



COTTENHAM VILLAGE COLLEGE LOCAL GOVERNANCE COMMITTEE

Monday 27 June 2022

To be held at 6.00pm

at Cottenham Village College

Membership: C Webb (Chair); Z Andrews (Principal); B Benderli; V Ellaway-Barnard; W Hall; K Tarlow; A Tyrrell.

In attendance:

K Goudie – Vice Principal; C Crisford; C Cassidy; H McKeand ; A Parker; T Quinn

Clerk: Melanie Basson

	Summary of action required	By whom	Status
12.05.22	Attendance data to be presented at next meeting with student absence due to Covid as a separate category	Principal	Ongoing
12.05.22	CVC LGC Skills Audit	All	Agenda item 9
12.05.22	LGC members to send school visit reports to the Clerk, which have taken place this term and organise next visit with respective SLT link lead	All	
12.05.22	Clerk to arrange with CVC suitable dates when Mr Hall, Mrs Benderli and Mrs Tarlow can visit CVC site	Clerk/SO'M	
12.05.22	CVC to seek parental interest in joining the PTA at the next parent's forum and advertise in CVC Newsletter CVC to establish financial aspects of setting up a PTA at CVC to be raised with the Regional Director for Cambridgeshire	Principal	
12.05.22	Risk Register template to be shared with the committee	Clerk	Complete

12.05.22	Arrange proposed meeting dates for the next academic year to be presented at the next LGC meeting	Clerk	Agenda item 13
12.05.22	Consider suitable fundraising application to the Co-op Local Community Fund	Principal	

Agenda

Item	Timings	Subject	Format
1	2 mins	Introduction and apologies	Oral item - Chair
2	2 mins	Declarations of interest	Oral item - Chair
3	5 mins	Minutes, action tracker and matters arising Minutes of last meeting on 12 May 2022	Papers attached (pp 3-9) - Chair
4	20 mins	Principal's Update	Papers attached (pp 10-19) - Principal
5	10 mins	Astrea School Review progress	Oral item - Principal
6	20 mins	Personal Development	Nic and Alex
7	5 mins	3G pitch proposal	Oral item- Principal
8	5 mins	LGC member visits <ul style="list-style-type: none"> TBC 	Papers attached (pp) - Chair
9	10 mins	Skills Audit	Papers to follow -Chair
10	5 mins	Home Visits policy	Papers attached (pp 20-28) - Chair
11	5 mins	PTA	Oral item – Chair/VEB
12	5 mins	Risk	Oral item - Chair
13	2 mins	Proposed LGC meeting dates: <ul style="list-style-type: none"> 26 September 2022 5 December 2022 23 January 2023 20 March 2023 22 May 2023 3 July 2023 	Oral item - Chair
14	2 mins	Future agenda items and confirmation of forthcoming dates Date of next meeting: 26 September 2022 <ul style="list-style-type: none"> 2021-22 Impact Statement 	Oral item - Chair
15	2 mins	Any Other Business	Oral item - Chair



**COTTENHAM VILLAGE COLLEGE
LOCAL GOVERNANCE COMMITTEE**

HELD ON

THURSDAY 12 MAY 2022

By Teams conference

MINUTES

Members Present:	Cerian Webb (Chair) Zoe Andrews (Principal); Burcu Benderli; Vicky Ellaway-Barnard; Kate Tarlow; Andrea Tyrell; Will Hall.
In Attendance:	Melanie Basson (Clerk)

	Summary of action required	By whom	Status
17.03.22	Identify and recruit new LGC members	Principal, Clerk	Ongoing
17.03.22	Ensure future student surveys clarify representation from all gender identities	KG	Ongoing
17.03.22	School visit guidance to be shared with LGC link leads for their specific areas of responsibility.	Clerk	Complete
17.03.22	Add future agenda items to next LGC meeting agenda: <ul style="list-style-type: none"> • PTA • Risk • 3G pitch proposal • CVC School Review progress 	Clerk	Complete
12.05.22 Item 4	Attendance data to be presented at next meeting with student absence due to Covid as a separate category	Principal	
12.05.22 Item 7	CVC LGC Skills Audit	All	
12.05.22 Item 7	LGC members to send school visit reports to the Clerk, which have taken place this term and organise next visit with respective SLT link lead	All	

12.05.22 Item 7	Clerk to arrange with CVC suitable dates when Mr Hall, Mrs Benderli and Mrs Tarlow can visit CVC site	Clerk/SO'M	
12.05.22 Item 8	CVC to seek parental interest in joining the PTA at the next parent's forum and advertise in CVC Newsletter CVC to establish financial aspects of setting up a PTA at CVC to be raised with the Regional Director for Cambridgeshire	Principal	
12.05.22 Item 9	Risk Register template to be shared with the committee	Clerk	Complete
12.05.22 Item 10	Arrange proposed meeting dates for the next academic year to be presented at the next LGC meeting	Clerk	
12.05.22 Item 11	Consider suitable fundraising application to the Co-op Local Community Fund	Principal	

1) Introductions and Apologies

There were no apologies for absence received.

The Chair welcomed all attendees and introductions were given.

2) Declarations of interest

There were no declarations of interest for agenda items regarding this meeting.

3) Minutes, Action tracker and Matters Arising

The minutes of the last CVC LGC meeting held on 17 March 2022 were ratified electronically on 31 March 2022 and adopted by the committee.

The committee reviewed matters arising and acknowledged progress of actions as detailed in the action tracker.

The committee adopted the minutes as a true and accurate record of the meeting.

