

## Session Descriptions

### Conference for Bursars, Business Managers and HR Staff 3-5 February 2021 (online)

#### Plenary Sessions

##### Wednesday 3 February 2021

###### **The Power of Slow in a Fast World: Thriving at Work and Beyond**

*Carl Honoré, Writer and Broadcaster*

To thrive in a fast world, you have to slow down. Doing so will boost your health and bring more depth, pleasure and meaning to your life. It will also make you more efficient, creative, accurate and productive. Using stories and case-studies from around the world, Carl shows how to work, play and live better by unleashing your inner tortoise. Carl Honoré is an award-winning writer, broadcaster and voice of the global Slow Movement. His books have been published in 35 languages and landed on bestseller lists around the world. His two main-stage TED Talks have racked up millions of views.

###### **Market data and intelligence to support school business decisions in challenging times**

*Nalini Cook, Head of Research EMEA, and Doris Suchet, School Development Manager, ISC Research*

It is a turbulent time for international schools. Admissions and other business decisions are challenged more than ever before thanks to Covid-19 and increased market competitiveness. This session will share insights into how international schools are responding to current challenges. It will also highlight some of the resources (both free and paid resources) available to Business and Human Resource Managers from ISC Research that enable you to benchmark your school; showing how you can identify your school's unique offerings within your immediate market to inform key business decisions from admissions, to recruitment, to campus development.

##### Thursday 4 February 2021

###### **The Future of Teacher and School Leader Recruitment**

*Mark Steed, Principal and CEO, Kellett School, Hong Kong*

This presentation will look at how Covid-19 has changed recruitment patterns in international schools, moving from physical to online recruitment models. The talk will suggest ways in which schools can respond to these changes both in terms of where they can find talent and how they can develop their online employer brand. Finally, the talk will discuss ways in which schools move towards a fairer and more transparent recruitment process.

###### **From Functioning to Flourishing: The 7 Pillars of a Culture of Wellbeing and Resilience**

*Sarah Howling, Coach and Consultant, The Connection Revolution*

Wellbeing in schools has increasingly been in the spotlight in recent years. With growing levels of stress and anxiety in 2020 and no sign of them decreasing any time soon, raising awareness, addressing challenges and supporting your staff in all matters wellbeing, mental health, and resilience, has never been more important. Moving beyond more reactive stress management and work-life balance initiatives, this presentation explores a proactive longer term approach to developing a culture of wellbeing and resilience which can be applied at the whole school, department or team level.

##### Friday 5 February 2021

###### **A Transnational Safer Recruitment Strategy**

*Emily Konstantas, CEO, The Safeguarding Alliance*

With a fast-growing transnational workforce, safeguarding must remain a global agenda, to ensure that every child is protected to live free from harm, abuse, neglect or exploitation. Strong and effective recruitment is

fundamental to any organisation's success. For schools, it is even more critical to ensure that only suitable people with the necessary skills, experience, qualifications and attributes will be able enter the school community. Safer Recruitment must remain consistent and contextual to practice; if not, it will become redundant and a mere 'tick box' exercise. This then poses a risk not only to the child, but to staff and the school, which could have a detrimental and lasting impact to both finances and reputation. It is important that Safer Recruitment is a continued area for development and must be regularly updated and reviewed. During this session, Emily will discuss the importance of embedding the "golden thread" of safeguarding into the school recruitment process, and will support schools to identify key risk mitigation strategies to adopt as best practice.

### **International Trade in Education Services – an update on trade policy developments in international education**

*Edward Matheson, Department for Education*

A brief update on trade policy developments in international education from Edward Matheson, International Trade Policy, Department for Education, UK.

## **Breakout Sessions**

### **Wednesday 3 February 2021**

#### **Difficult Decisions in Difficult Times**

*Andy Homden and Paul Cabrelli, Consilium Education*

The presenters have both been through periods in the past when their schools were being buffeted by seriously adverse financial conditions, which shaped the environment and narrowed down their options for moving forward. The question is, how do you find the best way through? Although the specific problems schools have to deal with change over time, the issue of effective decision-making when under financial pressure remains at the forefront. Schools will have some very tough choices to make in 2021, while also endeavouring to remain true to themselves. This session will consider: Sustainability: controlling what you can control; What should be the guiding principles for decision making in times of severe constraint?; Your values; your reputation; your vision; Short term navigation, long term destination: tacking to catch the wind; HR Implications.

