AI at [School name]: position and assurance

One page, once a term. [Term and year]. Prepared by the [policy owner role].

What is in use	[count] approved tools on a live register. The audit found [count] tools in informal use, now resolved.
Our position	Staff use: [approved tools only / permitted with rules / case by case]. Pupil use: [stance].
The policy	Approved [date]. Owner: [role]. Next review: [date]. Clause library v1.0.
Checks	DPIAs completed or underway for every tool that touches personal data. Filtering and monitoring review: [date]; the provider's written answer on AI-generated content: [held / requested on date / not yet asked].
Training	[count] staff trained on the policy this year; new starters trained at induction; record held by [role].
Incidents	[count] AI-related concerns this term, handled under [the child protection policy / the data breach procedure / the malpractice policy].
Open items	[The honest two or three.]
What we ask of governors	Note the position, challenge the open items, and ask for this page again next term.

Received and minuted at [meeting], [date]. The minute is the record that governors are overseeing the school's approach to AI as part of their strategic responsibility for safeguarding.