

AI: STRATEGIC LEADERSHIP FOR PRIMARY SCHOOLS

GOVERNANCE, POLICY, AND
RESPONSIBLE AI ADOPTION



NOVA
House Publications

The Challenge

AI is already happening in your school. Whether your governing body has discussed it or not, teachers across your school are using AI tools. They are generating worksheets, drafting lesson plans, creating classroom resources, and (in some cases) entering information that touches on pupil data. This is not a future risk. It is a present one, and in many primary schools it is completely ungoverned.

The consequences of inaction are real. A UK GDPR breach involving pupil data, a parent complaint,

an ICO investigation, or an Ofsted inspection that finds no AI governance in place are not hypothetical scenarios. They are situations schools are already encountering. And in every case, the question of accountability leads back to the governing body.

But governing AI you may have never used is almost impossible. Governors who have not seen ChatGPT, Claude, or Canva AI in action cannot ask the right questions, cannot evaluate the risks, and cannot design the policies that genuinely protect pupils and staff.

This course is designed to address that.

What Is This Course?

A Full-Day Working Programme for School Leaders

AI: Strategic Leadership for Primary Schools is a full-day, hands-on INSET course designed specifically for school governors, trustees, headteachers, and senior leadership teams. It is the governance companion to our teacher-facing course, AI: Practical Skills for Primary Teachers. Together, the two courses give a primary school a complete, coherent whole-school response to AI.

The day is built on a single principle: you cannot govern what you have never seen. That is why Session 1 puts AI tools directly in front of every participant, giving governors and senior leaders real hands-on experience of exactly what their staff are using. From that foundation, the course moves through the legal and safeguarding landscape, into practical policy drafting, and finishes with strategic planning and concrete action.

This is not a lecture. It is a working day with real tools, real documents, and outcomes your school can act on immediately.

Every participant leaves with four concrete deliverables they did not have when they arrived:

DELIVERABLE 01**Customised Draft AI Use Policy**

Ready for Data Protection Officer review and governing body adoption.

DELIVERABLE 02**Whole-School AI Literacy Plan Framework**

With named ownership and review milestones.

DELIVERABLE 03**Personal 30/60/90-Day Action Plan**

A structured, time-bound plan covering immediate and strategic commitments.

DELIVERABLE 04**School AI Readiness Audit**

Identifying your school's current position across six governance dimensions.

What You Will Learn?

**Hands-On AI Experience**

Before you can govern AI, you need to understand what your teaching and administrative staff experience every day. Session 1 gives every participant direct experience of ChatGPT and Claude using the same RCI prompting framework your teachers are learning — framed around leadership tasks: drafting a parent communication on AI policy, generating governor meeting agenda items, creating a staff briefing note.

**Data Protection & Legal Compliance**

UK GDPR, the Data Protection Act 2018, and the ICO's guidance on AI have direct implications for every school. Session 2 covers pupil data obligations, special category data (including SEND information), the 72-hour breach reporting requirement, and the international data transfer rules that affect every free AI tool your staff are already using.



Live Policy Drafting

Session 3 puts a school AI policy starter template in front of every participant and asks you to develop it by using AI tools to customise it for your school context in real time. The meta-demonstration of using AI to help write an AI policy is both memorable and immediately practical. You leave with a working draft ready for your DPO and governing body.



Risk & Safeguarding Scenarios

Four realistic governance scenarios — a pupil data breach, a Subject Access Request involving SEND information, AI-generated pupil assessments, and an unapproved tool adopted by staff. Each scenario will give your team structured practice in identifying risks, assigning accountability, and designing policy responses before any of these situations arise in your school.



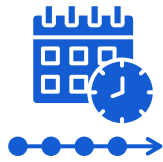
Strategic Planning & AI Literacy

Session 4 equips leaders with a whole-school AI literacy planning framework, a procurement and tool-approval guide, and a School AI Readiness Audit covering six governance dimensions: infrastructure, policy, staff capability, pupil safeguarding, parental communication, and governor oversight. The companion teacher training course is mapped directly to your strategic plan.



Clear, Actionable Outcomes

Every participant leaves with four concrete deliverables: a customised draft AI use policy; a whole-school AI literacy framework; a personal 30/60/90-day action plan covering immediate actions, governor meeting agenda items, and a whole-school strategic commitment; and a completed School AI Readiness Audit to guide next steps.



The Day at a Glance

A fully facilitated six-hour programme. Every session combines trainer demonstration, hands-on participant tasks, and structured group discussion.

Time	Session	Focus
09:00 – 09:25	Welcome & Signature Exercise	AI in UK primary schools today • The governance gap • What this day will deliver • How this course connects to teacher training
09:30 – 11:00	Session 1: AI Foundations for Leaders	What generative AI is and how it works • Live demonstration: ChatGPT and Claude in action • RCI prompting framework • Task 1: leadership prompting task
11:00 – 11:15	Morning Break	
11:15 – 12:45	Session 2: Risks, Safeguarding & Data	UK GDPR and ICO guidance • Pupil data and SEND obligations • Safeguarding risks • DfE guidance and Ofsted • Task 2: four governance scenario discussions
12:45 – 13:30	Lunch	
13:30 – 15:00	Session 3: Policy Workshop	Policies vs. guidelines • Key components of a school AI policy • Task 3: live policy drafting with AI tools • Task 4: policy gap review exercise
15:00 – 15:15	Afternoon Break	
15:15 – 16:15	Session 4: Strategic Leadership & Action Planning	Whole-school AI literacy planning • School AI Readiness Audit • Budget and procurement guide • Parent and community communication • Task 5: 30/60/90-day action plan
16:15 – 16:30	Close & Certification	Summary: the six governance decisions • Q&A • CPD certificate distribution • Take-away pack



