

HEADTEACHERS' NOTICEBOARD AND TASK LIST

Friday 6 February

- Apologies: David Windle, Richard Wilson and Alison Harbottle
- 1. **An update from Andrew/CFO** on the cleaning tender process: currently in play with site visits now completed; the bidders are expected to return their submissions in 10 days' time for evaluation.
- 2. **Secondary HTs: a reminder from Tom Young**: you have time booked in on 23rd March to review the artwork. You will need to start the review process now in your schools in order allow enough time to get feedback from your teams by that date.

Action for Secondary Headteachers

- Please start the review process for artwork now with your school teams – if you're unsure how/where to start, please contact Tom Young
- 3. **Teaching School Hub:**
 - a) please could you share the Summer Teaching Internship flyer in your staff newsletter on a regular (ideally fortnightly) basis – some families with university age/older children might want to take up the opportunity this summer. The PDF and JPEGs will be shared with you afterwards.

Action for Headteachers

- Include advert for the Teaching School Teaching Internship (Summer 2026) in internal school newsletters every fortnight – contact Sophy if you have any issues uploading the file into MailChimp

b) Please encourage staff to sign up for the 'practical AI' webinars – details and PDF advert to follow. There are three sessions: one on using Microsoft CoPilot, which is a Trust-approved AI service; one entitled 'AI for Admins', focused on using Teams; and one on using Google Gemini which is aimed at Teachers and SLT. They all take place before the end of Spring II.

Action for Headteachers

- Please encourage your staff to attend one of the relevant AI webinars – flag them up in your daily briefings and include the advert in your internal newsletter