



Cotham Co-operative Academy Forum  
 Thursday 30 June 2016, 7-8.30pm  
 Library

**Minutes**

**Attendees:**

**Parent/Carer Reps:** Emma Gibbins (EG), Simon Wilks (SW), Valerie Aspin, Gareth Edmunds, Jo Eades

**Staff Reps:** Abbie Allender (AA) Chair, Kerry Chester

**Community Reps:** Ken Smith

**Student Reps:** Svenja Helmond (SH), Yasiin Ibrahim (YI)

**Alumni Reps:** Jeremy Birch (JBi)

**School Governors:** Jim Bowyer (JBo), David Winter (DW), Dora Alderson (DA)

**Also present:** Nicki Warne (NW), Leanne Sowersby (Clerk), Caroline Francis (CF), Jo Butler (Headteacher - JBu), Helen Ashcroft

**Apologies:** Becky Chapman (BC), Mukhtar Mohamed Ali, Josephine Brock, Louise Arnold, Beth Aiken, Bev Meredith, Nancy Copplestone, Hugh Thomas

		Action
1	<b>Welcome to all and apologies</b> - AA welcomed everyone. Welcomed Kerry Chester, new staff rep, to her first meeting. AA read a message from BC resigning as Chair, though continuing as a Parent Rep.	
2	<b>Any Other Business:</b> Fundraising Strategy Replacement of Frog	
3	<b>Agree Minutes of last meeting:</b> Agreed by show of hands.	
4	<b>Questions to and proposals from constituency groups &amp; Governors</b> Papers were circulated before the meeting	
	<b>Student Voice / Post 16</b>	
	New Year 10 student reps were welcomed. Everyone introduced themselves. Fri 10 June was the second annual Student Voice conference - YI and SH gave a summary of the day. <b>Q – Is the House System new this year?</b> Yes, along with prefects <b>Q – How do students become prefects / House Captains?</b> Students applied for the roles and were interviewed. Heads of House are staff members who select the House Captains.	

<b>Community</b>																											
<p>KS talked through the key points.</p> <p>There has been an issue with students in a shop on Cotham Hill – this has been passed on.</p> <p>Are looking at ways to increase the membership and diversity – ideas would be welcome.</p> <p>Discussion around some of the possible ways this could be done.</p>																											
<b>Parents</b>																											
<p>VA talked through the key points.</p>																											
<b>Staff</b>																											
<p>AA updated. Staff have met, there is nothing to report back at this point.</p> <p>Brief discussion around behaviour management – parent pleased to see a balance with rewarding good behaviour.</p>																											
<b>Alumni</b>																											
<p>Have sent out the first Alumni newsletter and have had some nice responses.</p> <p>Have had contact with the daughter of the oldest alumni – a 93yr old living in Australia!</p>																											
<b>Coop / Governors Working Group</b>																											
<p>DW gave an update. Met last week. MailChimp is now in use for parent/carer and community constituencies which is very useful in communicating with members of these groups.</p> <table border="1"> <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>654</td> <td>655</td> <td>2</td> </tr> <tr> <td>Community</td> <td>103</td> <td>102</td> <td>0</td> </tr> <tr> <td>Alumni</td> <td>351</td> <td>415</td> <td>5</td> </tr> <tr> <td>Staff</td> <td>166</td> <td>167</td> <td>2</td> </tr> <tr> <td>Students</td> <td>1166</td> <td>1168</td> <td>n/a</td> </tr> </tbody> </table> <p>NB Recent Alumni leavers yet to be uploaded to the database.</p>				Membership:	Previous total	Current total	Rep vacancies	Parents	654	655	2	Community	103	102	0	Alumni	351	415	5	Staff	166	167	2	Students	1166	1168	n/a
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<b>Senior Leadership Team</b>																											
<p>JBu gave an update on the Stoke Lodge enquiry. Final submissions are on 13 July and then the inspector will write a report for the City Council. It could be some months before the decision is made. If the field becomes a Town and Village Green, we cannot use it as a sport facility. Will then need to consider what happens. Can appeal if TVG status is awarded.</p> <p>JBu believes the current Mayor will be supportive and a parent has written a very passionate letter to the Mayor. If anyone else would like to write to the Mayor, this would be worthwhile.</p> <p>Will be discussing with Governors whether we decide to go ahead and fence the land.</p> <p>The priority is to ensure students have somewhere to use for sports in safety.</p>																											

	<p>JBu believes there is a misconception about Cotham as a school and its students – it is no longer Cotham Grammar School and many of the students do not have easy access to green spaces.</p> <p><b>Q – Does the Mayor have to follow the inspector’s recommendation?</b> No – it is a recommendation. The Council will make the decision – it would be worthwhile to lobby Councillors.</p> <p>JBu to circulate a copy of the statement she presented, including the arguments she has put forward.</p> <p>CF talked about the new focus on behaviour, the Cotham Manners and the Cotham Basic Eight – the houses were asked to come up with eight basic rules for behaviour – the approach to this was very mature. These have been discussed in assemblies and information has been sent home for parents.</p> <p>Student reps feel it is already having an impact and reducing disruption.</p> <p>Are now having Red Card Detentions on the same day. This means there are immediate consequences for actions. Students have the opportunity to correct their actions – e.g. picking litter up and putting it in the bin.</p> <p>Cleaners have commented that there is less litter to pick up.</p> <p>JBu thanked CF for her work on this.</p> <p><b>Q – Will this need to be re-run every few years to continue to have buy-in?</b> Probably – it was part of the conference and students are keen to have the conference annually.</p> <p>Have also had prefects on duty in a variety of areas to, for example, remind students that not putting their tray etc. away would be a red card.</p> <p><b>Q – Is there reinforcement from other students?</b> JBu has seen a few instances of the new process being explained and students asking for clarification.</p> <p>The things that annoy staff are very similar to the things that annoy students. Students wanted consistency.</p> <p>This is a pilot term and the process can be refined. It is also a good example of cooperative working.</p> <p>Would be useful to give students feedback from staff etc. especially the positives.</p>	<b>JBu</b>
<b>5</b>	<p><b>Fundraising and Grants – Co-fund (Enrichment Fund) Update</b></p> <p>JBi gave an update. There was a slight snag in that students who were about to start A-levels and there was a small hitch in the finance department which has now been resolved.</p> <p>Two extra benches have been bought for Post 16, along with a third bench they sourced and a donated tree students sourced from a local nursery.</p> <p>Should be able to move forward with more bids in September.</p> <p>Each of the Houses have been given the information and forms and have made applications which will come in at the end of this term. The tutor group reps are also looking at potential bids for the year groups.</p> <p>Are avoiding spending too much too early in order to have a range of projects to show potential donors to the fund.</p>	

