

# ABLE NEWS SPRING 2024



# Message from the Chair

I hope your spring term is going well so far.

We have a packed agenda at our spring conference on 29th June. I've shared the agenda below, and you can register to attend online <u>here</u>.

Remember all ABLE members are free to send a colleague in their place at no extra cost. Conferences are free for members and £75 for non-members. Each termly conference is a full day of keynote speakers, choices of workshops to support your busy role, a full lunch and lots of opportunities to network with your peers and also collect ABLE reward points on our app. And points mean prizes which I hand out at every conference!

We are still on track to hold our summer conference at Sherwood Forest Center Parcs. They are still refurbishing the venue and have moved the carpark way closer than before. Our long term members will know how valuable this is on a rainy day!

We do everything we can to make this one of the best regional networks nationwide. We keep our training and conference workshops current and relevant so you can take new ideas back to school and excel in your role, despite everything that gets thrown at you. Coming to our conferences and training events is invaluable CPD as well as networking with your peers, talking to specialists and suppliers.

Just a reminder here, members pay only £80 a year and get to attend all three conferences at no extra charge. Members also get to attend training events at no extra cost, some of these are held online and others face to face. We will hold one training event per term.

I'm looking forward to seeing you at our spring conference on 29th February at Eastwood Hall.

Frances Rowland Chair of ABLE











# Message from the Director

Hello and welcome back! Happy New Year!

I really hope you had a wonderful Christmas and New year and hope that you weren't affected badly by the recent storms and floods that have brought devastation to many over the County!

As the miserable weather sets in and over-ambitious new year's resolutions take their toll, it can be hard for all of us to feel motivated in January. Some people find the start of a new year motivating and are full of energy for change. Others can find January a challenge for many different reasons including the seemingly endless darkness, wet and cold weather, getting back into a normal routine if they have had time off, or the financial impact of the <u>festive period</u>. Wellbeing check-ins are important all year round but again, particularly at this time of year, managers and leaders can make them a priority and help people think about the steps they can take to support their wellbeing.

That includes us here at ABLE... if you need any support use your peer network and the ABLE group to help you. We will be focussing on wellbeing a lot during the Summer Term, but here are a couple of ideas to get you and your team motivated for 2024!

- Why not introduce 'Brew Monday' sessions, a positive spin on Blue Monday, a virtual coffee morning for employees that helps them connect and share uplifting moments and provide support to each other.
- Introduce a walking group during lunch times/before or after school.
- Have a read of this and get feedback from your team: <u>Beating the January Blues | 8</u> <u>Tips for Boosting Morale and Productivity at Work | esphr</u>

It is great to see that membership has significantly grown this year! I can't wait to meet members old and new at our conferences and training sessions this year. We have a whole host of training sessions as well planned on HR, Energy, Wellbeing and Healthcare.

We hope you can make as many of these sessions as possible and from all of us at ABLE, we wish you all the very best for 2024!

Karen



# Agenda

Thursday 29 February 2024

Eastwood Hall, Mansfield Road, Eastwood, Notts NG16 3SS

# 08:30 - 09:00

Registration, Exhibition and Coffee

# 09:00-09:15

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

# 09:15-9:50

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

**09:50-09:55** Sponsor Presentation- Inventry

**09:55- 10:30** Keynote -Building Habits – Pam Burrows

# 10:30- 11:15

Refreshments, Exhibition and Coffee

# 11:15-12:15

Choice of workshops

- 1. Habits that stick Pam Burrows
- 2. How to make critical decisions when the stakes are high – Andrew Pain
- 3. The ABLE Unconference led by Sally Boaden, Chief Finance and Operating Officer, Raleigh Education Trust

# 12:15-13:15

Lunch, Exhibition and Networking

# 13:15-14:15

Choice of workshops

- 1. How to deal with negative feedback (when there's no silver lining or sugar coating)– Andrew Pain
- 2. Building resilience for the time poor June Brade, SAS
- 3. Ask the DfE School Resource Management Policy Advisor– Pete Stopford, Policy Lead, Schools Financial Support & Oversight, DfE

# 14:15-14<mark>:35</mark>

Tea, complete evaluation, app questions and raffle results

# 14:35-15:15

Discussion Panel - Current SBL Concerns Pete Stopford - DfE, Sally Boaden – Raleigh Education Trust Rob Campbell - Claremont Primary School



# Schools Advisory Service

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# Unlocking Time for Strategic Leadership: A Guide for School Business Managers

In the ever-evolving landscape of education, School Business Managers play a pivotal role in ensuring the smooth functioning of educational institutions. However, the daily grind of managing finances, human resources, and facilities can often overshadow the need for strategic thinking. Finding the time to be strategic is a challenge that many School Business Managers face. This article explores practical strategies to help you strike a balance and allocate time for strategic leadership.

**Prioritise with Purpose:** One of the fundamental steps in making time for strategic thinking is to establish clear priorities. Identify tasks that directly contribute to the long-term goals of the school. While day-to-day operations are essential, understanding the broader picture will enable you to distinguish between urgent and important tasks. Prioritisation forms the foundation for effective time management.

