



Cotham Co-operative Academy Forum
 Monday 7 July 7-8:30pm
 Library

Minutes

Attendees:

- Parent Reps:** Becky Chapman (BC, Chair), Grace Emmerson, Dick Willis, Gabby Chelmicka, Grace Emmerson (GE), Penny Beeston, Simon Wilks, Emma Wheeler,
- Staff Reps:** Abbie Allender (AA), Alan Roffey, Catherine Stevens, Dave Martin (DM) , Kate Armstrong (KA), Katherine Clune, Mark Shutter (MS), Ross Geoghegan (RG)
- Community Reps:** Alvin Birdi, Nancy Copplestone (MC), Jo Feather, Hugh Thomas (HT)
- Student Reps:** Jessica Barber, Louis Egerton
- School Governors:** Dora Alderson (DA), Jeremy Krause, Jim Bowyer, David Brockington
- Also present:** Malcolm Willis (MW) Geraldine Hill-Male (GHM), Heather Marouf (HCM) (Clerk)
- Parentst:** Rachel Drummond-Hay, Garrett Edmunds, Cathy Penwick, Valerie Aspin
- Alumni :** Paul Manning
- Community:** Jo Feather,
- Apologies:** Raymond Gino, Lynda Rooke, Adam Rehin, Adam Finn, Danny Dignan, Kate Hughes

1. Welcome to all and apologies
<ul style="list-style-type: none"> BC welcomed everyone especially those attending for first time including additional people from parent constituency (as there have been resignations from that constituency), Alumni & Governors.
2. Any Other Business
<ul style="list-style-type: none"> Grace Emmerson: to be taken at end of meeting
3. Agree Minutes of last meeting
<ul style="list-style-type: none"> BC Minutes of last meeting were accepted as an accurate record by show of hands. GHM BC: Acknowledgement of where we have got to over past 12 months. A year ago Forum wasn't even here, we have come a long way and should congratulate ourselves. We now need to look at who we are, what we are, how we work, what our responsibilities are. All constituency groups have been launched, which is a major triumph and we now need to understand how we, the representatives, are responsible to the members of these constituency groups. The workload of representatives and forum has become apparent - some representatives have resigned as a consequence - but we have started to identify ways we can pull our weight and share the load. As we move into next year we need to take ownership, and through our collective responsibility take action. When we are in a constituency group, we need to think about our accountability and make sure issues are addressed; when we are in our Action Groups, we should hold each other accountable. This meeting is about looking forward and beginning to see how we fit into the big picture.

4. Feedback from each constituency group:

- **Staff (Ross Geoghegan)**

(1) *The role of school counsellor* – a request for a counsellor (The school counsellor left many years ago and was not replaced) has been put to MW and detailed response received. There is still dissatisfaction with current situation because of concern that students are not getting support a counsellor offers. Reps may take issue to the Behaviour and Relationships Action Group.

(2) *Role of Support Staff being used as tutors*. There is work still to be done on this issue.

(3) *Feedback to staff* Group is feeding back through e-mail/staff bulletin board, but also thinking of more formal termly staff feedback session.

- **Students (Jess Barber/Louis Egerton)**

- Membership champions and student reps from Years 7 to 10 recently went to Rochdale Pioneers Museum to find out about the origins of the Co-operative Society set up in 1844. After an overnight stay in Manchester, students presented to i Move and headteachers and leaders of industry from 12 EU countries. The delegates who were looking at work experience opportunities in Europe for young people were highly complementary on the knowledge and confidence of the students.

- Students have set up 5 working groups: Behaviour, Curriculum, Indoor/Outdoor Space, Canteen and Library. These groups then liaise with Year reps before regular meetings with MW which discuss and address various issues. Students have visited Clevedon school to look at how different school organise themselves. They will concentrate on review of House System next year (with a view to making it more central to the school) and on developing ideas drawn from Clevedon School.

- **Parent/Carers (Grace Emmerson)**

(1) Online. At last Forum the constituency was asked to gather evidence of issues with web/FROG from parent/carer members. Feedback is currently being sought. Results will go to communications Action Group when collated.

(2) Drugs in school: Questions put to school and a response received from MW. Reps to consider the response.

(3) Supply teaching. Questions on number, frequency of supply teachers put to school and response received back. Reps to consider the response.

(4) Toilets: Some children say toilets are so bad - particularly in music block - they have stopped using them.

Action: Parent/Carer Reps asked student reps to consult with their constituency for opinions on the problem and to report back to the parents.

