

CO-OPERATIVE FORUM MEETING

Monday 1st July 7pm

Attendees:

Staff Reps: Abi Allender (AA), Katherine Clune (KC,) Ross Geoghegan (RG), Kate Armstrong (KA), Rick Standing (RS).

Parent Reps: Dick Willis (DW), Adam Rehin(AH, Chair),

Seconded parent: Simon Wilks (SW),

Student Reps: Gabriel Osborne (GO,Yr 8), Izzi Triggs (IzT, yr 9),

Community Rep: Nancy Coplestone (NC)

Governors: Linda Hay (LH), David Winter (DW),

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

Apologies: Kate Hughes (KH), Julie Nottage (JN), Marie-Annick Gournet (M-AG).

1. Minutes from the last meeting were agreed subject to comments.

2. Matters arising:

2.1 Students met with the chef, Paul Baker:

The canopy area will be used for serving cold food when the weather permits, noodles will be on offer and more multicultural food will be available. Follow-up meetings are planned and the notes will be posted up in the Hub.

2.2 Visiting Coop Schools: GHM reported that there are a few more to visit. Following a visit to Cardiff on Friday with the Coop champions it seems we are a fair way ahead compared to other coop Schools, and a contact has been made with a school in Bridgend.

Mervyn Wilson, Principal of the Coop College, has offered to come to talk to the Forum about shared best practise and training for facilitation.

ACTION:

GHM to invite Mervyn to forum meeting early in next academic year

All to let GHM know what we want him to do – eg Support? Vision? Perfect model? by September 20th

2.3 Future Chair:

Agreed that the Chair needs to be in place for a length of time to develop the Forum and increase confidence and structure. It was proposed that this was for a minimum of 6 months and preferably 12 months. Under the Terms of Reference the Chair must be elected.

ACTION: All to give nominations for Chair to GHM by Fri 6th September 2013

2.4 Terms of Reference

ACTION: Reps to review these before next forum meeting and formal adoption will be an item on the Agenda of the next meeting.

2.5 Protocol:

No reply from David Yorath.

ACTION: carry forward to next meeting.

2.6 Co-op Membership:

140 new parent constituency members signed up out of the Year 7 Induction meeting. Very successful.

Elections to Forum needed to increase membership to target size.

ACTION:

Parent & staff elections to take place in autumn, exact date to be confirmed. GHM to liaise with Appointments group of FGB for guidance.

Another leafleting of parents is to take place at start of next term.

2.7 Issue of Homophobia that was raised last meeting:

ACTION:

Staff and students to report back at next meeting about perceived changes that have resulted since the implementation of the actions from the last meeting. AA will pilot some work with Y10

MW to report on incidences of disciplinary matters relating to this subject.

2.8 What subjects should be brought to the Forum?

Discussion about what subject matter should be brought to the Forum. Consensus was that the representative groups should not edit comments made to the Forum but that, if appropriate, some issues would be referred on, such as to the Governing body.

2.9 Admission of staff Children to the school.

There are not enough parents on the Forum for this matter to be taken forward at present. MW reported on the legal implications and circulated a paper. Currently the school pays the LEA to administer the admissions to the school. If we were to take on this role ourselves it would have major staffing and cost implications.

ACTION: This matter to be placed on agenda for the 4th Forum Meeting (ie the second meeting of the new academic year).

2.10 Pensions

This comes under the Phased Retirement and Flexible Working Policy which is due to be reviewed in September by the Personnel & Training (P&T) Committee. MW will ask Dora Alderson (Chair of the P&T Committee) to consult with the Forum. It was agreed that this was an example of an issue that could be raised by the Forum but referred on to another body to deal with – in this case the P&T Committee.

3. Report from Vision Working Party

There was some confusion about this group.

ACTION:

***Kate Hughes to set up an initial meeting of each working party and then each one to be self-managed. Meetings to be set up before next forum meeting so that forum can be informed
Student Reps are to be invited to join the working groups.***

4. Report from Communication Working Party

As above.

5. Developing the Community Constituency:

5.1 GHM and NC reported that the Community Meeting held on 11th June had been a huge success, with expectations being far exceeded and many different parts of the local community represented. Forty new members signed up.

Six Community Reps need to be elected to the Forum. It was agreed that Nancy C would represent the Community Constituency until Representatives were properly elected and advise back to next forum.

5.2 The under-representation of black and ethnic groups was raised as a concern, and whether we can encourage members who represent a range for different groups in the community. Should categories within the Community Constituency be established? Should this issue go into the Forum's Terms of Reference? This was not resolved.

5.3 Review Meeting: GHM regularly meets with some governors who helped start the Forum and she raised whether this was a useful thing to continue and whether it was sustainable. It was agreed that this group should continue as a steering group to help the Forum grow and develop, and to help establish the structure of the community representatives.