#### **Virtual Recruitment Panel**

*Diane Jacoutot, Edvectus; Bill Turner, Search Associates; Mira Kapinajova, St George's International School, Luxembourg; Lucie Richards, Doha College*

This panel will consider how schools have had to adjust recruitment practices in response to Covid-19, and the increased use of virtual recruitment tools. The panel of recruitment consultants and school HR leaders will share their experiences of virtual recruitment fairs and remote interviews as well as school case studies.

#### **How Integrating your Finance, Payroll and Asset Management Solutions Can Boost your School Operations**

*Alastair Price, Managing Director, iSAMS*

This session will explore how powerful, agile and integrated cloud solutions can support your school's finance, HR and facilities teams. From saved time and energy, to greater efficiencies and the ability to access systems remotely 24/7, this presentation will explore some of the business-critical operational decisions that should be on every school's agenda.

#### **Crisis Management**

*John Murphie, COO, ISBA*

This session, led by COO of the Independent Schools' Bursars Association (ISBA), will focus on communicating during a crisis, how to prepare, style, timing, content, and originators. The session will involve a short presentation, followed by an opportunity for discussion.

## **HR Roundtable**

*Chair: Christopher Lewis, St George's The British International School, Germany*

This open discussion for colleagues with an interest in HR will provide an opportunity to consider issues around pre-employment checks (including the International Child Protection Certificate and Prohibition Checks), professional development, performance management, current challenges and opportunities.

## **How to Manage School Insurance in 2021**

*Pierre de Mirman, Pacific Prime*

This session will focus on: Understanding the essential insurance needs for international schools (General Insurance and Employee Benefits); How to identify unnecessary coverage, overlapping insurance and building a strategy to reduce costs; Keeping up to date by creating a better approach to evaluating your insurance plans; Tips to manage disruption caused by COVID-19 and the impact on your insurance coverage; New risks faced with distance learning and how to address these issues. This session will provide a summary of the feedback that Pacific Prime's International School Division has collected over the last 12 months, addressing the common concerns amongst the international school community on how to better manage their insurance in 2021, tips to negotiate better premiums, and bring transparency to procurement processes. While the pandemic has had a major impact on the vast majority of schools around the world, insurance costs still continue to rise and we will look at the options you have to build a long-term strategy aimed at sustainable risk management, as well as the unique insurance solutions adapted to the competitive educational sector.

## **Thursday 4 February 2021**

### **Establishing a School During a Pandemic – Panel**

*Steve Allen, Headmaster, Lady Eleanor Holles International School Foshan; Sue Small, Headteacher, Durham International Nursery and Pre-Prep School; Gerard Hickie, Bursar, St Paul's Girls' School; Chaired by Colin Bell, CEO, COBIS*

This panel of school leaders from new schools in Asia and Africa will consider some of the challenges associated with establishing a school during a pandemic. Some of the topics covered will include staffing and recruitment, policies, facilities, and marketing and admissions.

### **Giving Feedback to Professional Colleagues**

*Brian Rossiter, Karen Ardley Associates*

This session will deepen delegates' awareness of the concept and purposes of effective feedback, extend the understanding of the strengths (and pitfalls) associated with feedback, and develop a greater understanding of how to give and receive feedback in a professional context.

### **Small Schools Forum**

COBIS schools range in size from fewer than 30 pupils, to more than 3,000. The size of a school can have an impact on how the school approaches teacher recruitment and retention, marketing, facilities, budgeting, and other elements of provision. This session will include short school case studies, followed by an open discussion.

### **Managing Risks in Schools**

*Lenny Holden, Senior Advisor and Security Consultant, Securitas*

We have all experienced the local and global reaction to Covid-19; and most of us will readily admit we were not expecting either such a virus or the responses that followed. However, pandemics are only one type of risks schools may face. The recent (and ongoing) Covid-19 scenario serves as a reminder and forewarning to be prepared for other potential risks that could occur in the future. What are the risks? Can we predict them? Can we negate or mitigate their occurrence? How about the consequences should they occur? This presentation will consider risk assessment, security assessment, risk management, and sample mitigations.

