



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.



**CO-OPERATIVE FORUM MEETING MINUTES
7pm on Thursday 30 January 2014, Main Hall**

Attendees

Staff Reps: Abi Allender (AA), Katie Hughes (KHu), Mark Shutter(MS), Bev Meredith(BM), Alan Roffey(AR), Danny Dignan (DD), Dave Martin (DM), Catherine Stevens (CS), Ross Geoghegan (RG), Kate Armstrong (KA)

Parent Reps: Becky Chapman (BC, Chair), Gino Raymond (GR), Gabby Chelmicka (GC), Grace Emmerson (GE), Dick Willis (DW), Julie Nottage(JN), Adam Rehin (AR)

Student Reps: Gabriel Osborne(GO), Louis Egerton(LE), Raph Sattler(RS), Jessica Barber(JB)

Community Reps: Nancy Coplestone (NC), Hugh Thomas(HT), Alvin Birdi (AB)

Governors: David Yorath (DY), Dora Alderson (DA)

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

Apologies: Adam Finn, Kelly McDonagh, Sarah Wangermann, Katherine Clune

1. Welcome to all and apologies (BC)

2. Any Other Business (BC)

The forum was invited to suggest any other business for the agenda. AR put forward room layout

3. Agree minutes of the previous meeting (BC)

GC proposed and DD seconded; the minutes were agreed.

4. Job description for Forum Representatives and meeting code of practice (GHM)

GHM explained the job description and meeting code of practice which were accepted by the Forum by a show of hands.

5. Co Op Update, including feedback from Annual General Meeting (GHM)

- The AGM was a success, attracting a good audience and using a popular style of presentation. Further feedback is welcome.
- The Vision for the Co Op Forum is now being translated into five languages representing the most frequently used languages in the school.
- A partnership between Cotham Co Op Academy and Clevedon School is developing a joint leadership project
- An action plan is being created to develop the alumni constituency
- Total membership now stands at 1716

6. Fiesta Update (GHM)

The Fiesta is an annual event that will happen on **Saturday June 14th 2014**. Over the last few years the Performing Arts department has run the event. This year a working group is being set up to coordinate the event with an open meeting on **Wednesday 12 February 2014 at 6pm** for anyone who can help.

7. Cotham Co Op Forum in the community (GHM)

The Forum needs to increase the number of community representatives. Should we promote the forum at the wide range of local community events to which the school is invited?

RG stressed the importance of deciding on the message we want to take to such events before creating a list of ones to attend, creating a banner or pack of information to display

Actions

- ***All Co Op Forum representatives to submit dates of suitable community events to GHM by February 14th***
- ***Vision Group to convene to look at the message the forum presents at external events***
- ***KH publicise Fiesta Open Meeting on Feb 12th at 6pm***

8. Website Update (MS)

Demonstration of the new features and pages of Co-op Forum website.

Actions

- ***All Co Op Forum Representatives to get photos taken and sent to MS by Feb 14th***
- ***All Co Op Forum Representatives to check out website and feedback any issues to MS by Feb 14th***
- ***Link new Co-op website to Governors' website(MS)***

9. Structure of (a) constituency group and (b) communications group

Each constituency group invited to nominate a key contact:

- Student Representative link: Raph Sattler
- Staff Representative link: Katie Hughes
- Community Representative link: Nancy Copplestone
- Parent Representative link: Grace Emmerson agreed to organise a meeting for Parent Representatives ahead of the next Forum meeting

10. Action Groups

- MW spoke from the school perspective about the three priority areas identified by the Co Op Forum - communication, curriculum/teaching, Behaviour/relationships - MW is keen to support the Co Op Forum as an expert of the large and complex school organisation. For example, he meets regularly with student Co Op Forum representatives to guide them to make positive changes; he has also met with Co Op Forum Parent Representatives and has, for example, created a school communication audit (attached) in response to their request.

Key outcomes:

Communication: (MW,BC,GHM,RS,RG,DW,HT,JN,MS)

- Several interlinked Priority areas for Communication were identified: Frequency/Timeliness; Methods; Tonality/content; Accessibility; School branding.
- ***Action The Co Op Forum to present a proposal to the Cotham Governors on February 12th recommending the school appoints a consultant to analyse and assess current***

communications and develop a communications strategy in close consultation with the school branding group set up in January 2014. (Responsible: JN)

Behaviour/relationships: (DA, AR, KHu, AA, DD, AR, BM, GE, JB)

- The first Priority Area for Behaviour/Relationships was Pupil Responsibility and pride— in self, in school, in community.
- **Action: The Co Op Forum to focus on ways to increase individual and collective responsibility for the school environment, in particular for reducing litter in the school grounds. Two Proposals were made 1) to invite pupils to take ownership of the problem and come up with ideas to change perceptions (along the lines of the year 10 recycling collection of paper and cardboard) through a competition to find the best ideas. For example there was the suggestion of a return and reward system for packaging, and a proposal 2) to set up a `Litter Workshop` group (consisting of parents, pupils and staff) to meet after school to come up with ideas.**
- The second Priority Area for Behaviour/Relationships was Behaviour outside school- community response and school responsibility. Problems identified occurring to and from school included disturbances on trains, trespassing in gardens, shop lifting, fighting, bad language.
- **Actions**
 - 1) Find out how the extent of the problem is recorded by the school ie: how many incidents (and their severity) are occurring, (Responsible Staff Co Op Representatives)
 - 2) Invite the local Police beat officer (James Ray) to come to talk on a variety of topics – for example pupil behaviour in the community, but also bike theft from the school - to school assemblies;
 - 3) Arrange regular on-site presence of a `Community Support Officer`
 - 4) Recommend more staff paid to support current two members of staff (Behaviour Managers) who patrol together in the close environs of the school to try and ensure orderly departure at end of day.
 - 5) Invite pupils to debate in assemblies and/or tutor groups to get the problem out into the open and put peer pressure on the minority who cause problems.
- The Third Priority Area for Behaviour/Relationships was Parent connections- how can parents connect and support each other
- **Action Parent Co Op Forum Representatives to consider options**

Curriculum/teaching: (KA,DY,RS,GO,LE,AB,DM,GR,CS)

Recommendations from group to be collated and sent round

11. AOB from item 1

AR said the table layout was good for working groups, but he would prefer if everyone could face the middle at other times, so people aren't talking with their backs to others. **Action GHM and BC agreed to experiment with the layout at future meetings.**

Action Points

- **Co Op Forum representatives to submit dates of community events to GHM - Feb 14th**
- **Vision Group to convene to create messaging for community events- KH to set up**
- **KH publicise Fiesta Open Meeting on Feb 12th at 6pm**

- *All Co Op Forum Representatives to get photos taken and sent to MS by Feb 14th*
- *All Co Op Forum Representatives to check out website, feedback issues to MS by Feb 14th*
- *Link new Co-op website to Governors' website(MS)*
- *Create proposal re Communication Strategy to take to Governors JN*
- *Staff Co Op Reps to investigate how incidents of anti-social behaviour outside are recorded by the school*
- *Recommendations from curriculum and teaching group to be circulated.*