**Agreed Payment for Lead Work Associated with SAS 2013 /14**

The Committee have agreed that:

Operation Lead- Fiona Montacute

* Until further notice, a fee of £ 200 will be paid in recognition for work undertaken for SAS, that reflects a ‘morning’s work’ (£50/ hour). Travel will be claimed for work associated with SAS at £0.45/ mile (such as for attending GPAH Cabinet as Lead representative)
* Up to a maximum of £7,500 has been allocated for 2014/5 to allow for the continuation of the Operational Lead. However in exceptional circumstances this may be increased to £10,000 but only in agreement by the Committee.
* Payment will be made each half term through invoice which is presented to the Head teacher of the budget holding school for approval. This will be invoiced for internal transfer of funds from the SAS account to ‘Small World Education Ltd’ of which the Lead is a director. The invoice will identify the nature of the work undertaken & time log
* Work undertaken may involve:

- responding to emails/ telephone calls/ correspondence regarding SAS & market place business

-disseminating information,

-updating members through Newsletters

-liaising with SAS members & leads

-planning, organising & coordinating events

-Liaising with event settings & providers regarding SAS matters/ CPD

-Setting agendas/ providing minutes of management meetings & follow up actions,

-Attending GAPH cabinet as lead representative & executive meetings with other GAPH cluster leads

-Attending other meetings when they arise involving the LA, Diocese & outside agencies

 - Attend & Lead/host all SAS HT Briefings & Conferences

-Providing time for strategic development of SAS

Cluster Leads/ Management Committee

* Up to a maximum of £4000 has been allocated for 2014/5

CPD Lead & Administrative work (£2000)

* Payment will be made each term through invoice which is presented to the Head teacher of the budget holding school for approval (Finance Lead). This will be invoiced for internal transfer of funds to School from the SAS account to ‘North Nibley School’ to which the head teacher (CPD Lead) is currently employed. The invoice will identify the nature of the work undertaken
* Work undertaken may involve responding to emails/ telephone calls regarding CPD organisation & events , updating SAS website, confirming school & participant attendance at CPD, liaising with Operational Lead & Finance Lead

Finance Lead & Administrative work (£1200 + £800)

* Payment will be made each half term through invoice which is presented to the Commissioning Lead school for approval, as the current Head teacher of the budget holding school is Finance Lead for SAS) This will be invoiced for internal transfer of funds to School from the SAS account to ‘Cashes Green School’ to which the head teacher is currently employed. The invoice will identify the nature of the work undertaken
* Work undertaken & financial procedures are attached as a separate document.

Cluster Leads

* If any other member of the Committee agrees to carry out a specific role or project, a payment of £200 may be made. A payment may also be made for attending Committee meetings that may clash with teaching commitments (to the value of £50)
* Payments to be presented & approved as above.

Review

Written April 2013

Reviewed March 2014

Next review March 2015

Signed on behalf of the SAS Management Team:

Name of Representative: Date: