



Cotham Co-operative Academy Forum Minutes

Thursday 29 January 7-8:30pm

Library

Attendees:

Parent/Carer Reps: Becky Chapman (BC, Chair), Dick Willis, Penny Beeston, Simon Wilks, Emma Wheeler, Valerie Aspin

Staff Reps: Abbie Allender, Francis Blagburn, Gary Hardwick, Dave Martin, Kate Armstrong, Louise Arnold, Katie Hughes, Mark Shutter (MS), Ross Geoghegan (RG), Alan Roffey

Community Reps: Lynda Rooke, Nancy Coplestone, Ken Smith,

Student Reps: Jessica Barber, Gabriel Osborne, Lexi Prosser, Xavier Pritchard

Co-opted Reps: Doug Jennings

School Governors:

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

Apologies: Grace Emmerson, Josephine Brock, Claire Grocott

	Actions
1 Welcome to all and apologies Welcome to new people	
2 Any Other Business: Cotham enrichment fund - MW	
3 Agree Minutes of last meeting: Day corrected to Monday. Agreed	
<p>5 New Communication System – Savannah Baldry</p> <p>Presentation of New system, Schoolcomms, to replace Keep Kids Safe. School is sending out a letter explaining new system to parents carers (copies available at the meeting) with request for up to date contact details.</p> <p>Main features:</p> <ul style="list-style-type: none"> • Absence module – automatic message home when students marked absent from lesson; reply and responses (by phone or email) logged onto student record on SIMS. • Timetable module – emails timetables (including exam) • Smartphone app ‘School Gateway’, allows free instant messages. System will automatically use the app if in use. <p>Q: Will school know how many are using app? Reports will tell us this.</p> <p>Q: Will we know if message is via the free app or paid text before sending? Savannah to investigate further and feedback</p> <p>Q: Is this just school to parent? Yes – school and parents and vice-versa</p>	<p>Parent Network groups to notify people the letter is coming</p>

<ul style="list-style-type: none"> New system will streamline communication, limit number of messages per family, allow parents to opt out and receive paper communication, allow parents to reply directly to message sender, is fully integrated with SIMS, saves money <p>Q: Does this include Post-16 students? Yes</p> <p>Q: The app has wider functions will we use them? We may consider school pay, on-line reporting etc.</p> <p>New system is a response to the key issue identified in the communication audit, of over-zealous communication. MW</p> <p>Q: How do we see what take-up there is? Aim to get staff using it after half-term. We will run reports to see take up.</p> <p>The letter is clearly presented and accessible. BC</p>	
<p>6 Updates from Constituency Action Groups</p>	
<p>a) Admissions (Staff): staff children should have priority admission.</p> <ul style="list-style-type: none"> Learning and Wellbeing Committee have discussed (and are in favour); proposal will be discussed at the full Governors' meeting 	<p>Katie to e-mail Jim Bowyer re what is needed for FGB</p>
<p>b) School counsellor (Staff): Cotham should reinstate a counsellor</p> <ul style="list-style-type: none"> Update: Following detailed response from MW and consultation from a parent who is also a counsellor at Orchard Academy, there were still concerns that there is a gap in provision. Research and consultation shows that most schools across Bristol have a counsellor. A job description (with pay grade in line with others across Bristol) and proposal detailing the rationale and a suggested solution to go forward to Governors. Proposal suggests that the role should be integrated into staff community and should be someone who is in school, trusted and recognised; who has a definite space; who has clinical supervision (an additional cost to the school) If position approved, Forum requests follow up reporting on impact of role. Reporting procedures will be part of role and line manager. Q: Why part-time? This is additional to existin provision to provide a specific service. It could be extended if appropriate. Q: How would this service be publicised to students? Service is on referral only (by Learning and Inclusion Co-ordinators). Not for self-referral or drop-in. Q: How soon would we know? This Term 	<p>Staff reps to look at budget implications as not in school budget. Meet with Mel Sperring</p> <p>Contact JB about how to present to Governors.</p> <p>If role approved, counsellor to report to forum. Time frame tbc</p>
<p>c) Communications, website and branding (Parents): School communication unclear and not fit for purpose.</p> <ul style="list-style-type: none"> Mel Sperring has used the communications report to write a communications policy and protocol. Parents are being consulted about standard letters and templates, which will be translated into community languages. We would like to involve parents with English as a second language. 	<p>Callout to parent members for volunteers</p>

