



Carlisle & Hampton Hill Federation

FULL GOVERNING BODY MEETING MINUTES

Time, date & location:
6.30 pm – 7.45pm on Wednesday 11 March 2026

Governor attendance:		
Name	Category of governor	Attendance
Deb Long (Co Chair)	Local authority	Yes
Barbara Clifford (Co Chair)	Co-opted (community)	Yes
Zoe Brittain	Federation Headteacher	Yes
Lisa Day	Co-opted (community)	Yes
Guy Elliott	Co-opted (community)	Yes
Alex Foulds	Elected - Parent	Yes
Margaret Hall	Co-opted (community)	Yes
Ali Hodder-Williams	Co-opted (community)	Yes
Ros Morgan	Co-opted (community)	Yes
Casey Mouton	Co-opted (community)	Yes
Kirsty Sturt	Elected - Staff	Yes
Roisin Sullivan	Elected - Staff	Yes
Emma Waight	Elected - Parent	Yes
Lorna Yates	Co-opted (community)	Yes

Note: Only governors may vote at Full Governing Body (FGB) meetings.

Other attendees:	
Danielle Fawcett	School Business Manager, CHHF
Marc Lowery	Head of School, HHJS
David Wells	Head of School, CIS
Petra Raccani	Clerk

Final minutes to be sent to:
All members of the Full Governing Body

Papers	
• Draft minutes from previous meeting • Minutes of spring term committee meetings: > Achievement & Families Committee > Finance & Premises Committee > Pay & Personnel Committee • CHHF SDP 2025-2026 autumn updates • CHHF 2025-2026 SIP report • CIS Self Evaluation Form 2025 - 26 • HHJS Self Evaluation form 2025 - 26 • Headteachers report 2025 - 2026	• Policies for ratification: > Business Continuity Plan > CHHF Early Years Foundation Stage Policy > ECT Induction Policy > Equality & Inclusion Guidance > Equality & Inclusion Policy > Grievance procedure > Health & Safety Policy > Safer Recruitment Policy > Schools Discipline Policy

Preliminaries	
1	Opening Alex Foulds, elected Parent Governor was welcomed to the meeting.
2	Declarations of interest All members were reminded of their duty to declare any direct or indirect pecuniary interest which may relate to any matters under discussion at the meeting. Nothing was declared
3	Minutes of the Previous Meeting The minutes of the previous meeting held on 04/12/25 were agreed a true and accurate record of the meeting and were digitally signed by the Co-Chair following the meeting

4 Actions from previous meeting

Minute No.	Action
4 (22)	Communication and Engagement The calendar of events in the Governance Planner had been updated as agreed and circulated to Governors who had signed up to attend events in school.
5	Federation Development Plans (SDP) Governors were reminded of the need to check the “Next Steps for Governors” section of the document for relevant notes and questions when making visits.
5	Governor Monitoring visits Co-chairs had discussed link governor visits with new governors; new governors had also been made aware of a training session offered by AfC for link governor visits and some had attended. Action: In the absence of a link member of staff, DL and LY will liaise with SLT to write questions for the Equality and Diversity visit, this will commence in January 2026 - completed
11	Training A link to the online cyber security module had been sent to all governors, governors were reminded to complete training records on Governor Hub .

Governing Body matters – Strategic

5	Federation Development Plans (SDP)	Responsible
	Governors had discussed the autumn term updates to the Federation Development plan in committee. Governors were advised that the spring term updates would be made at the end of term. Governors discussed the new format Self Evaluation Forms created by school leaders; it was explained that this is a live document which will be updated on a regular basis. It will contain links to evidence. It is necessary to maintain both the SEF and the SDP. ZB advised that the School Improvement Partner (SIP) reviews the SDP prior to a visit, choosing priorities from it for the focus of each visit. The most recent visit had been positive. Governors were advised that the SIP visit report would be available in due course. ZB informed governors that in relation to the new Ofsted framework and grades, school are currently self-assessing as 'expected standard'. Following the spring SIP visit it has been suggested that in two of the assessment areas school may sit within the 'strong standard'. Governors discussed the grading standards in the new Ofsted framework, particularly how parents may view the change in gradings. It was agreed that the guidance around the new gradings would be shared with parents in due course, nearer the time of an Ofsted inspection. Action: Letter from Director of Educational Services, AfC explaining the gradings to be shared with governors for their information only at this time. School leaders were commended on assessing against expected standards.	ZB/Clerk

	Q Are subject leaders, particularly in core subjects familiar with curriculum expectations in terms of the new grading standards? This is an ongoing process, some of the subjects leaders are new to post and will become conversant with the framework through planned training. Governors were advised that the leadership of these areas had been discussed at the recent Federation Strategy meeting. Governors were reminded that the SEF document forms part of the information for Governors for any future Ofsted inspection as contains the evidence which will be used. Governors were urged to become familiar with the contents of the SEF to be able to refer to this evidence in the event of an inspection. Governors were advised that the Ofsted window for CHHF is 2027. Governors will be given Ofsted related training at the next FGB meeting from the SIP. Q What engagement has taken place or is due to take place with parents relating to Phonics and the Oracy focus? At CIS workshops have taken place at the beginning of the year for new parents. At HHJS teachers are currently participating in a training programme for Oracy, parent workshops will follow. Q How are the subject leaders from each school going to be given time to meet, it is recognised that this is difficult to achieve but necessary? This is a matter of finding the time and the money to ensure it happens. It may be possible to achieve this once staffing for the next year is understood. An HTLA role needs to be costed to support achieving this. Q Are the phonics screening results for 2026 looking positive? Yes, these were discussed at A&F committee, the expected targets and catch-up provision was discussed. This is in a good position. Link Governor visits Maths – The Maths link governor advised that initially a questionnaire had been sent to the Maths leads, both leads had subsequently given presentations at the A&F committee meeting. Governors were impressed with the leadership of Maths across the federation. School visits will take place in due course. Writing – The link governor advised that an online meeting with leaders will be taking place on 13/03/2026, with a visit due after SATs. SEND - Due to new staff being appointed this term a visit has not yet taken place, the link governor confirmed that she has been in communication with the SENDCo and Assistant SENDCo, and at the SIP visit provision was reviewed. A visit will take place next term. Safeguarding – visits are planned for both schools before the end of term. PPG – visit planned for 20/03/6 Action: SATs week – Governor representation for SATs week was agreed.	BC
6	Pupil Numbers 2026/2027 ZB reported that the Federation had been advised not to apply for a temporary cap as there were currently 73 pupils for Year 3, three classes will be run We are expecting 70+ pupils for Reception in Sept 26 with the likelihood of further pupils gaining places before September. A detailed analysis of costs for each class has taken place to identify required pupil numbers to meet staffing costs. It was agreed that the focus on marketing is essential and should be maintained. Q Is this just a Year 1 position, or if the pupil numbers increase at this rate will this have a positive impact on the deficit recovery? Yes, it would have an impact. Q Are these first-choice places? Yes. Q Have you considered the idea of split class/vertical grouping? The Federation Headteacher is part of the Falling Rolls HT working party. There is one school in the borough with vertical groupings, the borough are supportive if this as a way of keeping schools open. Governors discussed the concept of vertical grouping and implications for the curriculum, teaching, pupils and potential parental concerns.	

6	Committees Verbal updates were given from sub-committee chairs on key decisions and issues from spring term meetings. Minutes of all committee meeting had been circulated to governors prior to the meeting. • <u>Finance & Premises committee</u> - The committee had discussed the aspects of the School Development plan relevant to the committee, particularly potential pupil numbers. - The financial position with regards to the deficit had been noted, the in-year balance was lower than expected, mainly due to lower than anticipated numbers of pupils in wrap around care, redundancy expenditure, maintenance costs for fire testing and heating, and agency staff due to long term sickness of a staff member and an additional staff member in KS1. - An uplift in the lettings rates had been agreed. - The capital project plan had been reviewed; the federation were awaiting the final plans for the CIS site from AfC. • <u>Pay & Personnel committee</u> - The committee had reviewed staff absence; they had concluded that there were no trends emerging in relation to absence. - Recording of discriminatory incidents had been discussed - Policies had been reviewed - Staff Discipline and Staff Grievance and Safer Recruitment, these were agreed for ratification. • <u>Achievement & Families Committee</u> - The Maths leads had given comprehensive presentations - Data had been reviewed; the positive Year 6 SATs results had been acknowledged and reflected upon in relation to the current Year 6 - The committee had discussed potential issues with some cohorts; they were updated with the provisions being put in place to address these. - Attendance was discussed, an attendance strategy will be devised - IDSR, (data published about the school online) had been reviewed, this is the data Ofsted will review before an inspection and base questions on for the inspection. - Pupil voice surveys related to break and playground experiences Q The attendance of PPG and FSM pupils had been highlighted during the SIP visit. Should attendance be monitored by the A&F committee, or should the FGB revert to having a specific link governor for attendance to monitor specific groups attendance? HHJS Head of School reported on an attendance reduction event he had participated in at a local school who have demonstrated success in reducing absence as part of RISE fortnight . The current thinking is to have one person focused on attendance, with small changes being implemented can make major changes in attendance levels for some pupils. Action: A link governor for attendance will be identified from the A&F committee at the next meeting. Action: Federation Headteacher to allocate EAL lead role to a staff member in September.	Clerk ZM
7	Deficit Recovery Plan Governors were advised that DRP had been a focus of discussion at the Federation Strategy group meeting this term. Whilst progress has been made towards reducing the deficit, there is a need for governors to maintain focus on this appropriately, and whilst it may not be possible to further reduce costs, the potential for increasing revenue is vital. The SBM advised governors that the draft budget is due for publication at the end of term; there are unknowns at this stage in relation to staffing for the next academic year, the breakeven analysis has been a useful piece of work. Concerns exist around the income from Wrap Around Care which has declined, this has been impacted by the increase in pay for support staff and a drop in numbers attending. Action is being taken to increase marketing of the provision.	

