**SAS Management Meeting**

 **Agenda & Minutes**

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| **Date & Venue** | 8.30am – 12.30 pm (Breakfast available on arrival)Friday 7th March 2014 The Old Lodge |
| **Present**FM LH MD GS JPPB DS FM  | **Apologies** |

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| Item | Discussion | Action |
| Pecuniary Interests | FM declared her role as Director Small World Education LtdNo other interests were declared | MD to circulate new PI form for next meeting |
| Minutes from last meeting | These were circulated on 23/1/14 No further comments so minutes were accepted | It was agreed to post these from 214 on the SAS websiteFM to send copy to PB & MD |
| Correspondence  | Update regarding HT Steiner responses (DS/LH)It was understood a number of schools within the cluster had made a response to the DfE regarding the proposal.Some HTs also took up the offer of attending an afternoon with Tristian Hunt MP where they were able to raise questions |  |
| Finance  | 1.Budget 13/14-MD updated everyone with the latest bank reconciliation for 13/14 & explained some adjustments & changes to cost centres to simplify reporting. -General discussion followed regarding best way to report expenditure on SAS website.-GS signed reconciliation 2.Update to Finance Policy & review protocols(MD/FM) MD circulated copies of document & following discussions adjustments were made regarding updating terms of reference & pecuniary interests.It was confirmed that this needed to be undertaken annually & that minutes should reflect this action. 3.Budget 2014/15(MD)-It was minuted that at the last HT Briefing on the 30/1/14 the draft budget 14/15 was agreed by those HTs’ present-It was agreed that schools would be invoiced for payment, including GAPH subs before the Easter Break.Costs per school are based on the LA published data in the 2014/5 Admission booklet, based on January 13 NOR) | MD/FM send to PB for uploading to SAS websiteMD/FM amends & circulates Policy & Terms of Reference for approval before PB upload to SAS website.MD/GS to organise for approved budget to be uploaded to SAS website by PBMD to organise admin to send out invoices to all schools |
| Future Events | FM informed group of the problems in organising & coordinating these eventsPB gave overview of problems/ challenges associated with new booking system & general discussion followed regarding the best way forward.Current CPD for Leadership:Subject Leader training re New Curriculum & SL Role- Focus(25/26th March)New Curriculum/ Learning Challenges for HT /SLT- Focus(1st May)*It was agreed that this would now be cancelled as FM had received an email the day previously confirming that the venue was no longer available and its closeness to next training*Observing & judging teaching & Learning- Chris Quigley(22nd May)*Adhering to Finance protocols and expenditure limited this was approved by the committee & GS signed copy to confirm. Those present felt this was a reasonable cost for a high profile speak*GAPH Conference(6th June)Advanced coaching for HT/DHT- Focus(possibly late June/July or September)*It was agreed to schedule this for week of 22/9/14*Being an inspector in your own school- Focus or Prospects(September/ October)*FM to look at organising this as an independent SAS training at cost to schools attending*Other Curriculum events *–PB in process of organising these.*  | PB to explore commercial package to simplify booking process.FM to cancel with Focus & inform HTsFM to copy for MDFM to contact & organise, reporting back to committee at next meeting. |
| Format of Future Meetings/ Market Place | FM gave general overview of responses from clusters and how new training was reflecting the extension of the offer to SLT & subject leaders.General discussion also followed regarding approaching the LA to coordinate update meetings with the pre-arranged Briefing dates.HT Support- it was agreed with the retirement of LD regarding HT Support that SAS would actively source other providers that could fulfil the existing role. Committee members discussed alternative provision from outside agencies that was already utilised by schools. | FM to approach LA teams regarding thisGS to approach provider to invite to next committee meeting on 1/5/14 |
| Update on cluster activity within SAS / GAPH Cabinet etc.(FM/All) | The team raised the matter to organise a meeting with our Secondary Stroud colleagues.  | LH to approach AS HT to sound idea & invite representatives to Management meeting |
| Future Leadership of SAS | FM raised this again with the committee and discussed the time commitment. She shared her Jan/Feb log to reflect an example of activities. it was agreed that details of the role would be circulated with details of the time commitment and this would be discussed as the agenda item for the next committee meeting on the 1/5/14 | FM to prepare document & circulate. |
| SAS NewsletterSAS Dates for 2014/5 | FM offered to prepare this to circulate before the end of term and this was accepted.Proposed dates for future events would also be detailed.FM informed committee that she was gathering information & costs of other local venues for hosting of SAS events. She invited any committee member to join her at her meeting at the Bear after this one had finished. She was also approaching Stonehouse Court. The Committee felt it was a good idea to consider this and ensure ‘best value’ along with convenience of attending. | FM to prepare & circulate to committee before distributionFM to keep committee informed and report at next meeting. |
| AOB(All)**Next Meeting:**  | Meeting finished 11.45 am1/5/14 |  |

**Provisional SAS Dates FM to confirm when venue is secured**

 **23/09/14 Advanced Coaching**

**20 & 21/11/14 HT Ofsted Training (paid)**

**16/10/14 HT Autumn Briefing to be confirmed**

**12/02/15 HT Spring Briefing to be confirmed**

**Week 23/03/15 HT/SLT Conference (possibly assessment)**

**Week of 21/05/15 HT Summer Briefing to be confirmed**

**05/06/15 GAPH Conference to be confirmed**

**Date Minutes Approved:**

**Signed:**

**Name & Role:**