



COTTENHAM VILLAGE COLLEGE LOCAL GOVERNANCE COMMITTEE

Monday 27 January 2025

To be held from 5.45pm

Remotely through Teams

Membership: Cerian Webb (Chair); Zoe Andrews (Principal); Vicky Ellaway-Barnard; Alison Bigglestone-Widdows; Vikki Cantrill; Maria Derrick; Mark Phillips; Lorraine Young.

In attendance: Lauren Ward; Judith Chipps; Clive Crisford; Kath Goudie; Hanan McKeand; Jo Myhill-Johnson; Amelia Parker; Sarah Powell; Paddy Winter.

Clerk: Melanie Basson

ACTION SUMMARY			
Minute Reference	Summary	Responsible	Deadline
02.12.24	Clerk to share 'item for Board' with the Governance Team – funding late bus	K Sills/TTH	Spring Term 1
	Safeguarding Link report to be shared at the next meeting.	Safeguarding Link Member-VC	Awaiting
02.12.24	Circulate AIP	Clerk	Complete

Agenda

Item	Timings	Subject	Format
1	2 mins	Introduction and apologies	Oral item - Chair
2	2 mins	Declarations of interests	Oral item - Chair
3	5 mins	Minutes, action tracker and matters arising Minutes of last meeting on 2 December 2024	Papers attached (pp2-7) - Chair
4	15 mins	Principal's Update – Y11 results and actions (AP) Adult learning update (ZA)	Oral item – Principal/AP
5	5 mins	Parent/Carer engagement with student learning	Oral item - KG
6	5 mins	Sports Pitch	Oral item - SP
7	15 mins	PSHE Presentation	Oral item - LY
8	5 mins	School visits and risk <ul style="list-style-type: none"> Safeguarding visit report 11.10.2024 	Papers attached (TBC) -Chair
9	5 mins	Chairs update and questions	Oral item - Chair
10	5 mins	Parent Teacher and Friends Association	Oral item - Chair
11	2 mins	Future agenda items and confirmation of forthcoming dates: <ul style="list-style-type: none"> Date of next meeting 17 March 2025 	Oral item - Chair
12	2 mins	Any Other Business	Oral item - Chair



Cottenham Village College - Local Governance Committee (LGC)

Minutes of Meeting: 2 December 2024 (*meeting held through Teams*)

Members Present:	Cerian Webb (Chair), Alison Bigglestone-Widdows, Vikki Cantrill, Maria Derrick, Vicky Ellaway-Barnard, Mark Phillips, Lorraine Young
In Attendance:	Zoe Andrews (Principal), Judith Chipps, Clive Crisford, Hanan McKeand, Paddy Winter, Melanie Basson, Kath Goudie, Sara Powell
Apologies:	Kate Tarlow.

ACTION SUMMARY			
Minute Reference	Summary	Responsible	Deadline
Agenda item 5	Marketing item to be removed from future Principal's Report.	Clerk Principal	Complete
	To provide materials earlier (particularly policies) where possible at future meetings.	Clerk Principal	Ongoing
	Clerk to share 'item for Board' with the Governance Team – funding late bus	K Sills/TTH	Spring Term 1
Agenda item 7	Safeguarding Link report to be shared at the next meeting.	Safeguarding Link Member-VC	Awaiting
Agenda item 9	Members to confirm their completion of statutory safeguarding training with the Clerk.	LGC	Complete
02.12.24 Agenda item 1	Thank Kate Tarlow for her valued contribution to the CVC and complete end of term in office process	Clerk	Complete
02.12.24 Agenda item 4	Circulate AIP	Clerk	

FUTURE AGENDA ITEMS		
Summary	Responsible	Meeting
PHSE presentation	LY	Spring 1
PTFA achievements and fundraising – standing agenda item	Clerk	ongoing

1) Introductions and apologies

The meeting started at 5.45pm. The Chair welcomed all attendees.

Apologies for absence were received and accepted for Kate Tarlow.

The committee noted Kate Tarlow's resignation from the LGC at the end of this term. **Action: The Clerk was asked to pass on thanks to Kate for her valued contribution to CVC LGC and complete end of term in office process.**

2) Declarations of interest

There were no declarations of pecuniary interest arising from agenda items.

3) Minutes, action tracker and matters arising

The minutes of the previous CVC LGC meeting held on 7 October 2024 were ratified electronically.

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

The Chair informed the committee that CVC await a response from the central team with regards to the trust for financial support for the late bus.

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. Taking the report as read, the update focussed on:

Safeguarding

When asked about CVC strategies in identifying and dealing with cyber bullying, Ms McKeand stated Cyber bullying is identified when electronic communication has had a negative impact on a student due to the intimidating or threatening nature. CVC signpost families to police where appropriate and support students in school as with other forms of conflict or bullying.

