us to reinvest any end-of-year surplus back into the education sector as voted for by our members with over £800,000 being reinvested to date.

The board of EM are School Business Leaders, who want the best for their budget, together with the flexibility of a commercial provider. We offer a range of comprehensive Health and Wellbeing support for all members to help prevent and reduce absences including counselling, physiotherapy and 24/7 GP service. In 2022 we have also increased our support to school staff with the introduction of stress coaching and Deloitte legal services and increased our occupational health support for schools.

Memberships can be tailored to each school's needs to provide the most complete protection for your budget. If you're part of a Multi Academy Trust you can also benefit from our Trust wide memberships, giving you complete control and flexibility.

At Education Mutual, we are proud to work in partnership with ABLE, to support them in growth of their members.

We are pleased to offer **FREE** ABLE and ISBL memberships for all new members joining Education Mutual.

To explore membership options please get in touch:

- Call our team today on [01623 287840](tel:01623287840)
- Email info@educationmutual.co.uk
- Visit our website or get a quote at www.educationmutual.co.uk





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EDUCATION • COMMERCIAL • INDUSTRIAL



Association of Business
Leaders in Education

COMMITTEE MEMBERS

ABLE is organised by a committee of volunteer educational professionals and supported by select partner companies as a non-profit organisation, to offer support, training and up to date educational guidance.



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Association of Business
Leaders in Education

CORPORATE PARTNERS

ABLE memberships are subsidised by the fees paid by our corporate partners and exhibitors. Without them all costs would be passed onto our members.



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