

Carlisle & Hampton Hill Federation

Federation Governing Board Annual Report to Parents July 2024

Introduction

This governance statement has been prepared and published by the Governing Board of The Carlisle and Hampton Hill Federation (hereafter referred to as the Governing Board) in compliance with our duty to report on the ways in which we have fulfilled our obligations and responsibilities relating to (i) our overarching duty to conduct the schools in accordance our core functions (which are explained below) during the 2023/24 academic year. The Carlisle & Hampton Hill Federation comprises Carlisle Infant School and Hampton Hill Junior School.

1. Our Governing Board September 2023 – September 2024

Name	Type of Governor	Current term of office appointed	Current term of office expires
Amanda Appleyard	Associate Member (voting rights in committee only)	20/09/23	19/9/24
Zoe Brittain	Head Teacher	01/09/18	
Barbara Clifford	Co-opted Governor (Vice Chair of Governors)	12/09/22	11/9/26
Helen Cunningham	Parent Governor	08/02/23	7/2/27
Lisa Day	Parent Governor	08/02/23	7/2/27
Guy Elliott	Co-opted Governor	12/09/22	11/9/26
Danielle Fawcett	Associate Member (voting rights in committee only)	20/09/23	19/9/24
Camilla Harvey-Jones	Staff Governor	01/11/22	31/10/26
Deb Long	Local Authority Governor (Chair of Governors)	12/09/22	11/9/26
Ros Morgan	Co-opted Governor	18/04/23	17/4/24
Casey Mouton	Co-opted Governor	22/03/23	21/3/27
James Olsen	Co-opted Governor	2/09/21	1/2/25
Jack Pannett	Co-opted Governor	12/09/22	11/9/26
Sarah Parker	Co-opted Governor	03/11/21	2/11/25
Alka Soni	Co-opted Governor	20/09/23	19/9/27

Priya Sriskantharajah	Co-opted Governor	20/09/23	1909/27
Dave Wells	Associate Member (voting rights in committee only)	20/09/23	19/09/24
Alan Went	Headteacher	18/07/16	

The governing board exists to make sure that the school runs effectively. It is a strategic role, and the governing board performance manages the headteacher who runs the school on a day-to-day basis.

The core functions of the governing board are:

- ensuring clarity of vision, ethos and strategic direction
- holding the executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent

2. Our Clerk to the Governing Board

Petra Raccani is our clerk and she can be contacted at praccani1.318@lgflmail.org

3. Committee Membership 2023/24:

Achievement & Families Committee:	Finance & Premises Committee:	Pay & Personnel Committee:	Head Teachers Performance Management:
Mandy Appleyard	Zoe Brittain	Zoe Brittain	Deb Long
Barbara Clifford (Co-chair)	Helen Cunningham	Danielle Fawcett	James Olsen
Camilla Harvey-Jones	Guy Elliott (Chair)	Deb Long	Alka Soni
Ros Morgan	Danielle Fawcett	James Olsen	
Jack Pannett (Co-chair)	Deb Long	Alka Soni	
Sarah Parker	Casey Mouton	Priya Sriskantharajah	
Dave Wells	Priya Sriskantharajah	Alan Went	
	Alan Went		

The remit of each of our committees can be found on the federation website:

<https://www.carlisleandhamptonhillfed.richmond.sch.uk/governormeetings>

We also have a Federation Strategy Group that has met at points during the year to focus on the strategic aims of the federation and to support school leaders with moving these forward. Membership of this group is as follows:

Federation Strategy Group
Mandy Appleyard
Zoe Brittain
Barbara Clifford
Lisa Day
Guy Elliott
Danielle Fawcett
Deb Long
Dave Wells
Alan Went

4. **Linked Governors 2023/24:**

Governor Name	Linked Area
SEND	Ros Morgan
Looked After Children & Safeguarding	Barbara Clifford
PPG	Casey Mouton
English	Lisa Day
Wellbeing	James Olsen
Behaviour, Attendance & Punctuality	Jack Pannett
Health & Safety	Priya Sriskantharajah & Helen Cunningham

Linked Governors have carried out monitoring visits with the lead member of staff in each school during the school year.

5. Attendance September 2023 – July 2024:

Name	Number of Committee Meetings attended:	Number of Board Meetings Attended:
Amanda Appleyard	3/3	5/5
Zoe Brittain	9/9	5/5
Barbara Clifford	3/3	7/7
Helen Cunningham	4/6	5/7
Lisa Day	N/A (FST)	7/7
Guy Elliott	6/6	7/7
Danielle Fawcett	9/9	6/7
Camilla Harvey-	2/3	4/5
Deb Long	9/9	7/7
Ros Morgan	3/3	7/7
Casey Mouton	3/6 (maternity)	2/7 (maternity)
James Olsen	2/3	4/7
Jack Pannett	2/3	3/7
Sarah Parker	3/3	4/5
Alka Soni	3/3	4/7
Priya Sriskantharajah	8/9	6/7
Dave Wells	3/3	4/5
Alan Went	7/9	5/5

6. Progress towards Federation Development Plans 2023/24 (the following is just a summary of some of the key points):

Federation wide priority:

- **To maximise the benefits of the Federation model for all stakeholders:**
 - Continued work to return to financial stability within a sensible timeframe, including a leadership restructure
 - The new uniform is in place for September.
 - The new website is ready to launch in August 2024.
 - a new and streamlined office staff team is in place across the federation
 - improved communications between governors and the wider staff has highlighted that staff are committed to collaboration across the federation

Carlisle Infant School priorities:

- **To embed a whole school approach to teaching vocabulary to support effective learning across the curriculum.**
 - a structured overview of vocabulary is now complete to ensure progressive lists of vocabulary for all subject areas
 - specific vocabulary acquisition is a fundamental part of lessons.
- **Further develop and embed the school's assessment processes.**
 - a consistent approach to delivering summative assessments in the wider curriculum is now in place across the school
 - Staff track the results of these assessments in order that future teachers, subject leaders and the curriculum leader can recognise pupils' strengths and areas for development in specific aspects of the wider curriculum.

Hampton Hill Junior School priorities:

- **To ensure improvements to our curriculum delivery impact positively on pupil progress and outcomes**
 - The Little Wandle phonics support is in place and impacting positively on progress.
 - Staff have worked with other local schools for writing moderation exercises
- **For school leaders to lead on identified priorities that improve the quality of our teaching and learning**
 - Trips and activities have been supportive and have enhanced the curriculum.
 - The mental health lead has developed a provision map of mental health support for the whole school community.
 - The school participated in a national Fieldwork Week to support the delivery of the geography curriculum.

7. Possible areas of focus for the coming year 2023/24

- **Reading**
- **Federation finances will continue to be a focus**
- **Safeguarding processes and practice to be reviewed under the new federation leadership team**
- **Embedding the new staffing structure to ensure stability and confidence for all stakeholders**
- **Development of a robust strategic development plan for the federation**