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COURSE BROCHURE

# School Budget Planning and Staffing Cost Modelling Training Course

15 – 19 August 2027
Online

# School Budget Planning and Staffing Cost Modelling Training Course

**Ref:** 2317_86493 **Date:** 15 – 19 August 2027 **Location:** Online **Fees:** 1900 GBP

School Budget Planning and Staffing Cost Modelling is a 1-week training course for school business managers and education administrators who set the annual budget and cost staffing; it produces a three-year school budget plan. Staff costs absorb most of a school's income while pupil numbers and funding rates shift each year, so leaders need costed choices before timetables are fixed. Jupiter Prime Training offers this course to those who hold the school budget.

## Why School Budget Planning and Staffing Cost Modelling Matters Now

Three groups shape school budgets today: governors and trustees who must approve a balanced, affordable plan; head teachers and curriculum leaders who want class sizes and subject choices protected; and families whose enrolment choices move income. A school that models staffing against its curriculum can make planned, early changes; one that rolls last year's figures forward often discovers a deficit after contracts are signed. The course rests on pupil-led income forecasting, curriculum-led financial planning and multi-year cost projection.

## Who Gains Most from School Budget Planning and Staffing Cost Modelling

- School business managers who compile and monitor the annual budget
- Education administrators who forecast enrolment and pupil-led income
- Bursars and finance officers in independent schools and colleges
- Deputy heads who build the timetable and curriculum staffing plan
- Trust and group finance staff who consolidate budgets across several schools

A school gains most when its business manager and the senior leader who builds the timetable attend together.

## School Budget Planning and Staffing Cost Modelling Capabilities

Participants move from a single-year spreadsheet to a staffing-led model that shows how each curriculum choice changes cost and balance over three years.

- Forecast pupil numbers and per-pupil income by year group — governors' finance committee
- Build a staffing cost model with pay points, on-costs and contracts — head teacher
- Calculate curriculum costs such as contact ratio and average class size — curriculum leaders
- Project income, pay and non-pay costs across three years — trustees and auditors
- Test scenarios for enrolment falls and pay awards — reserve and recovery decisions
- Present a balanced budget and its assumptions for approval — governing board

## Key School Budget Planning and Staffing Cost Modelling Terms

- Pupil-led funding — income allocated per enrolled pupil, often weighted by age, phase or additional learning need.
- Staffing cost model — a schedule costing each post by pay point, hours, on-costs and expected pay awards.
- On-costs — employer pension and social contributions paid on top of gross salary for every post.
- Curriculum-led financial planning — setting staffing from the curriculum offer and class sizes, then testing whether income can afford it.
- Pupil-teacher ratio — enrolled pupils divided by full-time-equivalent teachers, a headline indicator of staffing efficiency.
- Contact ratio — the share of a teacher's paid time spent teaching classes rather than planning or leading.

## School Budget Planning and Staffing Cost Modelling Day by Day

### Day 1: The School Budget and Its Funding Drivers

- School Income Streams — Comparing Per-Pupil Funding, Grants, Fees and Lettings
- Budget Calendar and Governor Sign-Off — Agreeing Deadlines Before Staffing Decisions
- Prior-Year Outturn Review — Finding the Real Costs Behind Last Year
- Benchmarking Spend per Pupil — Spotting Outliers Against Similar Schools
- Primary School and Independent College Cases — Comparing Two Budget Shapes

### Day 2: Pupil Numbers and Income Forecasting

- Enrolment Projection by Year Group — Cohort Survival and Intake Trends
- Per-Pupil Funding Calculation — Weightings for Phase and Additional Need
- Fee and Bursary Modelling — Net Fee Income for Independent Schools
- Grant and Other Income Timing — Cash Flow Across Terms
- Income Sensitivity Bands — Planning for High and Low Enrolment

### Day 3: Staffing Cost Modelling

- Staffing Establishment Schedule — Posts, Hours and Contract Types
- Pay Point Progression and Pay Awards — Costing Salary Drift Accurately
- Employer On-Costs Calculation — Pension and Social Contributions per Post
- Support Staff and Cover Costs — Teaching Assistants, Supply and Absence
- Vacancy and Turnover Assumptions — Realistic Savings From Unfilled Posts

### Day 4: Curriculum-Led Planning and Multi-Year Projection

- Curriculum Plan to Staffing Need — Periods, Groups and Teacher Hours
- Contact Ratio and Average Class Size — Testing Curriculum Affordability
- Non-Pay Budget Lines — Premises, Learning Resources and Technology
- Three-Year Projection Model — Rolling Income and Costs Forward
- Deficit Recovery Options — Restructures, Curriculum Changes and Shared Services

## Day 5: Practising the Three-Year School Budget Plan

- Enrolment Forecast Exercise — Projecting a Fictional School's Pupil Numbers
- Staffing Model Exercise — Costing an Establishment With On-Costs
- Curriculum Affordability Exercise — Matching a Timetable to Income
- Governor Challenge Simulation — Defending Assumptions to a Finance Committee
- Three-Year School Budget Plan — Presenting the Completed Plan and Scenarios

## Applying School Budget Planning and Staffing Cost Modelling After the Course

- Rebuild the school's staffing establishment schedule with pay points and on-costs, and reconcile it to payroll before the next budget round.
- Calculate contact ratio and average class size for the current timetable and share the results with curriculum leaders as the start of staffing talks.

## School Budget Planning and Staffing Cost Modelling Questions FAQ

### What is school budget planning and staffing cost modelling, and why does it matter now?

It is setting a school's budget from pupil-led income and costed staffing. Staff costs take most income while enrolment and pay awards shift, so unmodelled choices create deficits.

### Which roles gain most from school budget planning and staffing cost modelling?

School business managers, bursars and education administrators gain most, with deputy heads who build the timetable.

### How does school budget planning and staffing cost modelling differ from a general public sector budgeting course?

It works with school-specific drivers. General budgeting courses cover cycles and controls, whereas this course models pupil numbers, pay points, contact ratios and curriculum choices that only education settings face.

### What do you bring back from school budget planning and staffing cost modelling?

You bring back a three-year budget plan built on a fictional school, with an enrolment forecast, staffing cost model, curriculum affordability test and scenarios, ready to adapt to your own school.

## School Budget Planning and Staffing Cost Modelling: The Way Forward

The three-year school budget plan first informs the board's decision on next year's staffing structure, before contracts and timetables are fixed. Business managers and governors use it to track enrolment and pay against forecast. After its first use, the enrolment assumptions deserve revisiting, because a small change in intake moves income for every following year.