4) Principal's Update

The Principal's Update was circulated to the committee in advance of the meeting. The update focussed on:

- Headlines
- Leadership and Management
- Staffing
- Year 11 mocks results
- Year 9
- Inclusion
- Attendance – 90.8% average for all students up to 22 April 2022

- Safeguarding
- Site and operations
- Trips and events
- Complaints policy
- Parent/Carer Communication survey results
- Student opinion survey results

Staffing

In addition to the staffing items reported, the Principal informed the committee that two Heads of Year and a new Science Teacher have been appointed.

Vacancies for an Art Teacher and Head of Art have been advertised.

Regarding a small number of students from the Ukraine recently joining CVC, the Chair questioned whether any support or additional resources have been offered by the Trust.

The Principal informed the committee applications for school places received by students from Ukraine are being dealt with as a priority. Students are settling in well and technology is being used to support translation. CVC are working with primary feeder schools to determine expectations of potential new students from the Ukraine in September 2022 intake.

Mrs Benderli enquired as to Ukrainian students understanding of the English language and questioned how they are coping under the circumstances. The Principal informed the committee there is an emphasis primarily on their wellbeing by offering some normality as opposed to educational learning at this early stage. CVC have reached out to the community to establish available local support for its Ukrainian students.

Parental Communication Survey

The committee reviewed the findings of the recent Parental Communication survey undertaken by CVC as detailed in the Principal's Update.

Mrs Ellaway–Barnard enquired regarding CVC planned actions in response to areas for development identified through the the survey.

The Principal explained that CVC have addressed all points raised and gave an overview of the outcome of the survey.

- Parental Informative Communications – CVC consider how often and how clear they are and have reinstated specific administration support to deal with communication responses from parents/carers.
- Number of applications/platforms parents are required to access – New School Management Information System (Bromcom) has been rolled out which has resulted in a reduction in the number of apps that parents need to access
- CVC website has been updated to include contact details for Teachers, making it easier for parents/carers to communicate directly
- CVC Phone lines have been checked, and all are working as they should.

The committee reviewed the findings of the recent Student opinions survey undertaken by CVC as detailed in the Principal's Update.

The Principal explained that CVC have addressed all points raised and gave an overview of the outcome of the survey.

Regarding student rewards and incentives, students stated a preference for chocolate or Amazon vouchers over other options such as breakfast with the Principal.

In recognising that around 40% of students reported that they felt that bullying is not being dealt with effectively at CVC, the Chair questioned how soon CVC plans to reduce this are expected to be actioned

The Principal reported that CVC have addressed students in lessons and during assembly, promoting the benefits of a culture where all students and staff are encouraged to report incidents of bullying. The Principal reported that some children were unwilling to report incidents, as they did not want others to know that they had reported the incident. CVC have recognised the need to find a way to enable students to report incidents of bullying in a confidential and practical way.

CVC will continue to discuss preventing and tackling bullying strategies during lessons and assemblies with a further survey to be undertaken after May half term to be feedback at future meetings.

The committee noted the schedule detailing the residential and day trips that students will undertake during Activities Week as detailed in the Principal's Update.

Mrs Benderli questioned whether support is offered to disadvantaged/PP students with regards to taking part in trips during Activities Week.

The Principal reassured the committee that Heads of Department and the Pastoral monitor student needs to ensure they are getting the best quality of education regardless of their PP/SEN status. Access to internet and resources can be provided and costs of trips supported where there is an identified need to ensure no student is at a disadvantage in experiencing extracurricular activities.

Mrs Tarlow questioned whether CVC College Improvement Plan has been updated to reflect the current status of PP support strategies.

The Principal reported that subject specialists build good relationships with students, with access to excellent teaching. CVC are increasing the Pastoral team with a view that ensuring a student's basic needs are met has a significant impact on learning.

Mrs Tarlow enquired with regards to the recent Government support scheme around extra tuition, whether CVC have plans to utilise this funding to support additional student tuition.

The Principal informed the committee that the government scheme pledging support for student tuition costs only funds 70% of the cost with the rest coming from the school budget. There are also limitations as to who can deliver the tuition. The Trust has applied measures for academies to apply for access to tuition funding.

The Principal informed the committee that CVC has provided a sixth period to the current Year 11 students delivered by teaching staff. All Year 11 students and students identified as SEN/PP have been given access to MyTutor online.

Mrs Tarlow questioned if it is likely that areas may have been negatively impacted where staffing resources have been used to deliver extra teaching.

The Principal reassured the committee that measures put in place to provide additional teaching opportunities have not negatively impacted on other areas. CVC have worked hard within its resources to provide excellent provision across all subject areas and year groups. The committee acknowledged plans for the revised staffing structure to be implemented in September 2022 in support of a longer term, more sustainable ways of working.

Noting the national average Ebacc entry was reported at 40.1% in 2019, the Chair highlighted CVC current Year 11 Ebacc entry is 59.5%. CVC's approach to student option choices have proved successful in moving towards the government's ambitions to see more pupils studying the EBacc subject combination at GCSE.

Regarding CVC student attendance data presented in the Principal's Update, Mr Hall questioned whether the figures illustrate the effect of Covid on attendance numbers.

The Principal informed the committee that Covid absence are included in the figures reported and agreed to arrange for attendance data to be presented at next meeting to separate out student absence due to Covid.

The Chair questioned why there was so much variation in the number of bullying incidents recorded across the year. The Principal reported that reports of bullying is inconsistent but remains confident that bullying incidents reported to the LGC are an accurate representation.