**Empower and Develop Your Team:** School Business Managers do not need to bear the entire burden of operational responsibilities alone. Building a strong and capable team is key to effective time management. By investing in the professional development of your team members, you empower them to take on additional responsibilities. A well-trained and confident team can handle day-to-day operations, allowing you to focus on strategic leadership.

**Embrace Time Management Techniques:** Time management techniques can be powerful tools for School Business Managers. The Eisenhower matrix, for example, categorises tasks based on urgency and importance, helping to identify those that require immediate attention and those that can be deferred. Implementing such techniques aids in organising daily activities and ensures that strategic priorities are not neglected.

**Scheduled Strategic Planning Sessions**: To make time for strategic thinking, schedule regular strategic planning sessions. This dedicated time allows for indepth discussions about the school's long-term goals, challenges, and potential opportunities. Whether held weekly, bi-weekly, or monthly, these sessions provide a structured environment for focusing on strategic initiatives.





**Batch Tasks for Efficiency:** Grouping similar tasks together and tackling them in batches can minimise interruptions and enhance focus. By creating dedicated time blocks for specific types of tasks, School Business Managers can streamline their workflow, reducing the time spent on transitioning between different activities and creating more space for strategic planning.

**Leverage Technology:** Investing in technology solutions can significantly enhance efficiency. Automation tools can streamline routine administrative tasks, such as data entry or reporting, freeing up time for more strategic endeavours. Embrace digital platforms that facilitate collaboration and communication, promoting a more agile and responsive approach to management.

**Outsource Non-core Functions:** Consider outsourcing non-core functions that do not require on-site attention. Outsourcing tasks like payroll processing or IT support can reduce the workload on internal staff, providing them with more time to engage in strategic activities.

**Continuous Learning and Adaptation:** Stay informed about industry trends and best practices through continuous learning. Attend relevant conferences, participate in professional development programs, and seek out opportunities to enhance your skills. This ongoing commitment to learning can make you more efficient in your role, freeing up time for strategic thinking.

**Regularly Review and Adjust:** Flexibility is crucial in the dynamic environment of education. Regularly review your schedule and tasks, adjusting them as needed to align with the evolving needs of the school. This adaptability ensures that your time is consistently directed towards strategic priorities.

**In conclusion**, finding the time to be strategic requires intentional planning and a commitment to balancing day-to-day operations with long-term vision. School Business Managers, by implementing these practical strategies, can not only manage their responsibilities efficiently but also contribute significantly to the strategic success of their school, academy or MAT.



# It's maths, but not as you know it!

Get your school involved with NSPCC Number Day fun this February and every pound raised will help protect more children.

With fun, free maths resources for all age groups, and activities like 'dress up for digits' and the popular Buddy's Key Challenge, Number Day is the perfect way to get pupils involved with learning and fundraising.

After registering, schools will receive everything they need from the Number Day resources site to make the event a success.

# Schools get

- resources they can use in class including games, quizzes and new activities for 2024.
- fundraising tips and ideas to help pupils raise money
- resources to help schools promote their event across the school or nursery
- access to resources to keep children safe from harm, supporting with safeguarding including a class lesson plan and online safety quizzes for all age

# Why your support counts

With around 80 per cent of income coming from supporters, including schools, the NSPCC simply couldn't keep its vital services running without the support of people like you. Every pound raised will all add up.

Everything the NSPCC does protects children today and prevents about tomorrow.

The NSPCC need support more than ever. By raising money, we can help fund vital services such as Childline – the helpline that's always there for children and young people, whatever their problems or concerns.

On average, a child contacts Childline every **45 seconds.** 

The money raised could also help the NSPCC visit more schools with the *Speak out. Stay safe*. programme – giving children the knowledge and confidence to speak out about anything that is worrying them, including abuse, so they can get help.

£4 could pay for one of our trained volunteer counsellors to answer a call to Childline.

<u>Click here to sign up</u>

# **XXX** SAS

# **Empathetic Leadership: How it supports recruitment and retention**

I think all of us who have worked for multiple headteachers or school leaders, and I guess CEOs and other senior leaders too, know that the way these senior leaders lead, often "makes the weather" for the rest of the staff in school.

We will all have worked for school leaders who motivate us to do our very best and go above and beyond the call of duty, often making us feel incredible and valued as they do it. There'll be others for whom that is not the case, in fact guite the opposite. However, there is now considerable research to show that leadership styles and particularly empathetic leadership styles play a key role in stimulating wellbeing hormones within our body. which have the ability to reduce levels of cortisol, the stress hormone.

Let's just take a look at these hormones which are often called 'happiness hormones':

**Dopamine** – a chemical released in the brain that makes you feel good. Having the right amount of dopamine is important for your body and your brain.

You can increase dopamine by getting enough sleep, exercise, listening to music and spending time in the sun!

Serotonin – plays a key role in such body functions as; mood, sleep, digestion, nausea, wound healing, bone health, blood clotting and more! Serotonin levels that are too low or too high can cause physical and psychological health problems.

