



Cotham Co-operative Academy Forum
 Thursday 5 May 2016, 7-8.30pm
 Library

Minutes

Attendees:

Parent/Carer Reps: Becky Chapman (BC), Emma Gibbins (EG), Emma Wheeler, Mukhtar Mohamed Ali (MA), Simon Wilks (SW), Valerie Aspin

Staff Reps: Beth Aiken (BA), Bev Meredith, Sarah Madge (SM)

Community Reps: Ken Smith, Nancy Copplestone (NC)

Student Reps: None

Alumni Reps: Jeremy Birch (JBi)

School Governors: Jim Bowyer (JB)

Also present: Nicki Warne (NW), Leanne Sowersby (Clerk), Caroline Francis (CF), Obah Ali (parent)

Apologies: Gareth Edmunds, Jo Eades, Sharon Spink, Abbie Allender, Louise Arnold, Lynda Rooke, Jo Feather, Paula Bradshaw, Jo Butler (Headteacher - JBu).

		Action
1	Welcome to all and apologies - BC welcomed everyone. Also welcomed Obah Ali, a parent observing and interested in becoming a Rep	
2	Any Other Business: Feedback from meeting with Somali parents Timing of next year's Forum meetings New members for Coop Working Group (taken under Coop Working Group update)	
3	Agree Minutes of last meeting: Agreed by show of hands.	
4	Key updates on issues from constituency groups & Governors	
	Student Voice / Post 16	
	No students present. CF gave an update. Have an away day planned on 10 June to Bristol University for Tutor and Year Group Reps and House Prefects to the Students' Union. The singing bin has been fixed. Have been focusing on Cotham manners and have come up with a list based on tutor group feedback. The students who achieve the most points for good manners in their year group will get £5 vouchers. Have been looking at the Coop and the House system. The Coop is the democratic element and the House system for competitions, charity etc. Nothing has happened about the Students meeting with Community reps. NW to chase.	NW

	Community	
	<p>Community Constituency have not met.</p> <p>Linda Hay is Chair of the Women’s Committee for Equity and has created an opportunity for Cotham students to attend the National Conference of Equity to be held in Bristol May 21-23. NC to pass this on to Aimi Potter in Post-16.</p>	NC
	Parents	
	<p>Have been reviewing the number of parent reps per year and are trying to recruit more parents lower down the school.</p>	
	Staff	
	<p>BA gave an update.</p> <p>The main issue has been clarification about some procedures and ensuring consistency, for example in sanctions and dealing with behaviour – have established a behaviour working group which will hopefully produce a new, clearer policy.</p> <p>Have been looking at uniform, around consistency around trainers and coats, and sending a clear message home about what the requirements are, in preparation for next year.</p> <p>SLT (Senior Leadership Team) presence around school – some KS3 students may not know who KS4 SLT members are. Suggesting SLT assembly once per term so that all students will know who all of the members of SLT are and their roles.</p> <p>Have interviewed Year 10 students for House Prefects. There will be six House Prefects in each House, with one of them being a House Captain. They will be involved in working with staff on developing the House system. Were very pleased with the interest in the roles.</p> <p>Discussed the need for EAL (English as an Additional Language) support. A learning lunch was put on for staff around EAL. Concerns about the level of support – a post has been advertised for an EAL coordinator.</p> <p>Q – Will the behaviour working group look at how behaviour issues are communicated home? (Have been incidences of messages about a child’s behaviour being left with an older sibling or on voicemail with no follow-up.) This has been fed back to the school, but the working group need to be mindful of this.</p>	
	Alumni	
	<p>All items are on the agenda.</p>	
	Coop / Governors Working Group	
	<p>We now have the Community and Parent constituency on MailChimp. This will make it possible for reps to e-mail their constituency membership using templates. The data team have spent 3-4 days cleaning up the parent data. There is also support from ICT to set up the templates etc. NW thanked the school for the additional resource. Hope that this will be ready after half-term. Invite one Rep from each constituency to have logins and BC to run some training. Anyone interested in managing communication/emails for their constituency (Parents/carers and Community) get in touch with NW.</p> <p>There is another database (Future First) for the Alumni. The staff and student database will remain with the school.</p> <p>Governing Body had asked working group to consider Forum involvement in school policies. There are many policies, some statutory and many that are not. Some policies are of more interest to the Forum than others. Agreed Chairs of sub-committees will advise the Forum</p>	Comm unity + Parent/ carer Reps