Mrs Tarlow questioned whether incidents of bullying reported can be identified by the number of students as well as the number of incidents, with a view to identifying incidents relate to a particular student, year group or cohort. The Principal informed the committee that students are encouraged to report everything they deem as bullying, which allows staff to identify areas of focus where trends are evident.

The Chair questioned whether CVC has identified why there seems to be a relatively low uptake of residential trips for the current Year 9 compared to years 7 and 8, as reported in the Principal's Update.

The Principal informed the committee that parents and students were asked which residential trips might be preferable and suggested perhaps the recent rise in the cost of living may explain a lack of uptake.

Mrs Tarlow suggested this may be attributed to Covid where Year 9 students missed out on earlier residential trip opportunities during the pandemic, so could be their first time away without their parents/carers.

The Chair questioned whether there are any cost implications for CVC if places on trips are not filled.

The Principal reported that school trips must be cost neutral, meaning that where places are not filled, trips could be cancelled. The Principal reported that since arranging trips, CVC have found transport hard to organise and quotes were higher than expected which is highly likely due to the increase in fuel costs.

Year 7 Transition

The Principal informed the committee that CVC is working with feeder primary schools in supporting the transition of current Year 6 students joining CVC in Year 7 from September 2022. In preparation for transition to CVC in Year 7, the transition team will discuss individual student needs and current SEN support in place.

The committee acknowledged a Stage Four Complaint Review Panel took place on 4 May 2022.

The Principal was thanked for their report.

5) Astrea School Review

The Principal updated the committee regarding the action points addressed to date in response to the Astrea School Review report:

- Mrs Goudie holds fortnightly quality assurance meetings promoting a culture that all staff shared with SEN leaders in all departments
- Dimitris Spiliotis is scheduled to visit CVC in June 2022 to follow up on actions regarding the Astrea School Review
- HODs have been reminded to keep SLT up to date regarding progress of action points

The Chair questioned how CVC are communicating expectations regarding the School Review objectives to all staff.

The Principal informed the committee that progress of objectives is shared with CVC staff during departmental meetings and through weekly staff bulletins.

Mrs Tyrell reported that all departments have received feedback regarding the School Review.

The Chair thanked the Principal for their report.

6) 3G Pitch Proposal

The Principal informed the committee that Mr Quinn is working with the Football Association with regards to the 3G pitch proposal at CVC and will update members of its status in due course.

7) LGC member visit plans

Committee membership – The Clerk reminded the committee that the LGC are required to complete an annual skills audit. **Clerk to circulate the skills audit questionnaire for all members to complete** in order to establish what skills and experiences are represented in the current membership, with a view to identifying skills required of potential candidates. **Members were asked to complete the skills audit questionnaire by the end of May 2022 and return to the Clerk.**

Clerk to collate responses and report findings at the next LGC meeting.

The Chair and Mrs Ellaway-Barnard visited CVC on 27 April 2022 regarding the Single Central Record and the report was shared with the committee. Both were thanked for their report.

All members were asked to send their reports to the Clerk, from their school visits which have taken place this term and invited to organise their next visit with their respective SLT link lead.

Clerk to arrange with CVC suitable dates when Mr Hall, Mrs Benderli and Mrs Tarlow can visit CVC site.

8) PTA

With regards to setting up a PTA at CVC, Mrs Ellaway-Barnard has carried out research and met with other local schools who have established PTA's. Mrs Ellaway-Barnard shared the findings and proposals with the Principal for her consideration.

The committee acknowledged that a parent would need to be sought to head up the PTA committee, which would require parental involvement if it is to be successful. **CVC will seek parental interest in joining the PTA at the next parent's forum and advertise in CVC Newsletter.**

The committee acknowledged financial independence is required to set up a PTA at CVC. The Principal will raise this with the Regional Director for Cambridgeshire.

The committee noted that Richard Tutt will replace Hywel Jones as Head of Secondaries in August 2022. And Jo Myhill-Johnson will replace David Thomas as Regional Director in Cambridgeshire from July 2022.

9) Risk

The committee acknowledged its responsibilities and approach to risks. **The Clerk was asked to circulate the Risk Register template with a view to logging risks identified by the LGC.**

10) Future agenda items and confirmation of forthcoming dates

The date of the next meeting is scheduled to take place on **Monday 27 June 2022.**

Future agenda items:

- Proposed meeting dates 2022-23
Committee members agreed next year LGC meetings would take place on a Monday at 6pm. **Clerk to arrange for proposed meeting dates for the next academic year to be presented at the next LGC meeting.**
- Skills Audit

11) Any Other Business

Mr Hall informed the committee that the Co-op have a Local Community Fund where it chooses three local causes to contribute funds, the Principal agreed to consider submitting a suitable fundraising application for CVC.

Attendees were thanked for their input and left the meeting.

The meeting finished at 7.30pm.

