Charter.

Better futures for children & young people.

HEADTEACHERS' NOTICEBOARD AND TASK LIST
Friday 6 November

1. **Data Protection Audits:** advance notice that we will be scheduling these with Judicium remotely via Teams; they will be block-booked so the same consultants will carry out all audits across the Trust. 3 hours per audit is the standard time, including the audit itself. The next available dates are from mid-February 2027 onwards. Sophy will be in touch to arrange these with each school.

ACTION

- Please confirm your current data lead/s with Sophy

2 **REMINDER: TEP surveys:** Autumn Census opens on next Monday, 9 November. If you haven't yet done the five things which need doing, please action them as a priority:

ACTION

a) **Share the Census and Onboarding Session dates with your school leaders**
Make sure headteachers share the Autumn Census dates with SLT, that it's in their calendars and that they have planned time for employees and pupils to complete their question sets.

b) **Refresh the Central Team directory**
You may have new employees to add to the Central Team page. You can add these using the bulk upload in the directory. Upload a full, current staff list, and tick *deactivate records not in this upload* to remove any employees who have left.

c) **Check school directories**
School leaders should check that employee information is up to date, including departments, roles and email addresses. We've pulled through your new employees and pupils, so there may be unassigned employees to sort into departments. Directories should be refreshed before the census window opens. Encourage school leaders to visit the resources section of the platform for step-by-step video tutorials or watch our showcase here.

d) **Brief your teams**

Whether this is your first or tenth census window, briefing employees and pupils before the window opens is one of the most effective ways to hit 85% response rates. The platform's briefing materials are ready to use, direct your school leaders to the Resources section.

e) Plan the logistics for pupils
For schools collecting pupil responses, planning is key. Encourage school leaders to schedule time across the full three weeks of the census window, particularly in larger schools, and to consider how pupil codes or emails will be distributed.

3. Anti Bully Week, Mon 16-Fri 20 Nov: BBC Bitesize has sent across resources for primaries and secondaries – these will be shared after the meeting and include details of their new campaign about positive relationships and how to identify role models.

4. Schools' Workload and Wellbeing Charters: We're received one solitary W&W Charter (thank you, Graziella). We need to share whichever of these are ready with the unions at the next JCNC on 19 November.

ACTION

- Please share any final versions of your W&W Charters with Cassie and Sophy.