

HEADTEACHERS' NOTICEBOARD AND TASK LIST

Friday 24 April

1. **Headteacher breakfast briefing (Southwark Education Learning and Achievement):** Wednesday 29 April, 8:30-11am, via Zoom. Please attend. Registration link here: [Meeting Registration - Zoom](#).

ACTION FOR SOUTHWARK HEADTEACHERS

- Register for event and make diary space to attend

2. **Future Leaders webinar:** taking place next Tuesday. Please signpost this to aspiring Heads and premises staff and encourage them to attend, as well as (ideally) attending yourself. <https://www.londonsouthlp.org/training-qualifications/managing-your-estate-and-facilities>.

Facilities/Estates (Tues 28 April, 3:45pm, hosted by Tom T and Charlie)

ACTION FOR HEADTEACHERS

- Encourage relevant staff to attend this, as well as attending yourselves

3. **Benedict's Law compliance:** Lucy is sharing a resource from an organization called Kitt Medical, [Anaphylaxis Kits + Adrenaline Pens + CPD Training for UK Schools & Qualifying Businesses](#), which provides 'defibrillators, but for allergies' – it's an anaphylaxis kit service subscription, which is a supply of adrenaline pens, online platform for incident reporting and CPD training, and a wall-mounted emergency Kitt. It's £650 per kit, recommended that there is 1 kit per 400 pupils, so this means primaries need 1 and secondaries need 3 on average, to be placed in places like Reception/entrance, dining halls, 6th form centres etc. Each kit has 4 pens inside, wall mounted, and the service includes automatically replacing them if they are out of date or if they are used. If you sign you are locked in for 5 years, which means the annual cost won't rise during that period.

ACTION FOR HEADTEACHERS

- Look into whether this is the best option for your school

4. **Restrictive Interventions Policy:** This is still in draft - following the walk through on 27th March, Lucy has had no further comments from this group. The next stage is for it to be approved, and we are aiming to get to this stage on Monday.

ACTION FOR HEADTEACHERS

- If you have any suggested alterations or feedback, please let Lucy know by the close of play **today**.

5. **Primary HTs: Safeguarding audits:** Lucy E says, 'Everyone had their audit in Spring term, and you should have received the actions from these - when we do the pupil safety audit this term we will revisit the actions from the spring audit also. Don't forget we will look at epi-pens and allergy training to ensure we are compliant with the new law.'

ACTION FOR PRIMARY HEADTEACHERS

- Please ensure that you are 'actioning the actions'. The pupil safety audit itself will be in headteachers' hub so you can see what the questions are.

6. **Finally, Charter Conference 2026: a friendly reminder.** Remember, the deadline for your submission is next Friday. The sooner you can submit your theme/topic to Kate, the better. Please don't leave it to the last minute!

ACTION FOR HEADTEACHERS

- Please firm up your session and submit details to Kate McCole by **Friday 1 May**