Ms Parker informed the committee the trust have introduced the platform 'No More Marking' (NMM), who provide personalised feedback reports for schools with informed insights based on assessed writing. CVC English department uploaded one English paper and a language paper of extended writing to the NMM platform. Early assessments show the accuracy is improved which assists CVC with predictions and can compare how a whole year group have performed.

When asked whether comparisons are made to rank CVC results with other academies in the trust, Ms Parker confirmed it does and by class, which CVC review and assess strategies according to mock data.

Noting Year 7 cohort NGRT Reading average age is twelve years and ten months, Ms Cantrill asked whether Year 7 are performing above the national average, Ms Parker confirmed they are.

When asked what CVC intend to do with the NGRT data for Year 11, Ms Parker aims to capture how students have progressed and identify what CVC need to focus on in supporting those who would benefit from intervention. In particular SEN and PP students, ensuring seating plans are effective, scaffolding resources are available to support, and learning is pitched at the right level.

Teaching and Learning

Ms Goudie informed the committee that CVC plan to undertake student and parent/carers feedback surveys around homework, in the spring term. Results will be shared with the committee in due course.

When asked about staff training, Ms Chipps informed the committee teaching and learning staff sessions focus on SEN and PP attainment gaps for each individual student.

When asked whether committee members can attend these sessions in their monitoring role, Ms Chipps extended an invite when sessions are scheduled. CVC staff training day in January, of which the will include SEN strategies, of which content will be shared with governors in due course.

Behaviour and culture

When asked whether CVC has been affected by recent media attention in relation to alleging suspensions being issued to students for non-compliance with CVC uniform, Mr Crisford stated as far as he was aware, the Principal dealt with this with advice from the central team resulting in no impact on staff resources.

Mr Crisford explained CVC uniform expectations have not changed and CVC will continue to monitor compliance, referring students to the uniform boutique where necessary.

Mr Crisford reiterated that CVC had not issued suspensions for non-compliance with uniform expectations. CVC followed procedure, referring students to the uniform boutique. When a small number of students refused to follow instructions and wear the uniform offered at the boutique, behaviour escalated into refusal to follow instructions as all students were offered uniform to change into.

When asked whether the recent breach in compliance with uniform was co-ordinated to cause disruption, Mr Crisford confirmed there was no evidence of this.

The committee noted CVC blue tartan pleated school skirt will be the only skirt option for all years from September 2025.

Ms Young suggested CVC send reminders to parents/carers from January 2025, to allow families to plan for the change in uniform. Mr Crisford confirmed CVC will communicate with families to ensure all are aware and can plan.

Suspensions

Regarding CVC capacity to reintegrate students following a suspension, the Chair enquired whether CVC have sufficient resources.

Mr Crisford explained the Heads of Year and SLT are involved in the reintegration process and cover is provided during busy times, confirming CVC has enough capacity to monitor the reintegration process.

When questioned about feedback received around SEN/PP students missing out on reward trips, Mr Winter explained CVC try hard to ensure all trips are inclusive. All students have fair opportunity to take part in a celebration trips at the end of the academic year, along with more regular rewards throughout the year, celebrating success. CVC follow up with parents/carers to seek why students are not participating in reward trips. In circumstances where financial aspect is a factor, CVC plan to support families as part of the scheduling trips process. Mr Winter added that CVC aim to offer celebratory reward activities in school for those not participating in reward trips.

Attendance

The Principal acknowledged local cases of Norovirus affecting a small number of CVC staff and students and recognised this as a medium risk currently for the community.

Referring to CVC pro-active approach to persistent absentees, Mr Phillips enquired whether the approach was proving successful in reducing the numbers.

Mr Winters confirmed CVC approach where parents are informed of the risks to students education in relation to absence levels is working well as a preventative measure.

Ms Ellaway-Barnard gave praise to CVC for celebrating success, acknowledging and rewarding improvements in attendance which has helped motivate students and families to stay engaged.

Ms Ellaway-Barnard gave praise to CVC for collaborating with the Trust's central team, providing additional resources focusing on daily whole cohort and year 11 data, enabling more efficient, personalised intervention.

Ms Ellaway-Barnard enquired with regard to CVC proposal to enhance collaboration between the SEN, pastoral, and attendance teams to increase contact with SEN students and their families, asking what is meant by dependant on personnel.

Mr Winter explained the TA team contact every SEN family to identify barriers to attendance. CVC Attendance Officer aims to plan a more structured approach to making and monitoring which families have been contacted. And will work to a program with the staff carrying out these calls.

Ms Bigglestone-Widdows thanked CVC for the support offered by Head of Year 8, stating they go above and beyond when supporting students.