	<p>when they are considering review of a policy. Forum could also ask for information on policies they are interested in. LS is working on producing a single list of policies with review dates etc.</p> <p>NC was interviewed by Andy Allen, who is writing a PHD about Cooperative Academies, particularly on Governance and the accountability of academies and that the Cooperative model creates much more accountability than in some structures.</p> <p>Would like to invite Andy Allen to a future Forum meeting. LS to arrange.</p> <p>The group would like two people from the Forum to be part of the group. There are currently six meetings per year, although this may reduce. It is a good way to learn about how Governors work. Anyone interested to get in touch with NW.</p> <p>NW gave an update on membership numbers.</p> <table border="1" data-bbox="180 611 1390 913"> <thead> <tr> <th>Membership:</th> <th>Previous total</th> <th>Current total</th> <th>Rep vacancies</th> </tr> </thead> <tbody> <tr> <td>Parents</td> <td>705</td> <td>654</td> <td>2</td> </tr> <tr> <td>Community</td> <td>102</td> <td>103</td> <td>0</td> </tr> <tr> <td>Alumni</td> <td>330</td> <td>351</td> <td>5</td> </tr> <tr> <td>Staff</td> <td>165</td> <td>166</td> <td>3</td> </tr> <tr> <td>Students</td> <td>1165</td> <td>1166</td> <td>n/a</td> </tr> </tbody> </table>	Membership:	Previous total	Current total	Rep vacancies	Parents	705	654	2	Community	102	103	0	Alumni	330	351	5	Staff	165	166	3	Students	1165	1166	n/a	<p>LS</p> <p>All</p>
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	<p>JB gave an update.</p> <p>Learning and Wellbeing discussed progress of students, interventions for narrowing the gaps, Equalities Duty and a review of the Inclusion Faculty.</p> <p>Finance, Property and General Purposes discussed the issues at Stoke Lodge and the Town and Village Green application – the hearing will be in June.</p> <p>Personnel and Training had updates on the Initial Teacher Training and work on recruiting teachers. Cotham have been successful in continuing to attract good candidates. Also looked at monitoring of the Complaints Procedure.</p> <p>Full Governing Body – are looking at revising the meeting schedule and reducing the number of meetings. This will make it easier for Governors to attend and believe that we can get through the business.</p> <p>LS to share the schedule of meetings with NW</p>	<p>LS</p>																								
<p>5</p>	<p>Multi-Academy Trust (MAT) Structure Working Group</p> <p>JB gave an update. This group has been looking at how a MAT would work. The first step is the legal structure. The Department for Education (DfE) is currently looking at a set of Memorandums and Articles for a cooperative academy trust. These have not yet been agreed.</p> <p>Will need to be careful to ensure that we get what we want. We do not have to adopt the model Articles exactly as they are agreed.</p> <p>The major areas to consider are things like, the need for a Board of Directors and the number of Directors who can make decisions, how to include Local Authority and Parent representation etc.</p> <p>JB clarified that the aim is to ensure that Directors are not able to act against the interests of the school and wishes of parents. Need to set up the structures for the future to make sure the community continue to be represented. Want to maintain a local structure. Want to give</p>																									

