



CO-OPERATIVE FORUM MEETING MINUTES

7pm on Monday 25th November 2013, Main Hall

Attendees

Staff Reps: Abbie Allender (AA), Katherine Clune (KC), Katie Hughes (KH), Mark Shutter (MS) Kate Armstrong (KA), Helen Moody (HM), Bev Meredith (BM Co-opted), Alan Roffey (AR), Danny Dignan (DD), Dave Martin (DM), Kelly McDonagh (KM), Marlene Kelly

Parent Reps: Becky Chapman (BC, Chair), Simon Wilks (SW) Gino Raymond (GR), Gabby Chelmicka (GC), Penny Beeston (PB), Sarah Wangermann (SW), Grace Emmerson (GE), Halima Kulane (HE Co-opted)

Student Reps: Gabriel Osborne (GO, Y9), Izzi Triggs (IT, Y10) Louis Egerton (LE, Y10), Nell Gear (Y9) Megan Barclay (Post-16), Tom Holmes (Y11), Haejin Hong (Post 16)

Community Reps: Nancy Copplestone (NC), Hugh Thomas (HT)

Alumni: Delroy Hibbert

Governors: David Yorath (DY) Dave Brockington (DB)

Malcolm Willis (MW), Geraldine Hill-Male (GHM)

Apologies: Julie Nottage , Adam Finn , Adam Rehin, Alvin Birdi, Dick Willis

1. AOB (any other business)

BC welcomed everyone to the meeting and requested any other business to be brought up to allow time for discussion at the end of the meeting.

2. Welcome to All New Reps

BC welcomed new reps and asked the members of the Forum to introduce themselves to each other

3. Agree Minutes of Previous meeting

GHM summarised the minutes of the previous meeting, which some new reps had not yet seen. The minutes were unanimously agreed – proposed by AA and seconded by KC. All actions have been completed bar the translation of the vision statement which is in progress.

4. Update on Current Membership and Recent Elections

GHM updated on current membership numbers – around 1600 in total

- staff : 179 (all but 3)
- students : around 950. Post 16 membership has not been as successful as Years 7 to 11. Student elections the week of December 9th
- Parents: 450 a steady improvement in numbers of parents
- community 44
- Alumni 5 (to be worked on later in the year).

Current number of elected reps to the forum: 12 parents, 12 staff, 6 students, 4 community and 1 coped alumni.

5. Forum Code of Practice

This now has the information needed in the section entitled 'Expectations of the Chair of the Forum' on Page 3. BC asked for any further comments and then asked all representatives of the Forum to sign and hand in to GHM at end of meeting. BC thanked NC for her work on the Code of Practice.

ACTION: check all signed and handed in. KH to email any not received

6. AGM (Annual General Meeting)

GHM outlined the agenda (attached). It will be opened by Mervyn Wilson, chief Executive and Principal of the Cooperative Colleges. Sessions have also been organised for governors and forum reps. While the Forum must have an AGM, it doesn't need to include any formal business. It is being billed as 'A Great Meeting', with an emphasis on celebration and future plans. GHM asked if anyone had any comments regarding the AGM agenda, but it was agreed that it sounds great as it is.

KC asked if the agenda could be made prominent so that people can see it is going to be a fun event. Speakers are needed for the parent and staff slot.

ACTION: two speakers to be nominated to GHM by November 28th

Agenda to go on website and be circulated around members

7. Vision Working Group

BC outlined the process behind the vision statement. The statement was agreed by the forum. BC said it would be up for review once a year. GHM said the statement needs to be widely used.

ACTION: all groups to use the vision statement whenever possible

Statement to be put on website and other forms of correspondence

Statement to be reviewed on November 2014

8. Communication Working Group

BC introduced work to date (see attachment).

1. Aims of the group. These have been summed up as follows:
 - to use as many ways of communication as possible
 - to establish a protocol of what goes to the Forum and what goes to the school and/or the governors
 - To encourage better participation (especially from the parent body)
2. The coop website. MS has been working to make the website more accessible with relevant and accessible information for the different types of members. MS has been invited to join the Communication Group as a technology expert, and BC also wants parent reps to think about how to create more face-to-face discussion. A calendar of events will be posted.

3. Data base. BC described concerns regarding data relating to the Forum – keeping it safe and up to date – about which she is in talks with MW.
4. Automatic sign up for members. We are exploring an online system of automatic sign-ups. GHM explained that we are aiming for a tick-box with the Co- Op values attached as Terms & Conditions – one tick and you're a member.

BC added that she is open to suggestions to make communication easier, particularly between reps, and would welcome more members to the Communication Group.