# Stress (Cortisol) reduces levels of Serotonin and Dopamine.

Oxytocin— people have called this the love hormone, cuddle hormone or even the moral molecule. This is because oxytocin has been in the headlines, gaining a reputation for making people more trusting, generous and even more in love

# Empathy helps to stimulate the release of Oxytocin and Oxytocin inhibits Cortisol.

What this research tells us is that empathetic leadership and empathy generally can help to reduce stress levels, which in turn reduces inflammation, heart disease, digestive problems, depression and much more. Essentially, empathetic leadership can help to reduce absence in school, create a more inclusive school and help hugely with recruitment and retention.

So what is the difference between empathy and sympathy? The boundaries between these two concepts are often blurred and it helps to know exactly what they are.

Brené Brown suggests that "Empathy is a skill that can bring people together and make people feel included, while sympathy creates an uneven power dynamic and can lead to more isolation and disconnection." Empathy is about acknowledging the feelings of others, listening to them and not judging what they tell you and relating to them often from a position of having experienced the same.

Sympathy however is more concerned with your own thoughts about how someone feels, often passing judgement based on a surface level knowledge. Sympathy is an emotion based on understanding only from your own perspective. Unlike empathy, sympathy doesn't mean you feel like someone else feels, instead you feel pity or sorrow for someone else's feelings.

I guess for us as school leaders, whether we are leaders in the classroom or at an organisational level, we've always known that the way we present, react, and respond, can have a huge impact on those we work with. I was fortunate enough to listen to Adrian Bethune last week who talked a lot about the 'power of the tribe' and maybe to do this justice this might need to be a separate blog, but he was very mindful of how we as a teacher, particularly at a primary level, gel a team. What this means is understanding the need for a central flag of values to gather around, but also to understand what their triggers are and what they are dealing with, for each member of the tribe.







# So, if empathy and empathetic leadership can have such a powerful effect on the lives of others in our teams, how do we develop it?

Some of us are natural listeners and listen with a view to understand and some of us listen with a view to respond. Whilst there is a place for both at different times, the former is key to empathy. It appears to be more difficult to show empathetic leadership when the situation you are listening to is beyond your own life experience. If you tend to listen with a view to contributing to the conversation with a solution or an answer, or even words that suggest you relate to the situation, try to resist this as every situation is different.

Simply Psychology suggests that from a listener's position, "Sympathy is more of an external expression of emotion, while empathy is an internal emotional response." In many ways, the saying "actions speak louder than words" is so apt. Some of the traumatic events we experience in school are better supported empathetically rather than sympathetically.

# "People will forget what you said, people will forget what you did, but people will never forget how you made them feel." – Maya Angelou

It's this feeling of being supported, understood without judgement and most importantly, valued, which is so important and is often how staff describe truly empathetic leader. So many teachers I've spoken with value this type of leadership over remuneration, and will often apply for jobs where they know the leadership is empathetic, even opting for a pay cut or greater travelling time to work in the process. Conversely, I've known many teachers, school leaders and employees outside of the school setting who have left their posts simply because they don't feel supported, listened to or understood, often at great financial cost to themselves.

Simon Sinek says, "Empathy is about valuing the human being not just their output." If we value output and no empathy for the human beings in our settings, over time performance will dip and they may well leave for a more empathetic setting. If we show empathy to the human beings in our settings, they will feel supported, listened to, and understood. Stress levels will fall, enabling better performance and output leading to greater overall personal and professional wellbeing.

At a time when teachers and staff in schools are harder and harder to find and retain, and we can't often compete with more lucrative roles outside of schools, empathetic leadership goes a long way to help keep those staff you value in school, and gives them the sense that they are valued and understood particularly by those who lead. This is where Schools Advisory Service schools can utilise their comprehensive wellbeing provision to keep their staff happy and healthy, which helps keep them at school but also as a tool to advertise that positive wellbeing culture to potential new staff.

If you'd like to know more about empathy and sympathy and empathetic leadership, see below:

Brené Brown: https://www.youtube.com/watch?v=1Evwgu369Jw

Simon Sinek: https://www.youtube.com/watch?v=pi86Nr9Mdms&t=497s

Any school leaders who would like to talk to me about this and any Wellbeing initiatives they have, can reach me at <u>askandy@uk-sas.co.uk</u> or visit <u>https://schooladvice.co.uk/ask-andy-school-leadership-pastoral</u>.







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# EDUCATION • COMMERCIAL • INDUSTRIAL



# **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.

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- Call our team today on **01623 287840**
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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.



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



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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:

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- Renewable generation
- Grant funding and applications for Low Carbon Skills Funding
- Energy compliance
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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)



briar port of the Zenergi family

## **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.



## 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.



For more information contact us at

bepositive@zenergi.co.uk | 02380 286300 | zenergi.co.uk



# **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.







# FREE ISBL Membership for all ABLE members

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 <u>ISBL</u> and <u>Barker Associates</u>.

# 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 <u>chair@able-pro.co.uk.</u>





# **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: <u>https://ablepro.info/rewards/</u> for details.

Are you social with ABLE?

Follow us for the latest news and updates





# **COMMITTEE MEMBERS**

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



Director Karen Bonser

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# **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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