<p><b>6</b></p>	<p><b>School Communications</b></p> <p><b>Website Update and Questions</b></p> <p>A document was circulated. SW talked through the key points. Parents' concerns about the consultation process have been addressed and there will be a meeting to look at the website so far.</p> <p>Discussion about some of the detailed issues in the document.</p> <p>NW has set up a focus group for parent reps on 14 July. Anyone else who wants to attend is welcome.</p> <p><b>Replacement for Frog</b> – the majority of staff find Frog very difficult to use. Year 10 students were surveyed and also disliked Frog. Some parents also find it difficult. It costs about £8,000 per year.</p> <p>Are looking at using Google Classrooms - which is free. In terms of homework, plan to use the planner again to record homework.</p> <p>Would like to help students to manage homework and monitor what homework they are being set. This is a work in progress.</p> <p><b>School Branding</b></p> <p><b>School Logo and Uniform</b></p> <p>JBu updated on this. Two items are changing – the school polo shirt and v-neck jumper for Year 7s only. Pictures were passed around. Polo shirts will have coloured stripes relating to their House. There will be no new PE kit.</p> <p>Do plan to be strict on footwear and trousers across the board.</p> <p>Year 10 students may have a Key Stage 4 logo – the current Year 7 will be involved in designing this.</p> <p>Old-style uniform will still be available for older students as stock is run down by suppliers. Will then be able to buy new uniform items when stock runs out.</p> <p><b>Branding</b></p> <p>Guidelines have been circulated. The prospectus is being worked on.</p> <p><b>Co-op Logo – Option for Rebrand</b></p> <p>Two potential logos have been mocked up to bring the Coop logo in line with the school branding. Examples were circulated.</p> <p><b>Q – When is this used?</b> It is on the website, agenda and papers etc. It is on school communications. Discussion around the need for a separate logo / identity for the Forum from the school.</p> <p>Discussion around the use of the word, 'Academy' in the name of the school.</p> <p>JBi proposed that the Forum use the school logo with the wording. NW to ask web designers to mock up something like this.</p> <p>JE praised the weekly newsletter – very useful, clear and helpful. Other parents also agree.</p>	<p><b>NW</b></p>
<p><b>7</b></p>	<p><b>Forum Meetings 2016-17</b></p> <p><b>Schedule</b> - Discussion around the number of meetings. Agreed not to link with the Governor meeting schedule and to stick with one meeting per term.</p>	

	<p><b>Protocol – constituency reporting</b> – please get constituency reports in early enough to be circulated before meetings so that the constituency report section of the meeting can be condensed.</p> <p><b>Chairing</b> – Agreed to chair on a rotating basis. Parent Rep to chair the October meeting. Will discuss at that meeting who else, from each constituency, will take a turn to chair.</p>	<b>Reps</b>
<b>8</b>	<p><b>School Development Strategy</b></p> <p>JBo thanked NW for all the work she has done this year.</p> <p><i>NW left the meeting</i></p> <p><b>Multi Academy Trust</b> - JBo gave an update about the MAT. Are still talking to other schools. Will come back with more concrete proposals when they are ready.</p> <p><b>Future of the Forum</b> - JBo discussed the budget constraints and the financial position of the school – are now at the point where we have had to use reserves to balance the budget for the coming year and need to ensure we can balance the budget for future years.</p> <p>Can no longer afford to have a Cooperative Development Worker to support the Forum. Have been protective of student-facing services and have also had to make cuts elsewhere. Need to consider how the Forum will operate without this support in place.</p> <p>Due to the Stoke Lodge enquiry, have not worked on a strategy on how to continue the engagement work but will come back next year to discuss this further.</p> <p>NW's role will end at the end of August.</p> <p>Will need to capitalise on alumni links to avoid losing the connections that have been made. Discussion around ways of engaging alumni and opportunities to bring people in. JBu is keen to reach as many groups as possible.</p> <p><b>Q – Is there a timescale for discussing having some central support?</b> Not yet – is unlikely to be this term but will be as soon as possible.</p> <p>There are currently 415 Alumni on the database.</p>	
<b>9</b>	<p><b>Reflection and AOB</b></p> <p><b>Fundraising strategy</b> – EG gave an update. There is now a draft structure. Next steps are to identify who needs to be involved in the next stage. There will need to be some resource.</p> <p>EG to share the document with JBu and the Forum. Can then meet with JBu and MS to discuss.</p>	<b>EG</b>

## FORUM MEETINGS

Thursday 22 September 2016 (TBC)

Tuesday 29 November 2016

Wednesday 25 January 2017

Tuesday 21 March 2017

Thursday 18 May 2017

Thursday 29 June 2017