<ul style="list-style-type: none"> • Website – this seems to have stalled. It needs a new system and revamp which will be costly and this needs to be built into the budget. Perhaps local businesses in the community could help. • There are some quite good minor adjustments that could be made by the systems team in the meantime. It is important to keep the site up to date and celebrate the right things. • The school may have the capacity to co-ordinate help if there are people in the community who can get involved. 	<p>GHM to chase Nick Ross about the website.</p>
<p>d) Site developments, including memorial</p> <ul style="list-style-type: none"> • Have a bid in to the Education Funding Agency to build four new classrooms and new changing facilities for Performing Arts. Outline planning permission is done and the bid has gone in. • MW is optimistic we will get the funding. If not, Governors will need to make a decision about whether we fund it from reserves. • MW has information about Cotham students who died in WW1. SLT feel it would be appropriate to create some kind of memorial. • Working group including students Years 9 – 11 (including art students) and staff will develop ideas. Suggestion that it is in a more prominent location than the current WW1 memorial porch and more than a list of names. The History department are leading on this. We do have a garden space which could be used for this. Could class photographs be used? • .Recommendation that parents and other constituencies involved 	<p>Constituencies to ask if members would like to be involved in developing the WW1 memorial</p>
<p>e) Forum communication with existing groups within the school</p> <ul style="list-style-type: none"> • Three groups – Behaviour, Diversity Group & Branding • Diversity – Marlene Kelly is looking to restructure the group to become more inclusive and diverse. • Behaviour - headed by Caroline Francis and includes Governors. Parent reps did attend but have not done so recently. The group discuss ways to motivate pupils in terms of behaviour, create a positive ethos and are looking at the house system • Branding - headed by Mel Sperring. Not particularly active as much of the work around the communications report • How can the Forum work with these groups? Should members be involved in the groups? It is important to avoid overlapping / duplicating work. There were people involved in the communications group also involved in the branding group who provided a link. Issues identified by the Forum could be pushed through to groups to work on and then receive feedback. 	<p>Ask co op members to volunteer to be involved groups and be link with forum.</p> <p>Add meeting dates of these groups to forum minutes.</p>
<p>7 Updates from constituency groups for possible discussion</p>	
<p>Parents</p> <ul style="list-style-type: none"> • Have been looking at a variety of issues in particular representation and communication with members; sport; Homework • Update on Sport – MW. The PE dept. are very keen to have a group of parents working with them. This is something that naturally brings a diverse group of parents together. 	<p>Penny e-mail names of people who want to get involved in sport to MW who will link people up.</p>

<ul style="list-style-type: none"> • Issues: There is not enough information on everything that goes on in the school. There is not had the opportunity to come and watch students playing sport. The school does not self-publicise • Q: Is there an update on Stoke Lodge? The residents in the area have an application in for village green status. The adjudicator is waiting for a judgement on another area, which will set a legal precedent relevant to Stoke Lodge. No news. • Q: Is there still potential for Sports Council funding? Yes, but this will need to wait until we have a decision. 	<p>Other interested parents to contact Penny / MW</p> <p>HW BC to convene meeting in school to present HW findings</p>
<p>Students</p> <ul style="list-style-type: none"> • Conference 9th January – every elected student rep went to Bristol University Union. People were trained in a variety of relevant skills. New student members were allocated to working groups. Also discussed what to spend the budget of £2000 on. The three most popular areas were: A Tannoy system, support for SEN and provision of more outdoor shelter. The University gave free food and use of Anson Rooms • Q: Is this a partnership they would like to continue? Yes • Toilet survey – the report is nearly finished, just comments to be added. 74 people said they were happy with the toilets, 390 were not. Turn out for this was huge – nearly 500 responses. • House system – there is now a group looking at this as well. • Q: Is there a member of staff on this group? Yes – GHM • Post 16 – Representatives are considering a surgery approach - to channel student concerns to the right place. <p>Main issue space at break and lunch - main hall not now to be used due to litter</p> <ul style="list-style-type: none"> • Other: Ribbet (Frog app) has been crashing for a number of people. • School council are looking at creating a guidebook for new post-16 students to help with the transition. • Have created a student council e-mail so they can be contacted more easily. • Display boards at Charnwood at having a revamp to hopefully be more informative and relevant. <p>Students in post-16 don't really know what facilities/events are available to them across the two sites. Some kind of feed of upcoming events for all students would be very useful.</p>	<p>GHM to send letter of thanks to the University</p> <p>Reps to get a list of these and make them available.</p>
<p>Community</p> <ul style="list-style-type: none"> • There is nothing further to report currently 	
<p>Staff</p> <ul style="list-style-type: none"> • Main issues discussed above 	
<p>Alumni update</p>	