What Participants Receive

Time	Session	Focus
<ul style="list-style-type: none"> Nova School AI Policy Starter Template 	<ul style="list-style-type: none"> Personalised CPD certificate (6 points) 	<ul style="list-style-type: none"> Post-session follow-up email with resource links
<ul style="list-style-type: none"> Task 2 Governance Scenario Discussion Card 	<ul style="list-style-type: none"> Customised draft AI use policy 	<ul style="list-style-type: none"> Digital copies of all session materials
<ul style="list-style-type: none"> Nova AI Parent Guide 	<ul style="list-style-type: none"> Whole-school AI literacy plan framework 	<ul style="list-style-type: none"> Access to Nova Education online resources
<ul style="list-style-type: none"> 30/60/90-Day Action Plan worksheet 	<ul style="list-style-type: none"> Completed 30/60/90-day action plan 	<ul style="list-style-type: none"> Signposting to AI: Practical Skills for Primary Teachers
<ul style="list-style-type: none"> School AI Readiness Audit worksheet 	<ul style="list-style-type: none"> Completed School AI Readiness Audit 	



CPD Accreditation

AI: Strategic Leadership for Primary Schools is a fully certified CPD programme, awarding **6 CPD Points** upon completion of the full-day session.

Each participant receives a personalised CPD certificate suitable for inclusion in their professional portfolio. Attendance records can be used to evidence whole-board or whole-leadership-team professional development within the school improvement plan.

Senior leaders may also use this course as evidence of due diligence in AI governance – demonstrating to Ofsted and other stakeholders that the governing body has taken active steps to understand and govern the use of AI in their school.

CPD Certified | 6 Points | Full-Day



Who Is This Course For?

IDEAL FOR

- School governors and trustees (all primary school types)
- Headteachers and deputy headteachers
- Senior leadership team members
- School business managers with governance responsibilities
- Academy trust board members and executives
- Local authority school improvement advisers

NO PRIOR AI EXPERIENCE REQUIRED

This course assumes no prior experience with AI tools. The day opens with first-contact demonstrations that build confidence immediately.

IDEAL GROUP SIZE:

10 to 25 participants. Bespoke packages available for multi-school and trust bookings, including whole-trust governor and SLT programmes.



What Participants Are Saying

I've sat in plenty of governor training sessions that felt entirely disconnected from what actually happens in school. This was the opposite. By lunchtime I had used the tools my teachers use every day, and I finally understood what we needed to govern – and why.

— **Chair of Governors,
Primary School, London**

The scenario discussions in the morning were genuinely uncomfortable in the best possible way. Three of the four situations described things that were already happening in our school. We left the room with a policy draft and a very clear sense of what our board needed to do next.

— **Headteacher, Academy
Primary School, West
Midlands**

As a trust board member I'd been asking for AI governance guidance for months without finding anything pitched at the right level. This course got it exactly right – practical enough to be immediately useful, serious enough to take to our board as evidence of due diligence.

— **Trustee, Multi-Academy
Trust, Yorkshire**

Testimonials are representative of participant feedback. Names withheld on request.



Frequently Asked Questions

01 We're not a technical team — is this course suitable for governors with no AI experience?

Absolutely. The course is designed specifically for people who have never used AI tools. Session 1 opens with first-contact demonstrations that build confidence immediately. No technical knowledge is assumed or required.

02 How does this course relate to Ofsted's current position on AI?

Ofsted has signalled increasing interest in how schools govern and manage the use of AI by staff. This course equips leaders to demonstrate informed, documented governance — giving both the governing body and the headteacher clear evidence of due diligence.

03 How does this course connect with the teacher-facing INSET?

AI: Strategic Leadership for Primary Schools is the governance companion to AI: Practical Skills for Primary Teachers. The two courses are designed to work together: leaders understand the strategic and policy context; teachers develop the practical skills. Combined whole-school packages are available.

04 What happens after the course day?

Each participant receives a post-session follow-up email with resource links and digital copies of all materials. The School AI Readiness Audit, if completed after the session, provides a structured basis for a governing body agenda item or a school improvement plan commitment.

05 How far in advance should we book?

We recommend booking at least four to six weeks in advance to allow time for the Pre-Course Preparation Guide to be shared and accounts to be set up before the day.

Practical Details

Location

Delivered at your school or trust premises — no travel required for your team.

Schedule

Flexible scheduling across INSET days, staff training days, and dedicated governance days. We recommend booking at least four to six weeks in advance. Available as a standalone course or combined with AI: Practical Skills for Primary Teachers as a whole-school package.

Participants Need

A laptop or tablet per participant with internet access. A Pre-Course Preparation Guide is provided in advance, including account setup instructions for ChatGPT and Claude. No prior AI experience or technical knowledge is required.

Participants Receive

- Nova School AI Policy Starter Template (print and digital)
- Nova AI Parent Guide
- 30/60/90-Day Action Plan worksheet
- School AI Readiness Audit worksheet
- Task 2 Governance Scenario Discussion Cards
- CPD certificate (6 points)
- Post-session follow-up email with resource links and digital materials

Pricing

Please contact us for pricing and availability. Bespoke packages are available for multi-school and trust bookings, including combined pricing with AI: Practical Skills for Primary Teachers.

Ready to Book?

Contact us to discuss availability, group size, and scheduling. We will confirm your date and send the Pre-Course Preparation Guide directly to your school coordinator.



The Companion Course

AI: Practical Skills for Primary Teachers

Give your teaching staff the same grounding you have received today, applied directly to classroom resource creation — using ChatGPT, Claude, and Canva AI to build differentiated materials, lesson plans, and visual resources.

Ask about whole-school package pricing when you book.

