



Cotham Co-operative Academy Forum  
 Tuesday 6 October 7-8.30pm  
 Library

**Minutes**

**Attendees:**

**Parent/Carer Reps:** Beck Chapman (BC), Simon Wilks(SW), Gareth Edmunds (GE)

**Staff Reps:** Abbie Allender, Louise Arnold, Ross Geoghegan, Gary Hardwick,

**Community Reps:** Nancy Copplestone, Ken Smith,

**Student Reps:** Gabriel Osborne (GO), Imogen Debbonaire (ID), Oli Wheeler (OL), Izzi Triggs (IT)

**Alumni Reps:** Jeremy Birch

**School Governors:** Jim Bowyer (JB), Claire Grocott (CG)

**Also present:** Geraldine Hill-Male (GHM,), Leanne Sowersby (Clerk), Caroline Francis (SLT), Jo Butler (Headteacher)

Emma Gibbons (Parent Observer), Dan Weisselberg (Parent Observer), Jo Eades (Parent Observer)

**Apologies:** Dick Willis, Grace Emmerson, Valerie Aspin, Katie Hughes, Josephine Brock, Lynda Rooke

	<b>Actions</b>
<p><b>1 Welcome to all and apologies</b> Welcome to all.            BC asked everyone to introduce themselves.            Welcomed Jo to her first meeting as Headteacher.            If anyone has questions, BC is available.</p>	
<p><b>2 Any Other Business:</b> None</p>	
<p><b>3 Agree Minutes of last meeting:</b> Agreed by show of hands.            There have been some issues with e-mails that have now hopefully been resolved</p>	
<p><b>4 Key updates on issues from constituency groups</b></p>	
<p><b>Community</b></p>	

<p>Have been looking for links between the community and the school and build positive relationships. Perhaps there are ways the community could be involved in activities that could support the curriculum. There maybe some issues around need for DBS checks.</p> <p>Community constituency are struggling to build the links. Jo would be happy to meet with the constituency to discuss this.</p>	<p><b>Jo to meet with Community Constituency after the new Coop Coordinator is appointed</b></p>
<p><b>Parents</b></p>	
<p>Want the Forum to endorse parents making a proposal to the PE department to trial a new model of extra-curricular PE activity, which has come from a group of Year 7 parents. This was an idea to fund (via parent contributions) the employment of a sports coordinator for after school clubs. Some of the issues are around information for parents about fixtures, how they can help etc.</p> <p>Jo asked whether there are any records of discussions with parents and the PE Department and asked for time to go back to the PE Department and look at this. This was agreed.</p> <p>There is a need to be very clear about how funding might be found for this. It would be funded by the parents using the service.</p> <p>GO mentioned that there has been a student group that have worked with the PE Department in the past.</p> <p>Also noted the reaction of some parents to the renewed emphasis on discipline. The Parent Reps are unanimously behind the work Jo and the team have been doing around this</p>	<p><b>Jo to speak to the PE Department and feedback to the Forum</b></p> <p><b>GHM to forward notes from outdoor space group chaired by Louis Egerton (Y12)</b></p>
<p><b>Staff</b></p>	
<p>Staff have met with Jo to discuss communications and set up meetings for the year. Geoff Warnock is taking forward the work that was done around the idea of a School Counsellor. New reps are being elected next week.</p>	
<p><b>Students</b></p>	
<p>ID gave an overview of the student elections for the Post-16 Centre.</p> <p>Results were:  Student President: Imogen Debbonaire  Student Vice President: Oli Wheeler  Leader of Facilities and Resources: Vince Dietrich  Leader of Learning and Wellbeing: Neha Price  Leader of Events and Charities: Amaal Ali  Leader of Communications and Outreach: Izzi Triggs</p>	