Ms Bigglestone-Widdows questioned whether individual students reason for absence are recognised, Mr Winter explained where students make significant improvements in individual targets, these will be celebrated. Rewards are achievable for all students and not just for 100% attendance.

Academy Improvement Plan

Action: The Clerk was asked to circulate CVC AIP.

Astrea Reads

When asked about feedback around the Astrea Reads program, Ms Parker informed the committee CVC train staff how to monitor class as well as reading aloud to students. CVC are revisiting the model with a view to increasing confidence in staff to be able to read as well as monitor the class.

Ms Goudie added since the launch of Astrea Reads, CVC are offering bespoke training for Tutor Teams in Year 10 and 11.

When asked whether staff valued the reading sessions, Ms Parker confirmed staff are positive and have expressed the need to offer students opportunity to benefit and enjoy a variety of books which compliment the curriculum.

When asked about the evaluation of Astrea Reads implementation and progress, Ms Parker said that student and staff feedback is evaluated and ongoing. CVC plan next steps to increase new texts and evaluate more formally this academic year.

When asked what impact Astrea Reads has had on academic achievements, Ms Parker explained it is challenging to attribute student progress in academic achievements to Astrea Reads alone, with many other support programs in place.

Ms Young enquired whether all staff are encouraging students to talk about the literature they are reading and whether CVC evaluate how students feel about reading.

Ms Parker stated all staff are encouraged to evaluate student experience of reading and the literature available, and recognised this could be further embedded by best practice.

Staffing

Noting CVC Behaviour Manager has left, Ms Cantrill enquired whether this post would be filled. The Principal confirmed it would be and interviews have taken place.

Regional Directors visit

When asked about actions of Regional Directors visits, Ms Myhill-Johnson stated actions will be included in the report from the RD or the trusts Director of School standards, Dimitris Spiliotis, dependant on the timing of the visits.

Sports Centre

When asked about the Sports Centres usage rates, Ms Powell explained Vivify strategies aim to attract group bookings as well as new individual customers. Arrangements with existing customers are being honoured with a view to retain customer base.

With strong local competition in sports facilities, Vivify would need to increase revenue to improve facilities. Vivify are keen to work with the local community strategy group to improve the use of provision and community engagement.

5) Careers and Post 16 destinations

Mr Winter presented an overview of CVC student destinations post 16.

- Around 65% of CVC students go to Hills Road and Long road, other majority attend Cambridge Regional College and Chesterton Sixth Form.
- CVC continue to work with the LA to support a small number of students post 16, who are not in education or employment (NEET).
- The majority of PP students go on the study A-Level or equivalent courses.
- CVC continue to support students to make the best choices for them in the long term. Ms Goudie added CVC careers provision offer PP and SEN students opportunities and visits to Cambridge University.

6) School visits and risk

Ms Ellaway-Barnard visited CVC to undertake a LGC link lead member visit on 4 October 2024. The report around safeguarding was presented in advance of the meeting and questions were invited.

Members were encouraged to visit the school at least once per term and a written report to be circulated to the LGC.

7) Chairs update and questions

The Chair informed the committee of the presentation at Chairs Briefing, hosted by Tomas Thurogood-Hyde, Director of Corporate Services.

- Mr Thurogood-Hyde introduced Darren Hill as the trusts Marketing and Engagement Manager
- Teacher Tapp
- All bar one, Astrea academies have now achieved a GOOD rating.

Ms Myhill-Johnson explained the trust communication around expectations of what academies 'must do', 'should do' (academies have some agency to decide) and 'could do' (academy has complete agency to decide). At the time of writing, this language has not yet been rolled out to the secondary teams.

Asked whether there is an impact on curriculum delivery, following a supposed reduction in the number of teaching days for year 11s (i.e. in terms one and two) in comparison with last year.

The Principal reassured the committee that CVC has not changed the number of teaching days in the last few years. Other schools have longer half terms, CVC is no different in the number of days to other settings.

8) Future agenda items and confirmation of forthcoming dates

The date of the next meeting is scheduled to take place on Monday 27 January 2025 to be held remotely on Teams, from 5.45pm.

Action: The Clerk was asked to add an agenda item to the next LGC meeting to accommodate a PSHE presentation from Ms Young.

Action: Parent Teacher and Friends Association item to be added to future agendas with a view to reporting and recognising achievements and fundraising to the LGC.

The Chair informed the committee CVC is inviting raffle prizes for the upcoming Christmas Concert.

The committee offered appreciation and thanks for the work of the PTFA.

9) Any Other Business - none

Meeting closed at 19:18.

The LGC agreed the above to be a true and accurate record of the meeting on: 18 December 2024.