The LGC agreed the above to be a true and accurate record of the meeting on: 6 June 2022

PRINCIPAL'S REPORT JUNE 2022

Summary of action required	By whom	Status
Attendance data to be presented at next meeting with student absence due to Covid as a separate category	Principal	
CVC LGC Skills Audit	All	Agenda item 9
LGC members to send school visit reports to the Clerk, which have taken place this term and organise next visit with respective SLT link lead	All	
Clerk to arrange with CVC suitable dates when Mr Hall, Mrs Benderli and Mrs Tarlow can visit CVC site	Clerk/SO'M	
CVC to seek parental interest in joining the PTA at the next parent's forum and advertise in CVC Newsletter. CVC to establish financial aspects of setting up a PTA at CVC to be raised with the Regional Director for Cambridgeshire.	Principal	
Arrange proposed meeting dates for the next academic year to be presented at the next LGC meeting.	Clerk	Agenda item 13
Consider suitable fundraising application to the Co-op Local Community Fund	Principal	

Headlines & updates since previous meeting:

- School is operating much more 'as normal' since the half-term with a decrease in covid cases within the school community.
- Recruitment has been busy this half term. Details below.
- Activities Week is planned for the last week of the summer term for students to experience residential trips, day trips and in-house activities.
- CVC welcomed their first Ukrainian families as local host families host people fleeing the conflict with Russia. We have four students currently and are anticipating more will join over the rest of the term.

Leadership and Management

- The Principal has met with Richard Tutt, the new Director of Secondary Education and Jo Myhill-Johnson, the new Regional Director for Cambridge at the start of June.
- Rebekah Taylor the Regional Director for Yorkshire toured CVC on the 15 June with David Thomas to look at the quality of education.
- School Review: Dimitris Spiliotis visited CVC for 2 days on 15 & 16 June, as the next stage for the school review he did earlier this year to meet with leaders to relook at the areas for improvement.

Staffing

New starters in June/July:

- Zoe Higney and Claire Phipps now share the role of Receptionist and Administration Assistant. Sarah Halsey has become the new Attendance Officer.
- Mary Pratt started at the beginning of June as an Inclusion Administrator.
- Sarah Powell will join on 4 July as Operations Manager.

We have secured new starters who will join us in September:

- Josie Kitchiner - Second in Charge of Science.
- Jonathan - Head of History.
- Rhys Sewell - Teacher of Computer Science.
- Cameron Clark - Teacher of Science.
- Jeremy Broomfield - Teacher of Science (and corrective maths).
- Eli Watson and Dhoha Dridl – Teachers of MFL teachers.
- Maria Derrick - Head of Art.

- Annabel Walley - Interim Head of MFL.
- Pastoral team: Richards Symons - Behaviour Manager and Ben Harper - Assistant Head of Year.
- Sarah Stevens - Exams Officer.
- Sally Bagwell – Administration Assistant / cover for reception.

Leavers – July 2022:

- Peter Holt will be moving on for a promotion at Witchford Village College.
- Sarah Starr is moving closer to home as a head of faculty at Neale Wade.
- Neil Morson will start at Sawston Village College with a promotion to ‘Head of Computing’.
- Matthew Need takes on a new post in the independent sector as a teacher of science at Stephen Perse.
- Xina Moss moves to Hills Road to take on some sixth form maths teaching.
- Lois Braysher is relocating to London with her partner as a teacher of MFL.
- Matt Stanford has been promoted to Astrea National Lead for History; he will retain a small number of teaching hours at CVC.
- Jodine Kiggin, head of MFL, leaves at the end of the term.
- Mike Jordan leaves at the end of the term to take a position at a special school.
- Teresa Randall, Exams Officer, left on 12 June.
- Emma Dethridge, TA, leaves to go to university.
- Jack Alexander, TA, leaves to do his PGCE training.
- Shelley Ray, Senior Science Technician is relocating.

We are currently advertising for: Teacher of Art, Assistant Head of Year, Senior Science Technician, maternity cover for Head of English and Second in Charge of Maths.

Year 11

GCSE exams began in earnest on Monday 16 May. It is a full and busy timetable for Year 11 students to navigate and we were very impressed with the purposeful and calm attitude of the students ahead of each exam. Students have been positive about the exams and feedback indicates they feel that they have been accessible and fair. Students were in school full-time until after half-term: this allowed us to ensure students had access to structured revision lessons whilst the majority of exams remained ahead of them. After the half-term, once more than half of the exams had taken place, we released Year 11 students on study leave, enabling them to work independently at home (an important step ahead of post-16 studies). If students wished to still be in school, however, this was possible and meant those who chose to come into school or remain on the school site after the end of a GCSE exam could access their timetabled lessons and receive continued structured revision lessons in those subjects still to be examined before the final exam on Thursday 23 June.

The leavers’ event follows the final exam on Thursday 23 June and the Y11 Prom on Friday 1 July.

We look forward to celebrating the achievements of this cohort of students on their results day in August which is the culmination of their five years at CVC and their hard work as well as the hard work of our staff in preparing students.

Attendance

The student absence data due to Covid can be seen in Appendix 1.

Admissions

Number on Roll	
Year 7	171
Year 8	179
Year 9	177
Year 10	178
Year 11	173
Total	878

In-year admissions 2021-22	
Year 7	4
Year 8	7
Year 9	8
Year 10	4
Year 11	1

Year 6-7 intake					
Year	PA N	Place Allocated	1st	2nd	3rd
2022-23	180	180	158	69	30
2021-22	180	170	156	59	29
2020-21	180	178	168	68	33
2019-20	180	181	192	77	37
2018-19	180	180	175	74	29
2017-18	180	180	166	57	30

Leavers

Leavers 2021-22	
Year 7	5
Year 8	2
Year 9	1
Year 10	3
Year 11	1

Managed Moves

Managed Moves 2021-22			
Year Group	In	Out	Taken on roll
Year 7	0	0	0
Year 8	0	0	0
Year 9	0	2	0
Year 10	0	0	0
Year 11	0	0	0