<p>One of the priorities will be the Gender Equality Movement. Hope to meet next week and to make it more structured and reliable.</p> <p><b>Q – Is that just for Post-16?</b> No, it is as important for main school as well as Charnwood.</p> <p>IT explained her role - to be a liaison between Post-16 and the main school as well as the other feeder schools. Is looking at the transition into Post-16.</p> <p>GO gave an update for the main school. Elections for year reps 8-11 held last week and training to take place this week. GO hopes that more efficient ways will be found to collect and prioritise information. Year reps to hold meeting to review the new House System.</p> <p>Year 7 elections to be held in November.</p> <p><b>Q – As GO didn't stand, what involvement will he now have?</b> This is something to consider.</p> <p>BC thanked GO for all the work he has done for the Forum</p>	
<p style="text-align: center;"><b>Alumni</b></p>	
<p>Since Francis Blagburn has left, there has not been any communication between or with Alumni.</p>	
<p><b>5 Key Updates from Governors</b></p> <p>A paper had been circulated by JB. JB talked through the key points.</p> <p>Coming work includes recruiting Governors to fill vacancies. There are some Governors who are nearing the end of their second term of office and we will need to ensure that there are people to take their place.</p> <p>There is a Parent Governor vacancy, a staff Governor vacancy and five Community Vacancies. The Community vacancies need to be members of the Community Constituency.</p> <p>People can choose to be members of a different constituency (other than staff) with the agreement of the Governing Body.</p> <p>Are aware that the Governing Body has not always reflected the diversity of the school and will try to attract as wide a variety of people as possible.</p> <p>FGB have not had discussions about the budget and the reserves. We do have some reserves. It is the responsibility of the SLT to come to the Governing Body with recommendations.</p> <p><b>Stoke Lodge</b> – the site has not been in use for a few years following a risk assessment around issues with dog walkers. There is some investment needed at the site – the changing facilities are very old and a bit run down. There is a Village Green application in process which has been delaying work on this. There are plans to make sure that, when we have a decision on the Village Green application, we are able to use the facility.</p> <p><b>Q – Is there a plan to build an all-weather pitch on this site?</b> This has been discussed at Learning &amp; Wellbeing.</p>	

<p><b>Q – Last year there was some moderation of Performance Management process by Kate Armstrong – will this happen again?</b> That is the policy and that has not changed.</p> <p><b>Query about the pressures on rooming.</b> Jo is aware that there are pressures in this area and that this is an issue. We will be looking at a range of strategies to maximise efficient use of all space and minimise staff movement for lessons. Jo will be bringing in a consultant to support the member of staff who oversees the timetable.</p> <p>Jo feels that we would not be successful in a bid to DfE for a new build in the current climate.</p> <p><b>Q – What will happen when the bulge in terms of primary numbers hits Cotham?</b> There is a shortfall of 17 forms of entry for next year’s Year 7 in the City. There are discussions around this at Local Authority level.</p>	
<p><b>6 Forum/FGB/SLT Working Group</b></p> <p>A paper to develop communications between the FGB and the Forum from RG and GE was circulated prior to the meeting. GE talked through the key points. Plan is to form a working group to agree proposals.</p> <p>JB thanked GE and RG for their work on this.</p> <p>JB proposed that the group work with the existing Coop Working Group with additional representatives from the Forum, Governors and SLT.</p> <p>The next meeting is Thursday at 4.45pm. GE and RG will attend. Jo would also like to attend. GHM will send details.</p> <p>Jo commented that the proposal is excellent. She expressed some concerns about Forum members attending Governor Committees. Feels that the Governing Body, SLT and the Forum need to be separate while working together. Jo would like to find a way forward that does not mean that Forum members have to attend Governors meetings in order to get the information and feedback that they need.</p> <p>Forum members understand that there are items discussed at Committee meetings that are confidential and that Forum members could not be present for.</p> <p><b>Q - Are agendas not managed to make allowances for this?</b> To some extent, yes. On reflection, this is not as straightforward as it seems at first.</p>	<p><b>GHM to send details of meeting out.</b></p>
<p><b>7 Future Management of the Forum, including Student Voice</b></p> <p>A Cooperative Coordinator post is currently being advertised for one day per week. This person will not be coordinating the Student Voice element. This will fall to CF and Helen Ashcroft who will also develop the House system to work alongside the elected coop reps</p> <p>In terms of Agenda setting, Jo has committed to meeting with the Chair to contribute to this.</p> <p>The new post-holder will have a key role in developing the Community and Alumni constituencies.</p> <p>Interview date is set for 21 October. The interview panel will be JBu, BC, Mel Sperring and Dave Brockington.</p> <p><b>Q – Does that post have admin support?</b> We will need to look at this as we progress. Jo is not sure how much admin work is generated by the Forum and</p>	<p><b>GHM to liaise with Jo about level of admin support needed.</b></p>

