

HEADTEACHERS' NOTICEBOARD AND TASK LIST

Friday 23 January

1. From Lucy Ellis:

- a) From my weekly safeguarding newsletter (already on Your Charter from 19th Jan)

New resource: *Voice of the Child*. North Yorkshire Safeguarding Children Partnership (NYSCP) has launched a new *Voice of the Child* resource, designed to support professionals to better hear, record and respond to children's lived experiences. The resource includes an easy-to-access practical toolkit and is freely available via the NYSCP website.

To accompany the launch, NYSCP delivered a free 60-minute learning event, now available to watch on their YouTube channel. This is a really useful resource for anyone seeking to strengthen authentic *Voice of the Child* practice.

For more information: <https://safeguardingchildren.co.uk/professionals/forms-and-tools/voice-of-the-child/>

- b) **Attendance Toolkit DFE, also on Your Charter.** Very useful as there is an audit for schools to complete around their practice. We have great attendance in primary on the whole, but this gives even more helpful tips about letters, timings of phonically and meetings etc.

c) **A reminder: Subject networks dates**

- Spring: w/b 2nd Feb
- Summer: w/b 19th May

Actions for Headteachers

- Share notices with staff
- Diarise reminders of Subject Networks dates

2. HR updates:

- a) There's a new section in Headteacher Hub on YC called Headteachers' HR: this is where anything HR-related that isn't a policy will be posted. The two HR newsletters are up there.
- b) Belinda has written up some investigation guidance as a resource for Heads to give to their teams when they ask them to do an investigation. This will be uploaded into the Headteachers' HR section on Your Charter, as well as being sent to you after this meeting.
- c) This is advance notice that we have scheduled a training session with Stone King for the morning of **Friday 6 February**. This will be in person, at East Dulwich, and will run for 90 minutes (10-11:30am).

3. Don't forget to attend the next **Headteacher Network Webinar**:

- **Date:** Thursday 29 January, 10-11:30am.
- **Focus: Preparing for Inspection:** Understand what inspectors are really looking for and how to confidently demonstrate your school's strengths while addressing areas for improvement.
- **Sign up here:** [London South Learning Partnership](#).

4. **Workload Reduction Working Party:** Meeting 2 is going to be moved to Wednesday 11 March. You'll be put into groups to present the work you've done so far on this. At the next meeting, two of the groups will present; the last group/school will present in the last meeting during the summer.

Action for Headteachers

- Prepare a record of the work you've done so far for presentation.

5. From Shalene: DfE guidance on Complaints for schools and parents

New guidance has been released for schools and parents on how to make and handle complaints.

The Department for Education, working with Ofsted and ParentKind, has published updated advice for parents on submitting complaints. They have also issued a complementary guide to support schools in responding effectively.

The two documents – [School guide to parent complaints](#) and [Parent guide to school complaints](#) – are designed to provide a checklist to resolve concerns quickly and easily with a big focus on collaboration. We will share these with you after the meeting.

Shalene recommends adding the documents to school websites alongside the Complaints Policy and signposting parents as necessary. She will be reviewing the complaints policy to ensure it is in line with the guidance.

Action for Headteachers

- Add the documents to school websites alongside the Complaints Policy, and signpost parents as necessary.
6. As referenced by Claire Purcell: link to the Headteachers' Breakfast Forum Resources: [Headteachers' Breakfast Forum Resources | Southwark Schools](#)

Action for Headteachers (Lyndhurst, Belham, Charter School ND and Charter School ED only):

Please complete the poll here: [Meeting Availability - Family Group 5](#)

7. From Sarah Botchway:

- a) Next week's Future Leaders course is on Wednesday 28 Jan, on Managing Behaviour and Exclusions. 1hr, online, 3:45pm – free for Trust members.

Action for Headteachers

Please share this link with your staff and encourage them to attend: [Managing Behaviour and Exclusions with London South Learning Partnership](#)

b) **Secondary School Teachers only:** Teacher Development Trust focus group - call for participants (Science and Arts teachers): [Opportunity to be part of our new research](#).

Action for Secondary Headteachers

Please share this link with your staff: [Opportunity to be part of our new research](#)