Suspensions

	2021-22 (22.4.22)			2020-21			National (2018/19)
	No. of exclusions	No. of students	%	No. of exclusions	No. of students	%	
Whole school	155	70	17.8	51	30	9.04	10.75
7	7	3	4.1	3	3	1.67	
8	36	14	20.5	13	4	2.19	
9	61	22	35.3	15	10	8.15	
10	16	12	9.2	12	6	3.35	
11	35	19	19.9	8	7	3.93	
Multiple exclusion			3.69		5	0.55	2.03

Attendance

Attendance	2021/22 28.2.22	PA	2021/22 28.2.22
School	90.5	School	29.1
Year 7	91.7	Year 7	29.6
Year 8	91.8	Year 8	30.1
Year 9	90.0	Year 9	35.9
Year 10	88.3	Year 10	25.4
Year 11	90.9	Year 11	24.1
Disadvantaged	83.4	Disadvantaged	53.6
Non Disadvantaged	91.9	Non Disadvantaged	24.1
SEN Support	78.9	SEN Support	61.7
EHCP	80.9	EHCP	41.5
Non SEN	91.6	Non SEN	26.5

After-school detention numbers since return in January

- Behaviour – 1232
- Homework – 501

Pupil Premium

Year group	PP numbers	% of year group
Year 7	32	18.71
Year 8	38	21.23
Year 9	23	13.22
Year 10	23	12.78
Year 11	28	16.18
Whole school	144	16.42

	Number of students
KS3	524
KS4	353
SEN K	43
SEN E	41
EAL	51
LAC	4
FSM	109

Safeguarding

Safeguarding Data Return	September 2021	October 2021	January 2022	February 2022	March 2022	June 2022
No. of Referrals made to Social Care	0	0	2	2	0	2
Early Help Assessments submitted	1	0	1	1	3	5
No. of children open to Child Protection Plan	0	0	2	3	3	2
No. of children open to Child In Need Plan	2	2	0	2	2	2
No. of children with TAC Plan/EHA or equivalent currently in place	12	11	7	8	10	8
New: No. of children on EHCP	34	34	34	40	42	43
New: No. of Young carers	3	4	4	4	4	5
Discriminatory incidents	2	10	0	6	2	5
Bullying Incidents	4	25	0	13	7	25 19 investigations 6 confirmed
Recorded Restraints	0	0	0	0	0	0
Prevent Concerns	0	1	2	0	0	0
Prevent Referrals	0	0	0	0	0	0
Current LAC	4	4	4	4	5	4
No. of staff allegation this academic year so far	0	0	0	0	0	0
No. of LADO referrals this year so far	0	0	0	0	0	0

Site & Operations

In preparation for the planned roof repair work, scaffolding has already been erected on-site ready for the work to commence as soon as GCSE exams have concluded. In addition to this, a busy schedule of work has also been planned over the summer. The most significant of which is the refurbishment of student toilets. Full-length cubicles will be installed, and doorways widened with security cameras covering entrance/sink areas. Staff toilets in the main admin block will also be upgraded however this may slip over to October half term as the refurbishment of student toilets will take priority.

Floors in the Gymnasium, Sports Hall & Dance Studio will be sanded, new lines put down and resealed. Gas systems will be upgraded in two of the science classrooms and drainage ditches at the rear of the school will be cleared out.

Trips and events - Summer term

Boulogne Day

On Friday 17 June year 7 had a day trip to France to visit Boulogne.

Year 11 Prom

The year 11 prom is planned for Friday 1 July.

Activities week 2022

Activities Week at CVC allows our staff the ability to share some of their wider sporting and cultural interests with the students and provide lifelong memories after what has been a very busy and challenging year. Our activities are designed to give students the opportunity to try something new, have fun or develop their skills in an activity or subject area in which they have an existing interest. We offer students three strands of different trips and activities, in school activities, day trips and residential. All Pupil Premium students have now received their first-choice trips and those who have requested financial assistance are being significantly supported.

Home Visits policy

Please see the new Home Visits policy to be ratified by the LGC.

PSHE Update

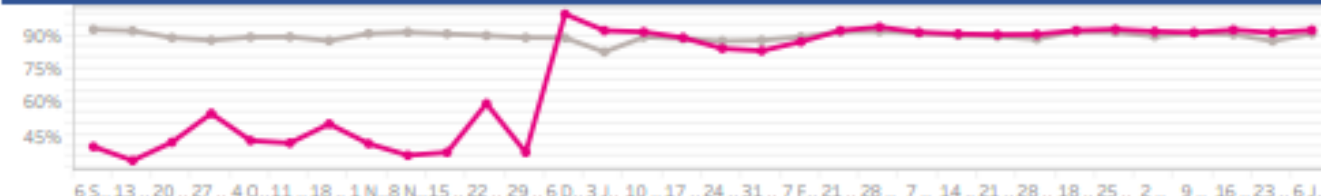
The update on what the PHSE team have delivered to students is available in Appendix 2

Appendix 1 Attendance data due to Covid

Attendance Headlines 23 Aug 21 - 10 Jun 22

All Pupils	Girls	Boys	FSM6	Not FSM6	Persistent absentees
90.5%	89.9%	91.1%	82.6% ●	91.9%	30.3%

