



SAS Management Meeting

Agenda & Minutes

Date & Venue	1.15 Cashes Green Primary School Tuesday 1 st April 2014
Present LH MD PB DS FM GS JP	Apologies

Item	Discussion	Action
CPD issue	The committee thanked PB and gave their support to his response to the e-mail correspondence. It was agreed that SAS had suggested the training – ‘Inspector in your own school’ in response to the questionnaires recently completed by HTs There was a general discussion regarding the e-mails received from schools in GELP regarding the concerns over SAS also providing similar training. It had already been agreed that SAS would postpone their training until later in 2014/15.	<ul style="list-style-type: none"> As the GELP training has been organised independently from SAS and was not offered initially to all SAS schools it was agreed that no subsidy could be offered to this course or future courses unless all SAS members are able to take up the training. Cluster leads to encourage schools in their cluster to use the website to request any training or to let SAS know of training to ensure that future clashes are prevented. DS to talk to AF at Bussage regarding his concerns. Issues regarding costs and subsidy would need to be discussed with FM. Feedback forms to be given out to monitor quality of training provided.
Future direction and management of SAS	It was agreed to try and fix dates to be able to invite LA leads to attend SAS briefings rather than host alternatives. It was agreed to invite leads from: EYFS team Lit and Num support SEND Safeguarding Attendance and Behaviour Support A pattern of meetings was discussed and agreed: Autumn, Spring, Summer HT briefing HT conference – March. Topic – Assessment? A conference for teachers/middle leaders – Nov? (To be discussed at management meeting – June 13 th) GAPH conference	SAS lead to contact Becky Woollett, Sandra Shepherd, Susan Janneh, Tim Foster PB to ensure dates on website. Cluster leads to promote use of website
SAS Lead	DS offered to stand as SAS lead for the academic year 2014/15. This was unanimously agreed by the committee. DS is happy to take on the role and to use her admin staff to support the role. Costs would be needed to pay additional admin hours only. SAS committee to continue to consist of cluster reps, a finance lead and a CPD lead.	Invite Stroud Valley Admin staff to take minutes at the next management meeting – distributed to committee, and draft minutes sent to committee within 7 days, 2 days for any amendments and then a draft posted on website. PB to give access to website to admin staff. PB to let FM know of management committee’s decision.
GAPH	It was agreed that Rosie Savory, currently vice chair of GAPH, would be asked to represent SAS.	RS to be invited to SAS management meetings to ensure good communication between SAS and GAPH.
Future meetings	It was agreed to use school venues to meet in 2014/15. Management meetings may need to be more frequent to support new SAS lead.	Next management meeting – 13 th June 2014 at the Old Lodge at 8.30. 1 st May meeting has been cancelled