**Delegate Discussion Points – From the shared OneNote – AI briefing 13.06.25**

**Table 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| **High frequency task / challenge** | **Time commitment** | **Support tool** | **Prompt hints** |
| Parental survey analysis. The feedback that we would review and give back to staff and how to improve speed of response to feedback. | From 1 day of feedback to half a day. |  |  |
| NoteBook LM- teacher speak documents into an assembly. Do our policies align with governors requirements. Can ask it to turn it into a podcast. |  |  |  |
| TheKeyAI- [How to report to your governing board about AI | The Key Leaders](https://schoolleaders.thekeysupport.com/administration-and-management/government-policies-and-legislation/how-to-report-to-your-governing-board-about-ai/?uuid=%%contact_keystone_UUID%%&token=030b77da-e84b-4039-ac81-690800006b59&utm_source=SFMC&utm_medium=email&utm_campaign=WSEngagement&utm_content=) |  |  |  |
| Microsoft Co-Pilot used safely ringfenced by them to ensure it is not used by learning. |  |  |  |
| Website that can compare your website to see if it is up to date compared to [Robin - For maintained schools — Robin](https://www.robin.education/website-review/maintained-schools/?utm_source=thekeyemail1b&utm_medium=email1tk&utm_campaign=may2025&j=972323&sfmc_sub=1111722&l=52_HTML&u=28423320&mid=510001415&jb=7&utm_source=SFMC&utm_medium=email&utm_campaign=ca_ws_tkemail1b_summer25&utm_content=) | Will check your policy for compliance every 6 months. £200 |  |  |
| Use co-pilot to compare internal AI policy to the DFE and AI guidance | 15 minute task to 5 minutes |  | Make sure you challenge the data sources. |
| Helping to update policies. Ask it to review your work compared to legislation. |  |  | Ensure you align the data sources. |
| AILA- Oak National Academy creating lesson plans |  |  |  |
| Co-pilot for FGB agenda- put the PPTs in and generate some feedback from the message we are attempting to deliver so it is consistent. |  |  | Make it clear in the prompts that you are writing from a perspective e.g. I am a headteacher at... |
| Minute taking for non-confidential meetings  -Otter |  |  |  |
| Learning walk summary- removes the BIAS from lots of data. Able to speed up the feedback. |  |  |  |

**Table 2:**

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| --- | --- | --- | --- |
| High frequency task / challenge | Time commitment | Support tool | Prompt hints |
| ECT progress Reviews to be able to bullet point the conversation |  | Gemini |  |
| HR case work – disciplinary etc to summarise key points, formatting summary letters and notifications |  | SLT AI |  |
| Analysis of learning walks data |  |  |  |
| Curriculum road maps – comparisons against national curriculum compliance |  |  | Checking tool |
| Summarise and bullet points of updates to parents, communications to parents |  | Co-pilot & Key GPT | Re write for this |
| Risk Assessments |  | Chat gpt & SLT AI & llama |  |
| Assembly formats |  |  |  |
| Presentations |  | Canva AI |  |
| Summarise key points from general guidance documents |  | SLT AI & Notebook LM |  |
| Job Descriptions |  | The key gpt |  |

**Table 3:**

|  |  |  |  |
| --- | --- | --- | --- |
| High frequency task / challenge | Time commitment | Support tool | Prompt hints |
| Dealing with Parent |  | SLTAI |  |
| Summarising documents / Analysing Data from parents |  | Google Notebook LM |  |
| Teaching & Learning |  |  |  |
| Marketing Tools |  | SLT AI/Chatgpt |  |
| Governing Body reports. |  | Chatgpt/Claude |  |
| HR case load |  |  |  |

**Table 4**

|  |  |  |  |
| --- | --- | --- | --- |
| **High frequency task / challenge** | **Time commitment** | **Support tool** | **Prompt hints** |
| Assembly ideas | 1/2 hours | Copilot | Start generically, 'I want to build an assembly' and then build from there. Use as specific information as possible. |
| Letter writing (especially to parents) | hours | Many possible AIs | Write a letter responding to ....  Change the tone to ... |
| Interview Questions | Hours | Copilot | Write questions suitable for " " role. |
| Writing Policies (PP, SEN etc) | 6 hours plus | SLT AI | Write a policy according to " " guidelines, include relevant links etc |
| Surveys for staff, parents or students | hours | Any AI | Create a series of multiple choice questions suitable for.... |
| Data analysis | hours | Any AI | Use this source to...... (be very specific about requirements) |

**Table 5**

|  |  |  |  |
| --- | --- | --- | --- |
| High frequency task / challenge | Time commitment | Support tool | Prompt hints |
| Policies and procedures |  | chatgpt |  |
| Letters to parents/govs etc |  | copilot | State who the letters are for |
| DfE documents summaries |  | chat | Provide summary |
|  |  | NotebookLM via google | Free to schools |
| Policies AI bot – sits within the microsoft office – all policies are loaded into copilot studio – then search within this and you can find which policy it sits within |  | copilot |  |
| Loading written work into copilot for it to convert and provide feedback  You could load all work into NotebookLM – add in the rubric into the model to be able to provide the direct feedback from your marking criteria/national framework |  | notebookLM | (Tim - Cornerstone) |
| Chat to AI bot gemini on way home and pose questions to it to understand unbiased responses |  | gemini |  |
| Presentations/ powerpoint |  | Copilot linked to powerpoint and then designer in powerpoint | 12 slides on options - |