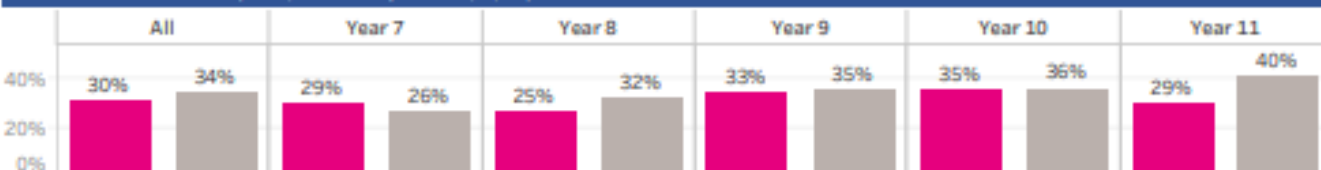
Weekly Attendance School ■ FFT National ■



Attendance breakdown 23 Aug 21 - 10 Jun 22

All Pupils	Pupils		All	Year 7	Year 8	Year 9	Year 10	Year 11
All Pupils	879	School	90.5%	91.8%	92.3%	89.4%	88.9%	90.2%
		FFT National	89.8%	91.9%	90.5%	89.5%	88.9%	87.9%
		Difference	+0.7%	-0.1%	+1.8% ●	-0.1%	0.0%	+2.3% ●
Gender	396	School	89.9%	90.6%	93.1%	89.9%	86.7%	88.6%
		FFT National	89.5%	92.0%	90.3%	89.1%	88.4%	87.2%
		Difference	+0.5%	-1.4% ●	+2.8% ●	+0.8%	-1.6% ●	+1.4% ●
Male	483	School	91.1%	92.7%	91.5%	89.1%	90.7%	91.4%
		FFT National	90.1%	91.7%	90.7%	89.9%	89.5%	88.6%
		Difference	+0.9%	+1.0% ●	+0.8%	-0.9%	+1.2% ●	+2.8% ●
FSM6	130	School	82.6%	87.7%	86.9%	76.0%	78.2%	79.3%
		FFT National	85.1%	88.5%	86.0%	84.4%	83.3%	82.3%
		Difference	-2.5% ●	-0.8%	+0.9%	-8.4% ●	-5.1% ●	-3.0% ●
Not FSM6	749	School	91.9%	92.6%	93.4%	90.9%	90.3%	92.2%
		FFT National	91.4%	93.1%	92.1%	91.3%	90.7%	89.7%
		Difference	+0.5%	-0.5%	+1.4% ●	-0.4%	-0.4%	+2.5% ●
SEND	41	School	80.8%	86.6%	86.3%	76.0%	80.3%	73.4%
		FFT National	85.6%	88.8%	86.6%	84.8%	83.8%	82.8%
		Difference	-4.7% ●	-2.2% ●	-0.3%	-8.8% ●	-3.5% ●	-9.4% ●
EHCP	44	School	76.4%	85.0%	93.1%	78.4%	64.9%	75.5%
		FFT National	83.0%	86.4%	84.3%	82.5%	80.9%	79.5%
		Difference	-6.6% ●	-1.4% ●	+8.8% ●	-4.1% ●	-16.0% ●	-4.1% ●
Not SEND	794	School	91.7%	92.2%	92.6%	91.3%	91.0%	91.4%
		FFT National	90.7%	92.6%	91.3%	90.4%	89.9%	88.9%
		Difference	+1.1% ●	-0.4%	+1.3% ●	+0.9%	+1.1% ●	+2.6% ●

Persistent Absenteeism (% of persistently absent pupils) School PA ■ National PA ■



SLT update – For PSHE 2021-22 and 2022-3

- What we have done this year
- Survey overall sense
- Dimitris previous feedback and how we have responded
- What we will be changing in 2022-3 – lessons, curriculum, assemblies, form times
- Inclusivity next year – our plan

What we have done this year

- Changed and implemented the curriculum for all 5 year groups
- Change the format and staffing for conference days
- We have delivered lessons for year 7 and year 9 with an expert team
- We have developed existing/created new resources
- We have worked with the DfE on creating and editing the new policy on sexual harassment
- We have worked with the trust as part of a PD expert group to collaborate with other schools to bring together and produce resources to improve the consistency of practice
- We have worked with Cathy Murphy to develop our own practice, audit our curriculum, and conduct student voice
- Started to develop stronger communication with the pastoral leads and head of behaviour
- Regular student surveys that we use to inform our conference days and to improve our practice
- Met with Dimitri and have started to action his suggestions

Latest student survey

- Form times: year 7s report most consistent delivery of form time, this tails off as time goes on. **Action: Form time will be more responsive to what is happening in school, will have booklets that are thematic and linked to the half term for KS3.**
- Time: All years want more time for PSHE and especially more time for discussion within their sessions. **Action: in our termly assemblies and in staff training we will model the expectations for all PSHE sessions.**
- Protected characteristics: about 70% of year 7s could name all protected characteristics. **Action: continue to make this explicit in our lessons.**
- Repetition: KS4 still reporting that the content is repetitive, KS3 not at all. **Action: to have a clearer, spiral and thematic curriculum that will ensure there is no repetition.**

Dimitris' feedback and actions

- QA: **How do you know the resources and sessions are quality assured? Action: We have observed each other teaching, we have used SLT on conference days to observe the delivery of sessions, with Kath we look at all resources in advance, CM review, using trusted resources**
- Too many cooks: **Dimitris felt there were too many people involved – Kath, Nic and I communicate but this level of communication does not translate to the pastoral team. Action: we have started half termly meetings, we communicate with pastoral leaders prior to conference day, we have more communication with Clive**
- Curriculum visibility: **Dimitris felt there needed to be colour coded/visible/explicit mention of British values, protected characteristics, sexual harassment and bullying. Action: We are moving to a new way of formatting our curriculum through half-termly blocks.**
- Safety of students: **Students reported not feeling safe/not wanting to report harassment. Action: Alex is drafting a proposal for a gender equality student group and we start our sessions with ground rules, end with sources of support.**
- DSL: **Students didn't know who DSL was. Action: We include the DSL name/reference the safeguarding leads in every session.**