<p>the work of the cooperative. There will be some time for Katie's replacement dedicated to supporting the new post.</p> <p>GHM commented that there is a great deal of admin and will discuss this with Jo.</p> <p>BC flagged an issue around Forum Data: Data Collection, Data Protection and Data sharing with regards Forum membership.</p>	
<p><b>8 Update on Parent School Communications and Website</b></p> <p>A draft policy was circulated to the Forum by Jo. There is an internal communications policy for staff about e-mail etiquette etc.</p> <p>Where possible, Jo will put standard letter templates in case. Staff are running letters past Jo to ensure content is appropriate, having a standard font etc.</p> <p>Ideally would like to move towards a weekly mailing to parents / carers by e-mail or posted on Frog. Jo hopes that the level of texts being sent has reduced.</p> <p>Work is in place to redesign the website and input from Forum members will be invited. Once the communications policy is agreed, it will be published on the website. Jo welcomes comments on the policy.</p> <p><b>Q – Should this be shared with the wider membership?</b> Yes. Constituencies will need to feedback to Jo.</p>	<p><b>Constituencies to feedback comments by the end of this term. KH to send out asap</b></p> <p><b>Forum to be kept updated on Website development</b></p>
<p><b>9 Elections to Forum – Update and AGM</b></p> <p>Student elections have happened. Parent &amp; staff elections will happen next week.</p> <p>The AGM is scheduled for 9 December. What sort of AGM do we want to have? The current format has worked really well and draws a lot of other people in that do not necessarily engage at other times. There is a significant workload involved and the onus will fall on the student and staff constituency for this.</p> <p><b>Q – Is there an option to push it back to another date?</b> This has linked with the Governing Body AGM, but this needs to be reconsidered.</p> <p>GE volunteered to help. Feels it is a fantastic evening and a good recruiting event for Forum membership etc.</p>	<p><b>GHM to send format of previous years AGM to CF and all reps</b></p>
<p><b>10 Enrichment Fund</b></p> <p>This needs to be put back to the next meeting. DW has done a lot of work on this, which needs to be circulated.</p>	
<p><b>11 School Fundraising Strategy</b></p> <p>Jo does not have expertise in this area it and would welcome ideas from Forum members for moving this forward.</p> <p>GHM has asked for a breakdown of what the enrichment fund was spent on but has not yet had this.</p>	<p><b>Forum consult members on fundraising ideas</b></p> <p><b>GHM to ask enrichment fund for list of past spend</b></p>
<p><b>12 Fiesta – Plans and Management for 2016</b></p> <p>This is something Katie Hughes has led on in the past. Neither GHM nor KH will be around this year to do this.</p>	<p><b>To be reviewed at next meeting</b></p>

Jo does not want to lose this but will need to see what capacity there is when the new post holder has been appointed	
<b>13 Film – Parallel Lives – Update</b> The storyboard is being re-written before being agreed.	
<b>14 Reflection and future meetings</b> The next meeting will include the election of officers.	

## FORUM MEETINGS

These are the forum dates for the next Academic year. In the library.

- Tuesday 1<sup>st</sup> December
- AGM – Wednesday 9<sup>th</sup> December
- Wednesday 27<sup>th</sup> Jan (cont. over)
- Tuesday 8<sup>th</sup> March
- Thursday 5<sup>th</sup> May
- Thursday 30<sup>th</sup> June