Community (Nancy Coplestone/Hugh Thomas)

- Community Governor Elections: Today is the last day for nominations for 4 current vacancies - the first elections for Community Governors by community constituency. Further elections will be held in the autumn
- Priorities: 9 concepts/themes identified of which three priorities came to the fore. 1 Celebrating diversity and inclusion at Cotham and developing the school's focus on this. 2 Publicising activities, events and opportunities at Cotham as a resource for the local community. 3 Developing the relationship with the Neighbourhood Partnership and outreach to community projects.
- Business Links: General Electrical (an ethical company) volunteers are working with Yr. 9 students on health and wellbeing. Training on 16 July and activity on 17 July

5. Priorities from the School Improvement plan and suggested focus areas for the forum

- MW: Summary of the Co-operative Academy Development Plan presented. Difference between the School Improvement Plan (SIP) (focuses broadly on attainment and achievement and underpins the school) and the Academy Development Plan (ADP) (covers all aspects of the school's development)

Action: HCM to e-mail everyone a full version of Academy Development Plan

ADP - Summary (Key actions on each page). Due for review next summer.

MW made particular mention of Resources and Environment: Senior Leadership Team is

currently looking at this as there might be shortage of general classrooms.

Action Finance and General Purposes Committee to bring forum up to date on this. GHM

- **SIP** – owned by leadership team who are meeting this week to finalise it.
Key objectives are that all students make expected or better than expected progress, close gaps in school between identified groups of students. Ensuring excellent behaviour, developing staff, maintaining and developing the vision of school and focusing on high quality teaching and leadership.
- **ADP** Governors need to identify things in ADP on which they will consult forum. Forum to look at the SIP and see how that relates to the ADP.

Discussion: how best to facilitate communication between Forum and Governing body?

Action: Action groups to discuss the question “How can we make communications between the 2 bodies more efficient and visible?”

6. Action group Feedback

Communications (Mark Shutter)

- Suggestion - Action Groups should be represented on sub committees of the Governing body and invited to relevant meetings
- Question - Could Governors from appropriate constituency groups be attached to each forum constituency meeting?
- Suggestion - Identify and use technology to facilitate communication

Curriculum/teaching (Kate Armstrong)

- Actions coming out of Action group need to be directed more rigorously and consistent feedback system needs to be established that maintains speed and directness of communication

Action Each Constituency group needs named contact person for feedback eg feedback to students can go via GHM; to parents can go to parentsforum@cotham.bristol.sch.uk. Revisit next meeting.

Behaviour/relationships (Abbie Allender)

- Question If an issue is taken to SLT, but response is unsatisfactory, can it go directly to FGB?
- What items go to FGB and what don't?
- Need to prioritise behaviour and relationships issues.
- Lack of consistency in the people attending the group - missing follow up and continuity

Action: Dave Martin asked for a recommendation to go to FGB that forum reps should be invited onto Governors' sub committee groups and that Governors should be invited to attend constituency group meetings. GHM to take proposal to the FGB on Monday 14 July 2014.

Action: Draft diagram to be created – ‘roots’ on original ‘tree’ flow chart – to show consultation structure. BC

7. Fiesta Update

- GHM will send round a report. In terms of Forum it was a huge success. Over 600 people there made up of community, prospective parents, and alumni (GHM took 60 people around the school). As a community event for the school it was a great success and GHM thanked the Forum for help – noted that school receiving huge amount of pro bono work

8. Coordination of volunteers offering expertise

- NC There are increasing numbers of volunteers from all constituencies offering to help the School: for eg mentoring, careers advice, Performing Arts and Sports help. However staff do not have capacity to co-ordinate offers. NC requested feedback from staff/parents.

Action: MW has a proposal that he would like put on the Agenda at the next meeting

9. Branding group update

- No update (Mel Sperring out of school). Postponed till next meeting. MW provided an update on Communications Audit: Sarah Chidgey has prepared a detailed, thorough report highlighting interesting findings in particular ‘over zealous communication’ Her work will result in “less being more” but implications are wide ranging and implementation – including letter templates - will be put back to next term.

10. Dates and elections next academic year

- Draft meeting and election dates for next academic year circulated. Proposed that 3 or 4 parent Rep spaces can be filled by co-opted parents until elections. Noted that also potential opportunity to co opt reps from more diverse backgrounds.

Action e-mail parent e-mail address registering interest.

Extra note: Julie Nottage and Rob Mitchell have resigned as parent reps

11. Any Other business

- Grace Emmerson: '@ Cotham' – how many reps are aware of this group offering peer counselling which the Forum could work with?

Action GE to ask Mrs Ashcroft to come to Forum to tell us about the group and GE to consider how it can be marketed.

- GHM reporting to Govs on Monday asking reps for more feedback please.