

PRESTON MANOR SCHOOL
Co-operative Forum meeting
2 December 2013

Present:

Shilpa Bilimoria SB (Chair)	Parent Governor
Pushpa Mistry PM	Parent Governor
Badrun Chowdhury BCh	Parent Governor
Jonathan Bach JBa	Partnership Governor
Shila Patel SP	Partnership Governor
Sabine Foley SF	Teacher Governor
Marion Dunmore MD	Support Staff Governor
Mujtaba Walji MW	Deputy Headboy

In attendance: Matthew Lantos ML (Head)

Clerk: Elaine Georghiades

AGENDA ITEMS		ACTION POINTS	BY WHOM	BY WHEN
1.	Election of a Chair	<ul style="list-style-type: none"> The Clerk opened the meeting and asked for nominations for the post of Chair of the Co-operative Forum. SB was nominated and indicated she was happy to accept the nomination. No other candidates were put forward. <p>Proposal: SB nominated as Chair of the Co-operative Forum for the academic year 2013 – 2014. Proposed: MD, seconded: BCh, seven votes in favour, SB abstained</p>		
2.	Apologies for absence	<ul style="list-style-type: none"> Helen Mitchell – Senior Leader Lower School Kane Nimblette – Head Boy Idil Yusuf – Head Girl 		
3.	Conflict of interest declaration	<ul style="list-style-type: none"> None declared 		
4.	Membership development	<ul style="list-style-type: none"> ML was asked by the members of the Forum to be in attendance at the Forum meetings. Further members can be added in the future and could also add members from the partner in co-op schools 		

Signed:

Date:

		<ul style="list-style-type: none"> Co-op Forum members to be reminded to send proposals for additional forum members to be discussed at the next meeting. It was felt it would be helpful if staff and students could also come up with people who would be interested in attending. 	Clerk	asap
5.	Terms of Reference	<ul style="list-style-type: none"> ML will draft the terms of reference for the Forum which will be sent to the forum for comment. SB requested that further information about the Forum be sent to the members. It was suggested that Brent Young Librarians forum could be included as this is relevant to the vision for the school. The Forum could look for where links with members of the community can be included and stronger links with primary feeder schools encouraged. This could also include outreach links from the Upper School to other primaries 	ML ML	asap asap
6.	Frequency of meetings	<ul style="list-style-type: none"> The Co-operative Forum will meet for a minimum of three times per year. Members of the forum preferred a 5pm start. 		
7.	Any other business	<ul style="list-style-type: none"> MW reported to the Forum on the action items raised by the Student Council minutes. 		
8.		<ul style="list-style-type: none"> MD reported that as the scholastic book club is now paid on parent pay the school does not receive any free books although it is possible still. PM felt it would be possible to run workshops or provide buddies to train parents 		
9.	Date of next meeting	<ul style="list-style-type: none"> 31 March 2014 at 5pm 		