ACTIONS:

MW to ask Mel Sperring (Business Manager) to clarify the Data Protection issue of sharing email addresses.

GHM to liaise with NC about how to proceed community elections and involvement and report back to the next forum.

6. Developing other Constituency Groups

ACTIONS:

Post 16 Membership Group to be developed next term.

Coop Forum to be included into the induction for new staff – MW to liaise with Ali Goddard-Jones (Training & Development Leader).

KH to research developing Alumni constituency next academic year. .

All to email GHM with thoughts and comments for the Review meeting she is having on 11th July. GHM will prepare a report for the full Governing Body at the end of term and circulate to forum.

7. Update from Staff Group

Staff are not raising many issues therefore communications need enhancing, however two issues were raised:

7.1 Recycling:

A discussion took place around the practicalities of recycling and the desire of students to engage with the need to use different bins (when some students already struggle to put their litter into the bins provided). The educational angle was raised and it being less about practicalities and more about engendering responsibility for the environment.

7.2

ACTION:

Student reps to canvas students on this issue and how we make the recycling of rubbish more effective.

7.3 Pay Structure

whether this was appropriate for the Forum to discuss at all was raised but decided that it was appropriate! Staff don't feel adequately informed about new pay policy..

MW is aware of that and is using the professional association reps as the consultation body but is willing to share more widely. MW explained that two issues have been raised: (a) portability and (b) automatic increases in the first 6 years of teaching.

ACTION:

MW to share developments in the policy and discussion with all staff.

8. Update from Parent Group

Three contacts had been received by the Parent Group:

8.1 Post 16 students not getting enough work done because their attendance is optional (or at least perceived to be so, by parents).

MW confirmed that attendance is not optional for Post 16 students, and that attendance was as important for them as for years 7 to 11. MW confirmed that interventions are in place for tackling poor performance and there are facilities available for private study on site.

ACTION:

Parent Group to email Marian Curran (Head of Post 16) and minutes of the Forum to go to the Senior Leadership Team (SLT) and the Full Board of Governors.

8.2 Would the school ever offer the International Baccalaureate?

MW replied that this was considered a while ago but for reasons of cost, complexity and staff training it was decided to offer the Cambridge Pre-U instead as this better fitted the government's current thinking and was a better option for more able students.

ACTION:

MW agreed he was happy to consider it again and that it would form part of the annual curriculum review.

8.3 Behaviour in the classroom.

MW the parent with the concern to raise this directly with him, utilising the normal channels of communication.

ACTION: Adam Rehin to report back to parents on action taken on all these issues.

9. Update from the Student Group

9.1 It was reported that most students do not have a very high opinion of the Coop. A discussion took place about how we improve communication with this group and sustain momentum and it was agreed that it needs to be simpler and easier.

9.2 IzT suggested a Facebook group which was generally thought to be a good idea but caution needs to be exercised as students aged less than 13 are officially not supposed to use Facebook.

9.3 Communications with all constituent groups to be dealt with under AOB.

10. Review meeting of 11th July.

See 5.1 above.

11. Focus and development for the Forum.

GHM raised the need for the Forum to take actions on issues that affect the whole school. Two issues were raised where the Forum could have major influence:

11.1 The structure of the school year.

This would need input from many people including feeder schools and Zebras. It would also engender some involvement from all constituents and help develop communications. It would also need some guidance from the governors and the school.

11.2 The annual fiesta.

We would hope that the Fiesta next year could become an event that all constituency groups could be involved in.

12. Dates of next meeting.

It was agreed that one per term (6 per academic year) was required.

ACTION:

GM and the Chair to put together a programme of meetings for the forthcoming academic year.

Next meeting set for Wednesday 2nd October at 7pm in the library. PLEASE NOTE THIS HAS CHANGED FROM THE DATE AGREED AT THE MEETING.

13. Future Agenda

Election of Chair

Adoption of terms of reference

Alumni constituency

Working parties, Vision and Communications.

14. AOB

14.1 Chair to be Adam Rehin for the next meeting on 2nd October , Vice chair to be Katherine Clune.

14.2 A mechanism is needed to formally connect the Forum with the Full Governing Body. As a minimum this will be via circulation of minutes of each group's meetings to the other.

14.3 Nancy C to continue to represent the community until such time that community members are formally elected.

14.4 Both the staff and Parent Groups raised concerns about how to raise matters and what is appropriate to bring to the Forum. GHM to work with these groups to help resolve this issue.

ACTION:

Final Version 17th July

Communication Working Party to be asked to work on a protocol for how matters should be raised and reported on.

Communication Working Party to look at the protocol for using emails.