Changes for 2022-23

- Lessons:
 - Year 7, 8, 9
 - Thematic blocks per half term
 - Linked with form times
 - Introduced at the start of each term
 - Form times
 - Booklets for KS3
 - Responsive to pastoral/safeguarding needs
 - Responsive to behaviour issues
 - Clear focus on discussion
 - Thematic blocks per half term
 - Regularity of PSHE is not maintained in form time at the moment (extras sometimes make PSHE the one that doesn't happen)
 - Assemblies
 - One assembly per term (second week of term) to introduce the topics and remind about the expectations
 - Curriculum
 - Still a spiral curriculum
 - Using the Longsands model in combination with the PSHE association curriculum builder
-

Inclusivity

We will be asking the GSA for feedback this Thursday: What do staff do at Cottenham to make you feel included? What works well? If you had a magic wand, what would you want staff to do to make Cottenham a more inclusive place?

On training day in September we will deliver a session to all staff that explains the changes for PSHE this academic year, explains the new team, and reminds staff of the purpose. Our focus of our key reminders will be on inclusive language, form time delivery and expectations. We will also model a lesson scenario to show staff how they can make a session inclusive and also to model how quick the planning process can be.



COTTENHAM VILLAGE COLLEGE HOME VISIT POLICY AND PROCEDURE

Date	May 2022
Written by	C Cassidy
Approved by CVC LGC	
Review Date	May 2023

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Policies/Documents referred to in this policy	Post holders/Persons named in this policy
<p>This policy links to other school policies on:</p> <p>Safeguarding Health and Safety Attendance</p>	<p>Safeguarding Officer Attendance Officer Head of Years Assistant Heads of Year Behaviour Manager Receptionist</p>

Home Visit Policy and Procedure

ALL HOME VISITS CONDUCTED BY STAFF *MUST* BE AUTHORISED BY THE SAFEGUARDING OFFICER.

In addition, wherever possible parents/carers should be informed of the home visit prior to arrival, there will be exceptions to this for example a visit to confirm that an absent child is at home when parents/carers are not responding to telephone calls/text messages or emergency safeguarding visits.

Home Visit Definition:

A home visit is a visit that requires member(s) of staff to enter the home of a parent, carer, or guardian in the case of an emergency visit or a procedural visit.

Aims

- At Cottenham Village College we recognise that parents/carers are children's first and most enduring educators and we value the contribution they make.

The aim of a home visit is:

- To establish a partnership between parents/carers and staff so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- To develop and strengthen relationships with parents/carers for the best interests of the child.

Reasons for home visits:

Home visits are important in helping the school to make contact with new or hard to reach parents/carers. They are particularly useful as they enable the parents/carers to still have contact with the school, but in their own environment. Home visits are to be used when:

- Students are refusing to come into school
- When there are attendance issues/concerns
- When students are being educated at home

- When all other means of contact with a family has failed
- To meet with parents/carers to discuss an issue regarding their child where it is in the best interest of the child to have that discussion in their own home rather than at school *or* where it would be difficult for a parents/carers to attend school for a meeting and information needs to be shared in a face to face meeting in a timely manner.
- To try and establish that a child is safe if they are absent from school and attempts to contact parents/carers have not elicited a response and we have any welfare or safeguarding concerns for the student.
- To work with and support parents/carers in developing strategies to help their child attend school where attendance is an issue.
- To collect from or drop a child off at home where there are concerns for a child's welfare if they travelled by other means.
- To drop off or collect work for a child when they are completing schoolwork at home e.g. following a fixed term exclusion or medical issue.
- To visit a child who has been off school for a period, for example due to a medical issue, so that they do not feel isolated from school.
- To investigate situations when there are suspicions that someone may be on holiday contrary to earlier indications (for example when a child is not at school and reported as being ill during the same period for which a request for exceptional leave in term-time had been refused).

Benefits

Home visits have many benefits. For parents/carers and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with. Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child.
- Meet family members that are important to the child.
- Talk about the child and their needs.

Procedures

The aim of the home visit policy procedure is to ensure good working practice and to provide guidelines in reducing risks to member of staff when undertaking home visits.

Before the Visit

- Be familiar with the school's policy for home visits.
- Be clear about the purpose of the visit. **Make sure that a home visit is necessary.** (If possible and/or practical, arrange for parents/carers to come into the school)
- Make a written record of the purpose of the visit and the staff members involved (e.g. as part of an Individual Alternative Education Plan or Attendance Home Visit schedule).
- A 'door-step' visit (where you do not enter the property) is an appropriate visit format on most occasions. You should reflect on this when you consider the potential hazards as part of a risk assessment (see below).