### **Diversity and Inclusion in British International Schools**

*Keith Clark, RSAcademics and Johan Jensen, Founder and CEO, All-in Education*

What is Diversity and Inclusion and how can international schools leverage the benefits of Diversity and Inclusion in the various international contexts in which they operate? What are the organisational, legal, cultural and social challenges and opportunities for a diverse and inclusive British international school? This session will aim to answer these and related questions, drawing on the two speakers' many years of experience supporting international schools with the appointment of senior staff, advising on strategy and helping them in their efforts to embrace and promote a diverse and inclusive culture for their students and staff.

### **Bursars in a Challenging World – Finders, Keepers?!**

*Anthony Millard, Executive Chairman, Anthony Millard Consulting Ltd.*

This session will consider how the role and recruitment of Bursars is evolving. The session will cover: Bursar...or COO, DOR, DFA?; The SLT Magic Triangle – Chair-HM-Bursar; Generalist vs Specialist; Bursar + Clerk ... or a bridge too far?; Where bursars come from, and where do they go? Portfolio careerists; and how to assess wannabes. Anthony Millard Consulting have recently led assignments to appoint bursars in the UK and the Gulf Region.

## **Friday 5 February 2021**

### **Premises, facilities and health and safety in Covid-19 – school case studies**

This session will include case studies from schools, showcasing how they have addressed matters relating to school premises, facilities, and health and safety in response to Covid-19. There will also be an opportunity for participants to share their own examples.

### **SCR Best Practice and Challenges Faced by International Schools**

*Suzanne Murray, International Safeguarding Consultant (sponsored by CPOMS)*

A Safeguarding Consultant, with experience in a variety of roles, Suzanne has conducted SCR audits and reviews against both UK and International Standards. Working for a large Asia-based school group, she developed and implemented both Safer Recruitment and SCR awareness, policy and practice, using a solution-based approach to overcome many challenges. As part of a team, she developed and implemented a digital SCR platform for a global audience, including the use of risk mitigation practices. In this presentation, Suzanne will share a synopsis of the journey she took when developing a strategic approach to the implementation of Safer Recruitment standards and SCR compliance in schools. Routed in a Culture of Care and proactive approaches to Safeguarding, we will explore the need for a SCR and compliance, which meets international standards. In addition, we will consider the importance of staff awareness, competence and quality training plays in supporting the Teams in the day to day operational aspects of establishing and maintaining a "fit for purpose" SCR in schools. An open forum discussion will allow for participants to share their experiences and challenges and encourage discussions on the way forward. The presentation will also provide a "Think Tank" exercise to be used to review and develop practice and overcome challenges with relevant teams in schools.

### **Brexit Implications for International Schools – Panel**

*Panellists: David Hawkins, The University Guys; Nalini Cook, ISC Research; Edward Matheson, Department for Education; David Tongue, St George's British International School, Rome; Chaired by Trevor Rowell, Chairman, COBIS*

A panel discussion to consider some of the implications of Brexit for international schools including university admissions, recognition of qualifications, import and export of goods and services, HR and recruitment, pre-employment checks, and sector growth areas.

**Bursars Roundtable** *(sponsored by SchoolsBuddy)*

*Chair: Tracie Darke, British International School Al Khobar*

This open discussion session will provide an opportunity to consider issues around fees, budgeting, future-proofing, and current challenges and opportunities.

**From Stress to Strength: Boosting Wellbeing and Resilience for you and your Team**

*Sarah Howling, The Connection Revolution*

Stress is a natural and inevitable part of life. However, it's been on the rise in recent months and unless you learn how to 'reset' and 'rebuild', you can fall into chronic stress and burnout. In this session, Sarah will share information about stress and resilience, and you'll walk away with practical and actionable strategies to feel better now and into the future.

**Putting Sustainability at the Heart of School Development**

*Catherine McKinley, Director, Green Shoots International School, Vietnam*

'Sustainability' has become a buzzword in education, but for many schools it is still an 'add on' to be tacked onto the curriculum or into a CAS programme where time, money, and resources allow. It doesn't have to be that way. We are a small school in a small town with almost no slack in any of these areas, yet sustainability is at the very core of everything we do. Catherine will show you how to think sustainably when planning programmes, finances, facilities, staffing, auxiliary service provision, and every other aspect of your school. It's easier than you think.