	<p>schools who join the option to create a cooperative forum is they want to. Looking at having a Forum for the MAT overall, as well as local ones.</p> <p>Q – Is there a time frame? Not really, are waiting for the DfE to agree the Articles. JBU is talking to local schools who have expressed an interest in forming a MAT with Cotham.</p> <p>Q – Have the Government said anything about control of school finances? Are looking at Governing Bodies being formed of people with the right skills. DfE may well ask who will be on the Board of Directors. Ofsted will still inspect MATs.</p>	
6	<p>Co-Fund (Enrichment Fund) – update and formation of grants committee</p> <p>JBi gave an update. Co-Fund has now been launched. The cut-off date for applications was last week. Have received one application, which seems to have been sufficiently easy to complete etc.</p> <p>Need to have a grants committee to make decisions on the applications. This needs to happen by 27 May. Needs to include one student and one member of staff. It does not need to meet in person if decisions can be made via e-mail.</p> <p>JBi summarised the application. It is an application from Post-16 for a tree, benches and a banner for artwork, for £650. This is over the limit of £500 but have justified the reason for asking for more.</p> <p>BA and SM volunteered as staff.</p> <p>UPDATE: Subsequent to the meeting Theo and Rose volunteers as Student Reps.</p> <p>The 4 above, along with JBi, have formed the Grants Committee.</p> <p>Q – Why has there been only one application? Have been rushing to get it out by the end of the year. JBi has been working with the Business Manager to ensure it will all work and there was only about two weeks for applications. It was publicised as well as possible.</p> <p>The next deadline will be on 23rd September 2016.</p> <p>Projects that go ahead will be publicised in the weekly mailing and in other ways to encourage more applications. Could review the process once it has run through.</p> <p>May need to bear in mind a fair spread of grants made across the year groups.</p> <p>Late applications could be put forward to the next round of decision making. Can also re-apply if turned down in one round.</p>	
7	<p>Extra-Curricular Activities – Safeguarding update</p> <p>NW gave an update. JBU has communicated with the PE department who will now ensure everything is put into the school newsletter.</p>	
8	<p>Website and Rebranding – update and questions & Presentation of new school logo</p> <p>The new logo was presented – a rebranding of the old tower, which won the student vote.</p> <p>Year 7 will have a new V-neck jumper with the new logo – this will be phased in. The new parents’ evening is on 7 July where it will be launched with samples. It will need to be bought on-line over the summer. Polo shirts will be the colour of the House. If students swap tutor groups, they will receive a new polo free of charge.</p> <p>It would be useful to have jumpers without logos to try for parents to make a note of sizes.</p> <p>Q – How is the new logo being rolled out across the school? It is likely that the new logo will be launched in September. CF to check that is correct.</p> <p>The previous logo included the values – they should be included somewhere. The values will still be on the home page.</p>	CF

	<p>JBU has asked whether the Forum want a new logo to be designed. There is not time to have this discussion this evening. Would have expected to have had some input in these decisions. Concern expressed that there has been very little input from parents in the development of the website so far.</p> <p>Would expect the parent input to begin happening around now. Parents wish to help testing the structure and navigation of the website in the first instance and are concerned that they will first see this when it is too late to change anything. There are also skills of copy-writing etc. among the parents. Concerns that content is already being written with no input from parents.</p> <p>Simon to find out where we are. If necessary, call a special parent meeting. Andrew has access to base camp where this is being developed.</p> <p>BC requested that the brand guidelines come to the next meeting.</p>	<p>SW/ AW NW</p>
<p>9</p>	<p>School Fundraising Strategy</p> <p>EG gave an update, following discussions between EG and BC. The key issues are; identifying the funding needs that are external to statutory funding, the ambitions of the school, what level of funding is needed, the overall scope, the beneficiaries, making it easy for people to give, developing partnerships and relationships which might include gifts in kind as well as cash, considering the sustainability of the school, aligning with other organisations with similar values, marketing and communication. Then need to look at how to define success, deciding on outputs and outcomes and aligning that with the school development strategy.</p> <p>The next stage is to discuss with JBU and senior leadership.</p> <p>Also met with Ronnie at Quartet (a former parent involved in philanthropic giving), who suggested a focus on alumni as donors.</p> <p>One of the aims could be to replenish the Co-Fund. Could also identify particular projects and programmes.</p> <p>EG and BC will report to another meeting.</p>	
<p>10</p>	<p>Reflection and AOB</p> <p>Update on the Somali Café</p> <p>MA gave an update. The meeting was very positive. Parents enjoyed the opportunity to look around the school and visit classrooms. Parents would find an interpreter useful at meetings to address the language barrier. The next event is Weds 25 May, 6pm.</p> <p>Meetings for next Year</p> <p>The Coop school working group have been discussing whether the Forum want to mirror the Governors reduction in meetings. To discuss at next meeting.</p> <p>Summer Fiesta</p> <p>Parents have heard that there will not be a summer fiesta this year. Need to put something in the weekly mailing to explain why and to say that it is not a permanent decision.</p> <p>Need to consider ways of making this happen in the future.</p> <p>For future meetings, BC requested constituency groups provide reports in advance for questions only to be discussed.</p>	<p>JBu</p> <p>All Reps</p>

The next Forum meeting will take place on Thursday 30th June. In the Library.