



“
Our Forum is a group of elected people who represent everyone connected to the school. We listen, understand and collect your views and opinions. We then use our powerful influence to make Cotham better for everyone.

7pm on Monday 17 March 2014, Main Hall at Charnwood House

Attendees

Malcolm Willis (MW), Geraldine Hill-Male (GHM), Thursa Swindall (TS)

Parent Reps: Adam Rehin, Ana Kronschnabl, Becky Chapman (BC, Chair), Dick Willis (DW), Gino Raymond, Grace Emmerson, Penny Beeston, Sarah Wangermann, Simon Wilks **Staff Reps:** Abi Allender, Alan Roffey, Dave Martin, Katherine Clune (KC), Katie Hughes (KH), Kelly McDonagh, Mark Shutter (MS), Ross Geoghegan (RG) Danny Dignan, Bev Meredith **Community Reps:** Nancy Copplestone (NC) **Student Reps:** Raph Sattler, Jessica Barber **Post-16 Students:** Megan Barclay **School Governors:** David Yorath (DY), Lynda Rooke **Alumni Reps:** Delroy Hibbert **Co-opted Reps:** Marlene Kelly **Apologies:** Gabby Chelmicka, Kate Armstrong, Alvin Birdi, Hugh Thomas, Halima Kulane, Julie Nottage, Gabriel Osborne, Catherine Stevens, Louis Egerton, Haejin Hong, Sarfaraz Samiye

1. Welcome and apologies (BC)

2. Any Other Business (BC)

Venue to be discussed at the end of the meeting. GHM

3. Agree minutes of the previous meeting (BC)

The minutes were agreed. RG proposed and DW seconded.

Action: All website photos and biographies for Co-op representatives to be submitted by 28/03/14 to GHM. GHM

4. How does the Forum communicate with its members? (RG)

Presentation of flow chart detailing channels for Co-op members to Co-op Representative communication and process by which issues may be brought to the Forum through Co-op Representatives.

Discussion Should anonymous complaints/enquiries be accepted?

Agreed Members should be able to remain 'publicly' anonymous, so long as Representatives are convinced of their status as a Co Op member.

Discussion How are issues raised, tracked and reported to forum and wider membership? Co-op Representative email addresses allow communication tracking and keeps record of interaction. Reports from Constituency Representatives of issues raised and actions taken will be given to the forum meeting and will be logged in Forum minutes.

Action: Feedback on the flow chart (attached) should go to GHM for updating by MS by 2nd April. Upload each flowchart to appropriate constituency group page. MS.

5. How does the Forum communicate with the Governing Body? (DY)

Presentation on Cotham Governing Body and Academy Trust, including their components and ways of working (see attachment).

Action: Cotham Governors to formalise planning cycle, including break-out and feed-in points relating to the Forum, linked to the cycle of Full Governing Body and Co op Forum meetings. To be shared with Co op Forum by September 2014 DY

6. Feedback from Co op Representatives constituency groups

A. Students: RS

Post 16: Meeting with Miss Papworth to support student progression from yr 11 to yr 12
The students have a meeting with Malcolm Willis coming up. RS

B. Staff: KC/RG

Three issues are currently being processed as per the flow chart.
Staff Co op Representative are coming up with new ideas to encourage participation as it is a struggle to get staff Co op members to approach the staff Co op representatives.

C. Community: NC

Discussion took place at recent constituency meeting on how school could work best with local businesses and that the relationship should be a two-way street. Beyond considering future careers for students, they want to encourage a widening of attitudes, aspirations and goals through community partnerships.
Election of Community Governors: There is a very small pool of community members (45) from which community governors can be elected.

Action: Investigate whether Parent members can automatically become community Co op members once their child leaves the school, with the option to opt-out. GHM

Action: Investigate whether school can contact past parents of school to invite them to become Community Co op members GHM

Action: Gather ideas from membership for what the community constituency could offer and how to attract new members. Any thoughts for initiatives should be sent to NC or KH.

D. Parents: GE

At recent meeting (6/3/14) Co op Parent Representatives discussed options for how to get other parents to know and contact them.

Proposal: to set up an online message board in order that expertise of current parents can be shared with new ones.

Action AK to discuss capacity to set up online message board on website with MS

Proposal: Request a Parent Co op Representative slot at parent consultation days and subject evenings.

Action: Parent Co op Representatives to contact School re practicalities.

Proposal: Parent Representatives add contact details to their online profiles, so that other parents can get in touch more easily.

Action: parent representatives to review profiles and send update letter to remind membership of ways to get in touch sent out by 2nd April . BC

7. Fiesta update (GHM)

Following meeting 12/3/14 Fiesta organisation underway. Fiesta is chance to draw in the community and recruit new Community Co op members. Fiesta will mark launch of the Alumni Co op membership group.
Next meeting of organising committee in A105: Thursday 3rd April at 6pm

Action: All Co op Forum Representatives should promote Fiesta to relevant groups in advance.

