



Minutes

Attendees: Parent/Carer Reps: Becky Chapman (BC, Chair), Dick Willis, Grace Emmerson, Penny Beeston (PB), Simon Wilks, Emma Wheeler, Valerie Aspin, Gareth Edmunds

Staff Reps: Francis Blagburn, Dave Martin, Bev Meredith, Kate Armstrong, Louise Arnold, Josephine Brock, Katie Hughes

Community Reps: Hugh Thomas

Student Reps: Jessica Barber, Louis Egerton, Gabriel Osborne, Georgia Dowell, Paige Ridgeway

School Governors: Claire Grocott (CG)

Also present: Malcolm Willis (MW), Geraldine Hill-Male (GHM), Leanne Sowersby (LS – Clerk),

Apologies: Gary Hardwick, Ross Geoghegan, Ken Smith, Lynda Rooke, Nancy Copplestone

	ACTIONS
1 Welcome to all and apologies Welcome to new members.	
2 Any Other Business: working groups BC	
3 Minutes of last meeting: Agreed. Minutes on Co Op website	
<p>4 Update on appointment of Headteacher:</p> <ul style="list-style-type: none"> a) Five candidates to be interviewed on Thurs & Fri this week b) Forum subgroup will meet all candidates between 4-6pm. GHM circulated details of subgroup and questions. CG and DB will observe the session on behalf of Governors. c) Informal drinks session between candidates and whole forum at 6pm has been cancelled. • Q. Why are Forum members not feeding back themselves? They will feedback to CG & DB, to feedback to other Governors. CG/DB will not influence the process. • Q. How will candidates' responses be assessed? Governors assess with Navigate, recruitment consultants. • Forum expressed concern about lack of opportunity to meet candidates informally. CG said there will be other opportunities: staff can meet candidates over lunch break – Forum Reps could also attend – but additional meeting was felt to be too much for candidates • Forum felt that planned 6pm session was opportunity to meet candidates socially, not another test. Forum felt need to show that Cotham is serious about the Forum. We are a Cooperative Academy and this is a key part of the school. • Forum Vote – carried in favour of asking committee to reinstate 6pm session. • Q. Could the 4pm session include more Forum members? Too late: Candidates already informed of process. 	<p>1. CG to feedback forum request to appointments committee as soon as possible.</p>

	ACTIONS
<p>5 Updates from Constituency Action Groups Follow up from issues raised at the last meeting.</p>	
<p>a) Staff – school counsellor</p> <ul style="list-style-type: none"> • Staff reps felt very strongly that this needs to be further discussed at the next meeting • Parent reps have also discussed this and looked at the report from the staff. Parents did not feel qualified to make a recommendation but did discuss the possibility of external funding. This was referred to the Community Constituency. • Considered finding another school with this service such as St Mary Redcliffe to gather information • Feedback from JB - from the Healthy Schools meeting. Part of the requirement for meeting the Healthy Schools standard is to have a school counsellor. 	<ol style="list-style-type: none"> 1. e-mail message from the Community Constituency to go to staff. PB 2. Provide clear information, data and implications for the Healthy Schools agenda to next meeting. Staff
<p>b) Staff – Priority Admissions of staff children</p> <p>Survey of staff found the majority on favour of priority admission for children of staff</p> <p>Total number of additional admissions over the next 3 years expected 12 from outside the catchment area. Admission numbers based only on staff employed on permanent contracts for more than 2 years including part time staff</p> <p>If staff chose to send their own children to the school sends positive message</p> <p>To change admissions policy a number of people would need to be consulted: parents of children 2-18 years in the local area (need list!)</p> <ul style="list-style-type: none"> • Q: Has there been discussion on how this policy might help with recruitment of excellent teachers? We have always been fortunate in the quality of applications for teaching posts. • The forum voted on whether to make a formal request that the Governing body start the process to change Cotham admissions policy to allow the children of staff from outside the catchment admission. Vote was carried in favour. 	<ol style="list-style-type: none"> 1. Governors to respond at the next meeting if possible – CG to check dates.