ACTION:

Parent reps to suggest ways to create more face to face interactions

Forum reps to put themselves forward for the communication group

MS to chase relevant information for website from all groups

Automatic sign up to be developed with MS

Named person to be put forward as main contact for the group

9. Update from Students

IT reported on the work the year reps are doing on behalf of the students

1. Homophobia. As series of well received assemblies have taken place led by Ben Saunders, head of PSCE
2. Meetings with Dr Willis: Outside space group, Indoor space group, catering group and library groups all set up. Key actions so far include the provision of cold food, extra curricular activities in response to students' requests, a working group to reclaim a memorial garden for a member of staff. Y. 11 allowed off site for Friday lunchtimes

GHM commented that some things happen quite quickly for the students, while other things take more time.

10. Feedback from Parent Survey

BC spoke on behalf of JN, who sent her apologies. A first meeting has been held with BC, MW and GHM to look at emerging priorities with follow up actions agreed by MW. BC said communication would be going back to parents to summarise the findings and to outline the action the school would be taking. The three main areas for discussion are:

- Curriculum and teaching
- behaviour and relationships
- communication

ACTION: JN/BC to communicate summary of emerging priorities to parent members.

MW to action discussions points from the meeting with BC and GHM

11. Feedback on Staff Priorities

AA reported that a lot of crossover was found with the parent and staff priorities. All staff members had been invited to bake a cake in the staffroom, in order to share their ideas and concerns informally. It was nice to get everyone together positively and to introduce the staff to the reps. GHM said this was a great approach; KC said it was about emphasising community. AA added that it demonstrated how important face-to-face interaction was, which BC said was a challenge for parents.

12. Discussion Groups

Mixed groups were set up to discuss Behaviour and Relationships, Curriculum and Teaching, and Communication. Reps then split into three groups depending on their main area of interest and these are summarised on the attachment 'Post its write up'. BC encouraged individuals to put their names down if they wished to discuss particular matters further, or form the basis for further working groups.

GHM spoke about the summer Fiesta in June. This has been a great event in the past but presented a heavy workload for those organising it. She wants to get a working group together to organise something for June. BC asked KH to send out an email to canvass members of the Forum to help with this matter. GHM said it could be another opportunity to use the anthem students created for the AGM.

BC added that the post-its will be collated ready for further discussion, and she will be in touch with anyone who put their names down.

ACTION

KH to canvass Forum members regarding the Fiesta in January

BC to follow up names on post-its.

13. AOB from Item 1

GHM asked if the Main Hall was a better venue for Forum meetings than the Library and requested any ideas regarding structuring and length of meetings. The Main Hall won by a show of hands. GHM asked people to email her their thoughts and also to let her know if they're coming to the AGM.

ACTION: all reps to contact GHM so numbers for AGM can be set.

Summary of Actions

Check all Codes of Practice signed and handed in. KH to email any not received	2
AGM. two speakers to be nominated to GHM by November 28 th	2
Agenda for AGM to go on website and be circulated around members.....	2
All groups to use the Vision Statement whenever possible.....	2
Vision Statement to be put on website and other forms of correspondence.....	2
Vision Statement to be reviewed on November 2014.....	2
Parent reps to suggest ways to create more face to face interactions.....	3
Forum reps to nominate themselves to join the communication group	3
MS to chase relevant information for website from all groups.....	3
Automatic sign up to be developed with MS.....	3
Named person to be put forward as main contact for communication group.....	3
JN/BC to communicate summary of emerging priorities to parent members	3
MW to action discussions points from the meeting with BC and GHM.....	4
KH to canvass Forum members in January with view of setting up Fiesta working group.....	4
BC to follow up names and actions on post-its.	4
All reps to contact GHM if attending AGM.....	4

And suggestions since:

Register needed for each meeting

All groups to premeet before next meeting – suggested at 6.45 and also to meet independently

HERE ARE THE DATES OF FUTURE FORUM MEETINGS:

- Thursday January 30th
- Monday March 17th
- Thursday May 22nd
- Monday July 3rd

	PARENT REPS:	STAFF REPS	COMMUNITY REPS
1	Grace Emmerson	Katie Hughes	Adam Finn
2	Gabby Chelmicka	Abbie Allender	Alvin Birdi
3	Simon Wilks	Katherine Clune	Nancy Copplestone
4	Penny Beeston	Alan Roffey	Hugh Thomas
5	Sarah Wangermann	Kate Armstrong	
6	Halima Kulane (Co-opted)	Danny Dignan	
7	Gino Raymond	Mark Shutter	
8	Becky Chapman	Dave Martin	
9	Julie Nottage	Kelly McDonagh	
10	Adam Rehin	Bev Meredith (Co-opted)	
11	Dick Willis	Ross Geoghegan	
12	Ana Krohnschnabl	Catherine Stevens	
13	Rob Mitchell		