

GOVERNOR SUPPORT UNIT

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To: Principals of all schools

06 February 2007

**Re Board of Governors Training
Additional Finance Training Session**

Dear Principal

There has been an additional training session organised for **Tuesday 20 February 2007 in the Board Room at SELB Headquarters commencing at 4.00 pm.**

This will be a **general overview of finance** within schools and would be very useful for any Governors who missed the earlier dates and also any staff member who has recently taken charge of the school finance role eg. New Principal, VP etc.

It will cover Financial Planning Timetable, Financial Planning Documentation and LMS Reports; however, unlike the previous Board of Governor sessions, it will NOT include the C2k system or reports.

Governors can apply for this course by contacting Lorraine Livingstone at SELB Headquarters (Tel 028 3751 2504) or e.mail lorraine.livingstone@selb.org.

Yours sincerely

Tom Mullan

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