<ul style="list-style-type: none"> • Five alumni coming to speak to Year 9 about careers and aspirations. We hope to encourage these to get more involved with the Forum. • If other people know former students, please encourage them to get involved. Could Francis send some information? • Alumni elections March 16th 	<p>Francis to send information/invitation for Alumni to all reps for members to pass on.</p>
<p>4 Update on the appointment of the Headteacher</p> <ul style="list-style-type: none"> • Appointment was made of Jo Butler – has gone out in newsletter and she has sent a letter to introduce herself • Thanks to people who were involved in the process • Would like to invite Jo down before she arrives in September to meet the Forum 	<p>Constituency groups to consider what to ask Jo Butler when she visits</p>
<p>8 AGM</p> <ul style="list-style-type: none"> • What should the AGM should look like in the future? • Hits the right note – is not stuffy or boring and is an informal celebration. Good that led by students. Should be promoted more – pictures on website etc. to encourage more people to attend. • People appreciated time to talk, perhaps less structured agenda allowing more time for chatting would be good next year. • Feel that the talk should be on a topic other than the co-op movement. Forum felt that the core aims and values of co-op were now clear enough • It was filmed but is yet to be edited and can be put on youtube. 	<p>Consider ways to promote AGM and restructure format to allow for more talking about issues.</p> <p>FB to edit filmed material to contribute to co op forum promo.</p>
<p>9 Information from Governors, including map of the year.</p> <ul style="list-style-type: none"> • There is a draft of the year that is being filled in and will be circulated once it is completed. 	<p>Governors to complete and circulate map of their year</p>
<p>10 Appointment of Vice-Chair</p> <ul style="list-style-type: none"> • Previous Vice-chair has left the school. • Gabriel Osborne has volunteered - proposed by Dave Martin, seconded by Dick Willis • Adithya Radhakrishnan also volunteered – proposed by Ross Geoghegan, seconded by Lynda Roocke <p>Agreed to have two Vice Chairs</p>	
<p>11 Future meetings and dates</p> <ul style="list-style-type: none"> • 17 March – SLT have been invited - what would we like to ask, is there anything we would like them to focus on? • Parents should put forward homework issue – there is a paper about some of the issues that SLT should see and have the chance to comment on beforehand. • Would be useful to collate issues that keep coming up at constituency meetings for MW to feed through to SLT • About how we work with SLT and move things on • 4 May – Redland Fair 	<p>Constituencies to consider questions for SLT</p> <p>BC to collate issues</p>

<ul style="list-style-type: none"> • 20 June – Fiesta 	<p>GHM to email forum reps about these upcoming events</p>
<p>11 AOB</p> <ul style="list-style-type: none"> • Cotham has had the benefit of an enrichment group, funded by parents and supporters of the school, for some years, which has funded things that are outside the school budget. • It has been difficult to get new donors and it is proposed that this be wound up and fundraising should move to a different forum (the Forum). There is some money left and MW would like the Forum to decide how to spend this - @ £17,000 	<p>To be discussed in constituency groups</p>

FORUM MEETINGS

These are the forum dates for the next Academic year. All at 7pm in the library.

- Tuesday March 17th
- Wednesday May 6th
- Wednesday July 1st