Action: Anyone wanting to help with the event should contact GHM and/or attend 3/4/14 meeting.

Marlene Kelly, Nancy Coplestone, Lynda Hay, Dave Martin and Delroy Hibbert put themselves for involvement in promoting Co op membership at The Fiesta.

Action: Volunteers from Co op Forum to consider how to represent the forum to potential members.

8. Branding of the school in future (formerly item 9) GHM

(See attached). All Co op constituency groups will be involved in the branding process, to run over 18 months. Suggestion: 'Cotham School – A Co-operative Academy' to go on the proposed poll. DW

Action: ideas regarding name for the school need to be submitted as soon as possible to GHM

9. Action groups (formerly item 8)

Communications:

At the last meeting, the Co Op Forum agreed to present a proposal to Cotham Governors 12/2/14 recommending appointment of a consultant to analyse and assess current communications and develop a communications strategy in consultation with the school branding group set up in January 2014. The proposal to employ a consultant (see attached JN) was taken to the governors by GHM (12/2/14). Governors asked for a clear brief to be agreed with SLT who would be responsible for employing consultant through normal staff hiring process. "It was agreed the F&GP committee (next meeting 24/3/14) would be the best to take this issue forward". SLT has subsequently passed the proposal to the Branding group for consideration.

Decision: it was agreed that since the branding group is working on a far longer timeframe than that which the communications subgroup proposes that the proposal should still go to F&GP as agreed .

Action: The subgroup hones the brief for submission to the Finance, Property and General Purposes Committee. BC/JN

Curriculum/teaching:

At the last meeting Homework was identified as a priority area for action with the following issues identified:

- **Parents relationship to homework:** Some Parents want to support and there is a Schedule for parents of expected homework for each term, however not all parents access it. When Parent portal available not all parents will access this either. Do year 7 parents need an evening on how to support their child?
- **Inconsistency:** homework timetables aren't kept and some subjects set homework by week, not day because the changing weeks can confuse; some homework set is not appropriate; some staff do not set homework; there are different time expectations for different pieces of homework;
- **Source of homework information confused:** planners or Frog? Year 11 don't use planners
- **Establishing good habits:** should a homework club be compulsory and could it use local libraries?

Proposal: A new homework-focused plan/policy is needed with recommendations include from the forum for September 2014. SLT need to look at whether homework is being set on the correct days, if it is set at all, and ensure consistency in all aspects of homework setting.

Action: This group will meet again before the next Forum. Research into Yr 7 experiences of homework at Cotham. PB

Behaviour/relationships:

Actions: Behaviour outside school- community response and school responsibility.

- **Beat Officer (James Ray) to give talks on security against theft, and road safety:** to small class-size groups, on anti- theft measures and community responsibility on the journey to and from school, but not road safety as this is now dealt with by the Council's Highways Authority. AA will arrange for this to be done in PSHE classes
- **Find out if/how behavioural problems outside school are recorded:** The school's Behaviour Policy Working Party is in the process of gathering information/statistics on this.
- **Arrange a regular on site presence of a Community Support Officer (PCSO)** It was noted that a case to justify this would be needed; the school used to have a PCSO 2 to 3 years ago for a short time; What is the role of a PCSO: build up relationships and/or patrol the school? If a PCSO is to be used, good communication on why they were there and what they would be doing needed, as this did not happen last time.
 - Opportunity: Pupils felt that PCSO could help with behaviour in school of younger pupils; members of the Forum's Community group could be brought into school to carry out a similar role by talking to the pupils.

- Threat: if a PCSO is present, may damage school reputation in community. No decision.
- **More staff to support the two Behaviour Managers after school in the immediate vicinity:** It was reported that the Behaviour Managers did not think that this would be a good idea, as they felt it would provoke more bad behaviour and therefore be counter-productive. Student Reps. said they had witnessed problems in local shops. It was noted that Schools Liaison Officers from the police are no longer available. Not to be pursued.
- **Organise debates among pupils in Assemblies and/or Tutor Groups on the after school behaviour problem:** no action

Action: Pupil Responsibility and pride—in self, in school, in community.

- **Competition between pupils to come up with best ideas on reducing amount of litter being dropped on school site:** Danny Dignan will take this forward via Tutor Groups.
- **Setting up an `After School Litter Workshop Group`, consisting of parents, pupils and staff:** Decided not to start this in view of the above competition.

10. AOB from item 2

Agreed: Charnwood House is better (if stuffier) space. Proposal that next meeting is back in the main school so that Forum can walk the wall of the school rebranding project. KC

Attachments

Pdf	Presentation DY
Pdf	Proposal communications group JN
Pdf	Flow chart co op Representative and membership communication channels
Word doc	Branding paper