- Where possible arrange for an appropriate person to accompany you. Where possible, home visits should be conducted in pairs. Where you are lone working, ensure that you collect the SOS device from reception, ensure that it is operational and taken on the visit.
- Consider who you need to see, e.g. one or both parents/carers, with or without the child.
- Make sure you are well informed about the subject of the visit, the family and are aware of personal circumstances. Information can be requested from the Head of Year/Assistant Head of Year/Safeguarding Officer (DSL) prior to the visit.
- Wherever possible make an appointment to establish a time convenient to the family and to ensure that everyone you want to see will be present. Either make a phone call or send a letter.
- Refer to the '**Lone Working & Home Visits Step Analysis of Risk Assessment' (Appendix 1)**, and **inform reception of your intended location and estimated return time before departing for a home visit.**
- **If you are at all concerned about your safety do not visit.**
- **It is strongly recommended that no one makes an evening home visit.**

During the Visit

- Dress appropriately.
- Introduce yourself, have identification available and explain again the purpose of the visit, carry your identification do not use a necklace lanyard.
- If there is no response from the property, leave a ('sorry we missed you') letter with your details and to advise that a home visit was attempted.
- Do not enter the premises unless invited in by a responsible adult.
- Do not enter the premises if invited to do so by a child that is on the premises unsupervised by a responsible adult.
- Ensure that there are no animals in the room where a meeting takes place.
- Only speak to an adult with parental responsibility (parents/carers) or another responsible adult whom a parents/carers has delegated to be there in their absence and they have given us permission to speak to about the student for whom we are making the home visit.
- Do not speak to siblings other than to ask if their parents/carer is available. Do not discuss the purpose of the visit with siblings or any other unknown young person or adult at the premises.
- Do not go upstairs in a property unless accompanied by a responsible adult and then **ONLY** if you deem it completely safe to do so and necessary.
- **Do not enter a child's/young person's bedroom.**
- If you are concerned that a child/young person is in the home inappropriately alone/unsupervised/in danger contact the schools designated Safeguarding Officer straight away to discuss your observations or to seek immediate advice from them if you are uncertain whether the child is alone/unsupervised/in danger. If appropriate the Safeguarding Officer (DSL) will make a referral to social care.
- If you feel that a child/young person is in immediate danger contact emergency services on 999.
- Assure parents/carers that you will treat anything they tell you sensitively and will only tell the Principal or other appropriate staff. Explain that you may need to take notes during the meeting. Do not promise *not to* relay information to school. Remember that under the child

protection procedures you must report disclosures or suspicions to the designated teacher for child protection.

- Be sensitive to the culture, religion etc of the home.
- Request that parents do not smoke during your visit – staff should leave if parents/carers refuse to comply with this request.
- Be professional; give professional advice and information rather than personal opinions.
- Be sympathetic, but remain neutral. Don't get personally involved. Be discreet but assertive about the direction of the conversation; do not gossip about the school or staff.
- Do not stay too long. Keep to the point.
- Do not carry large sums of money when making a home visit.

After the visit

- Complete the Home Visit Microsoft Form to evidence the visit and to share information.
- Any safeguarding concerns arising from home visits should be discussed with the Safeguarding Officer (DSL) on arrival back/entered on CPOMS.
- If you are not returning directly to school, telephone or email school after the visit to say you have left the home visit.
- At school, do not discuss individual home visits with staff who are not involved with those particular children.
- If you have noted any inappropriate activity in the property during the visit, this must be recorded and, if necessary, reported to the relevant authority.
- If an accusation of abuse is made against the visit/visitor advice should be sought from the Principal as soon as possible.

Action to take if you are threatened

- If you are threatened or prevented from leaving stay calm, try to control the situation and press the SOS button to activate contact centre support. Try to appear confident, speak slowly and clearly and not be enticed into an argument. Try to diffuse the situation by saying you will seek advice from a senior member of staff or colleague.
- Keep your distance, never touch or turn your back on someone who is angry.
- Wait outside the property until all staff involved have arrived.
- Consider whether sending out two members of staff may escalate the difficulties. If so, the second member of staff should remain in sight of the property should there be the need for increased support.
- When working as a pair agree a code word (safe word) or phrase to alert a colleague that you need assistance or should leave.
- Staff must leave the property and reach a place of safety if you have any concerns about personal safety and inform school immediately.

Appendix 1: Community Lone Working Risk Assessment

WORK ACTIVITY RISK ASSESSMENT: Task being undertaken: - Lone Working Risk Assessment – out of office. Occupations:-All Staff. Any vulnerable persons particularly at risk:- Safeguarding team aware of named visit Date of assessment:- Any

Hazards	People	Severity of harm	Likelihood	Risk Level	Controls
Aggressive or violent parent/student/family member	Member of staff may be harmed	Major injury may occur	Remote possibility	low	Refer to home visit policy, risk reduced by informing safeguarding team prior to visit 2 person visit wherever possible Inform reception and sign out so others aware Take mobile phone for communication Carry SOS device

Driving	Member of staff may be harmed	Vehicle breakdown Accident Intruder in vehicle when unattended Use of mobile phone Fatigue	Remote possibility	Low	Maintain vehicle properly Belong to a breakdown organisation Carry torch, phone etc for emergency Advise team or partner where you are going Phone in if plan changes Do not leave valuables in car (e.g. laptop) Avoid risky areas where advice has been received from partner organisations
Movement through public areas e.g.	Member of staff may be harmed	Attack Theft of property	remote	Low	Back down from confrontation Call for help using SOS device
to/from car parks					Keep valuables secure and out of sight or disguised Surrender valuables if personal safety is at risk

Illness or injury/ accident	Member of staff may be harmed or injured	Illness or injury Take mobile communications	Remote	low	Alert Emergency services if appropriate Alert team members if able to Ensure access to phone and SOS device Take prescribed medication as directed or as needed Complete injury at work protocol on return
Attack by dog or other animal	Member of staff may be harmed or injured	Major injury may occur	Remote	Low	Avoid contact with animals Seek local advice before entering premises with animals Appropriate behaviour near animals – avoid alarming them, e.g. sudden movements