<p>6. Update Communications and branding MW</p> <p>a) Communications strategy. This is now complete and on the leadership team agenda this week who will look at creating standard general letters and e-mails for all common communications with parents. MW will meet with a small group of parents for feedback on the standard letters and also check that the translation service is working properly.</p> <ul style="list-style-type: none"> • Q: How can the report be accessed and are there any recommendations that need to be looked at in more detail? The document can be shared via the website for feedback <p>b) Branding group has started to upgrade the school website, with a clearer template. Nick Ross (Parent) who has offered support in initial discussions with GHM and MW</p> <ul style="list-style-type: none"> • Q: Were there any recommendations in report that MW felt were unworkable? No. • Q: Were there any suggestions in the report that we could look at the Crystal Mark for Plain English? No, but it would be nice to look at. 	<ol style="list-style-type: none"> 1. Communications Report to be put on the Forum section of the website – MW 2. Nick Ross to be invited to the next meeting if appropriate by then, to update on the process to be followed GHM
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	ACTIONS
<p>7. Site Developments</p> <p>a) MW showed plans to create four new classrooms in a new 2 storey building next to Dance Studio. Allows us to address timetabling issues as school reaches full student capacity. It will improve the look of the building and include improvements to pathways. Changing rooms and toilet facilities in the performing arts block will be replaced.</p> <p>b) The planning application is now in. A bid will go to the Education Funding Agency for some of the money for this.</p> <ul style="list-style-type: none"> • Q: Are they proposing novel construction techniques? Some elements will be built off-site. • Q: When will we hear about the funding? March 2015. 	<ol style="list-style-type: none"> 1. Find out from PE department how a cross constituency support group for school sport could be taken forward. MW
<ul style="list-style-type: none"> • Q: Does this include the multi-purpose sports pitch? We need to look at the future sporting needs of the school. One suggestion is for an all-weather pitch on the field, which will be discussed next year. Stoke Lodge site development is in limbo as a village green application is outstanding. • PB has been looking at sports provision and opportunities for competitive sports. Many parents unaware of the issues at Stoke Lodge and would like more feedback about sports provision and excellence. • Q: Do we need a support group similar to Cotham Performing Arts Network to explore this? We need to pull together different strands including work of student group looking at outdoor space and consult PE department. • Q: What happened to the re-working of the House system? Students visited Clevedon to look at their House system and put a proposal to SLT for four House system. Potential for Houses to support behaviour management. 	<ol style="list-style-type: none"> 2. SLT to revisit the proposals around the house system to identify the practical things that can be done and update at the next meeting - MW.
<p>8. Updates from constituency groups for future discussion</p>	

<p>Students</p> <ul style="list-style-type: none"> a) Toilets cleanliness/function: Students carrying out survey with report published to MW and cleaning company 19 December b) Litter: Strategy to change attitudes to littering. The House system could be used to tackle issue with areas allocated to different houses. A demonstration of signing bins next week. c) Mobile phones at lunch-time: Students put request to SLT, but MW and SLT feel this is a day to day management issue and are not prepared to compromise. MW feels that if phones use in school creates range of issues that damage the atmosphere. SLT felt that it was difficult to police. It can work well as Teachers make a judgement on phone use when they see it. <ul style="list-style-type: none"> • Q: Are there more educative ways to communicate issues raised by mobile phone use? MW will take the point on board. There was a school in London whose students agreed not to use phones on way to school or during the day to experience and understand difference in levels of stress/concentration • Q: What happens to confiscated phones? They are collected at the end of the day by parents. 	<p>1. Parents to send feedback/quotes re toilets to GHM. Parent Reps</p>
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<p>Community</p> <ul style="list-style-type: none"> • Student representation in the Neighbourhood Partnership – to be discussed at the next meeting 	
<p>Staff</p> <ul style="list-style-type: none"> • Staff felt that there should be a WW1 memorial as well as a WW2 memorial. The Memorial gardens are not really being maintained as memorial spaces. MW has agreed to look at this. 	<p>1. Discuss the Memorials with staff and site team. MW</p>
<p>7 AGM</p> <p>10 December. It is a celebration of the year. The running order was available at the meeting. Dave Boston is available to do a Q&A on Coop schools at 5pm. No interest.</p> <p>Volunteers from parent, staff and community constituency needed to report. Staff - Ross or Dave. Community - Hugh Thomas</p>	<p>1. Find Parent rep to do report. BC</p> <p>2. invitations need to be delivered. All</p>
<p>8 AOB</p> <ul style="list-style-type: none"> a) Forum wants to be very clear about the existing working groups in the school – behaviour, curriculum, diversity etc. Need information about what groups there are and the best way for the Forum to engage with them, in order to avoid duplication with Forum action groups. <p>Behaviour Working Group – Contact: Caroline Francis</p> <p>Cultural Diversity Group – Contact: Marlene Kelly</p> <p>Branding Group – Contact: Mel Sperring</p> <ul style="list-style-type: none"> b) SLT have accepted an invitation to the meeting on March 17th to talk about their roles and answer questions. 	<p>1. Email information about groups within school to GHM who will add to the minutes. MW</p>

FORUM MEETING DATES

All at 7pm in the library.

- AGM – Wednesday December 10th
- Thursday January 29th
- Tuesday March 17th
- Wednesday May 6th
- Wednesday July 1st

Constituency groups elections as follows.

Alumni - week commencing March 2nd