**SAS Management Meeting**

 **Agenda & Minutes**

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| **Date & Venue** | 8.15am for Breakfast Olive Tree Thursday 23rd January 2013 |
| **Present**FM LH MD (delayed)PB DS FM  | **Apologies**GS KR |

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| Item | Discussion | Action |
| Pecuniary Interests | FM declared her role as Director Small World Education LtdNo other interests were declared |  |
| Minutes from Last meeting | These had been circulated last term. No further comments so minutes accepted. |  |
| Update regarding Steiner & invitation to HT Briefing(DS) | DS confirmed attendance at 11.30 & outlined timeline for submitting FS bid etc. & general discussion followed regarding the ‘question & answer’ session they will be leading. |  |
| Finance Update(MD) | MD distributed up to date accounts & discussion followed including conference venue costs, additional committed costs not yet invoiced, future fees. | FM/MD to liaise regarding producing a budget update sheet & draft budget for HTs at Briefing on30/01/14, adhering to financial procedures. |
| Future Organisation of Events for SAS(FM) | FM suggested that having considered HT responses both from the audit & other conversations, to change the existing termly format of HT Briefing & HT Conference to HT Briefing & Leadership Conference. This would enable SAS to have a more flexibility in responding to smaller cluster needs & extend places to other leadership groups in schools. General discussion followed & it was agreed this was a good way forward. FM to raise this as an agenda item at the Briefing as part of the morning Cluster Talk & identification of CPD & other leads/organisers | FM to research proposed training for both leadership development (e.g. coaching), middle leadership & subject leadersPB to continue updating CPD on website & receive leads following HT Briefing. |
| New Curriculum-Subject leader /Middle LeadershipCPD Events(All) | General discussion between those present regarding where schools were in planning for change & the New National Curriculum. This included identifying needs from clusters & individual schools & what SAS could do to support. | FM to research and approach providers regarding CPD for foundation subject leaders & learning challenge approaches for HTs/DHTs |
| New Curriculum-Response to GAPH questions from LA(All) | Those present again discussed the need for the LA to approach the clusters to talk individually about their needs & what could be offered to support them directly. It was agreed that the LA needed to regularly enrage in dialogue with our schools, through SAS & run events locally. This linked into the correspondence from SAS to the LA EYs Team regarding hosting local EYFS meetings. The question of quality of providers & experience was again raised. | FM as SAS Lead to take thoughts to GAPH Cabinet meeting tomorrow (24th) & share with other cluster leads. |
| Update on cluster activity within SAS / GAPH Cabinet etc.(FM/All) | Nothing to report on this occasion. However it was agreed to issue dates for next year asap once the Management Committee had some confirmation of CPD etc. | FM to raise as agenda item at next meeting |
| CorrespondenceFM/All) | FM took group through requests for Market Place Slots & DS/LH suggested additional providers. | FM to advise providers on outcomes of requests |
| HT Briefing(FM) | FM invited group to decide on format & timings of proposed agenda for day. | FM to produce & send to Clusters on Monday once bookings & timings were confirmed. |
| AOB(All) |  | Meeting finished 10.30 |

**Next Meeting: TBA**

Conference /Event Reminders

30/01/2014 HT Briefing

22/05/14- Observing & Judging the Quality of Teaching & Learning (Chris Quigley New product)

 (£ 2,500 + £23/head)

06/06/14 –GAPH Conference (No charge to SAS)

**Date Minutes Approved:**

**Signed:**

**Name & Role:**