



PUBLICATION SCHEME AND INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

Date	September 2020
Prepared by	Data Protection Officer
Review Date	September 2021
Version	V2

Date	September 2019
Prepared by	Data Protection Officer
Review Date	September 2020
Version	V1

1. Introduction

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our Trust and its Academies to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the Trust that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the Trust is the only owner

2 Information covered in this publication scheme:

There are 7 classes of information we hold: -

1. Who we are and what we do?
2. What we spend and how we spend it?
3. What our priorities are and how we are doing?
4. How we make our decisions?
5. Our policies and procedures
6. Lists and registers
7. The service we offer

The scheme covers information already published and information which is to be published in the future.

3. Classes of Information

- Who we are and what we do?
- The Trust’s values and vision
- Organisational information, including staffing structure
- Contact information Term dates
- School Prospectus

What we spend and how we spend it

- Financial information relating to projects and actual income, grants and expenditure, tendering, procurement and contracts
- Financial information of specific funding streams and how they are spent
- Financial statement of accounts

What our priorities are and how we are doing:

- Strategy and performance information, plans assessments, inspections and reviews
- Developing Excellence Plan
- School Evaluation Form
- Educational performance
- Ofsted reports

How we make our decision

- Constitutional and legal governance
- Trust board governance meeting minutes (excluding minutes properly regarded as confidential)
- Consultation relating to decision making in the Trust

Our Policies and procedures

- Human Resources
- Finance
- Governance
- Information Technology and Data Protection
- Health and Safety
- Education
- Estate

Lists and registers

- The information held in registers required by law and other lists and registers relating to the functions of the trust

The services we offer

- The provision offered by the trust
- Advice and guidance, booklets, newsletters and leaflets

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

4 The method by which information published under this scheme will be made available

The Trust will publish on its main website or on individual school websites (as appropriate) the information which it is required to publish, having regard to the guidance of the Department for Education, which can be found: -

<https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

Information requested under this scheme will be provided electronically in the first instance, alternatively hard copies can be made available. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

5 Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made will be justified and transparent and kept to a minimum.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information

6 Requests for information

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.