	Another area of focus is income generation, particularly lettings. The school fund is also an area of potential income, a donations letter will be sent to parents at Easter with a request for gift aid where possible. Q Could an appeal be sent to the parent body to ask if there are any parents who have experience of writing grant applications who might be able to access money for the Federation? It was felt that there may be parents with some experience in this field. It is hoped that once the changes in the school grounds at CIS take place income may be generated from letting these. A decision is outstanding on progress towards this.	
8	Safeguarding Safeguarding Link Governors had arranged termly meetings with Designated Safeguarding Leads; these will take place before the end of term. These visits will include pupil voice. Governors were advised that the SENDCo will be trained in Safer Recruitment. Governors discussed concerns raised with regards to some pupils who experience difficulties getting to school.	
9	Wellbeing update HHJS – The staff at HHJS have been affected emotionally this term due to the death of a colleague, governors were advised that the staff were supporting each other. CIS – Staff are experiencing extremely challenging behaviour from a small number of high needs children; this is impacting a number of staff who are being physically assaulted multiple times a day. There are more “runners” among the intake this year which creates more issues for staff. Support staff are attending to many more needs with pupils such as hygiene, ensuring children have had breakfast. Morale among staff is low, but staff are supporting each other. Q Staff have been asking if there is due to be another staff survey? Yes, there is. Staff governors will be consulted on questions to be included in the survey in addition to school leaders. Governors were informed that staff are interested to have feedback on the SEND Survey which was undertaken. Action: Staff will be given feedback on the survey in a “You said, We did” style, this will be devised by ML and the SENDCO, they are due to meet on 12/03/2026 Q What can governors do to support and help? More resources have been put in place. The inclusion lead has visited a school with highly complex pupils which operates a different model of the school day, where pupils have a more therapeutic focus in the afternoon. There was an acknowledgment that this needs an appropriate space, equipment can be sourced through donations. Action: In the short term at CIS, the areas for containing pupils more effectively will be reviewed to reduce the opportunity for pupil to run. Q Will the plans for CIS being approved by the LA provide any solution to this situation? Hopefully, but we are still awaiting these plans. Action: School leaders to provide an update on the current situation, especially in terms of staff for the next FGB meeting, including identification of a space for use for a sensory area with ideas of how this may be achieved. Action: Governors to carry out a staff survey after the Easter holidays.	ML DW, ZB DW, ML, ZB DL & BC
10	Communication & Engagement The strategy meeting had discussed pupil numbers, marketing, deficit recovery. Governors were reminded to review the Governor engagement calendar for events to attend at schools.	
Governance		
11	Training Governors discussed training opportunities available on the AfC training offer and were reminded to note all training undertaken on Gov Hub. Governors who had attended Safeguarding training and Operation Encompass training reported positively on the courses.	

	Governors attention was drawn to Finance Training for Governors being offered by AfC in May. <u>Q Are governors aware of a need for staff to undertake Sexual harassment training?</u> This is likely to be necessary in the future. Governors were urged to share any key points from training sessions on the notice board on Gov Hub.	
12	GDPR Nothing to record	
13	Complaints No complaints have been received	
14	Policies The following policies which had previously been approved by the relevant committees were ratified F&P • Health & Safety Policy • Business Continuity Plan Action: Because of a concern around confidentiality, the Business Continuity plan will be deleted from Gov Hub, to be shared with Co-chairs only. P&P • Staff Discipline Policy • Staff Grievance Policy • Equality & Diversity Policy and Guidance • Safer recruitment Policy A&F • Early Career Teachers Policy • Early Years Foundation Stage Policy	Clerk
15	Governor recruitment Governors were asked to consider any contacts they may have to recruit governors for the board. DL to focus on recruitment after the Easter holidays.	
16	AOB Nothing to record	

Next meeting: Friday 19 June on Governor Day time and location to be confirmed

Signed: **Date:**.....

Summary of Actions - FGB Wednesday 11 March 2026

Minute No.	Action	Who	By when
5	Federation Development Plans (SDP) Action: Letter from Director of Educational Services, AfC explaining the gradings to be shared with governors for their information only at this time.	ZB/Clerk	asap
5	Link Governors visits Action: Governor representation for SATs week was agreed.	BC	May 2026
6	Committees Action: A link governor for attendance will be identified from the A&F committee at the next meeting.	RM	21 May 2026
6	Action: Federation Headteacher to allocate EAL lead role to a staff member in September.	ZM	September 2026
9	Staff well being Action: Staff will be given feedback on the survey in a "You said, We did" style, this will be devised by ML and the SENDCO after meeting on 12/03/2026.	ML	asap

	Action: In the short term at CIS, the areas for containing pupils more effectively will be reviewed to reduce the opportunity for pupil to run.	DW & ZB	May 2026
	Action: School leaders to provide an update on the challenging behaviour situation, especially in terms of staff experience, including identification of a space for use for a sensory area with ideas of how this may be achieved.	ZB/DW/ML	June FGB meeting
	Action: Staff survey to be run after the Easter holidays, governors to support staff to complete survey.	DL & BC	May 2026
14	Policies Action: Business Continuity Plan to be shared with Co-Chairs and removed from Governor Hub	Clerk	asap