



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN
ARDEN MULTI-ACADEMY TRUST**

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| Name of Policy | Freedom of Information & Publication Scheme | |
| Lead | Martin Murphy, Principal | |
| Governor Committee | Business & Personnel Committee | |
| Policy Status | Draft | May 2020 |
| | Awaiting Approval | No |
| | Trustee Approved | 7 th December 2021 |
| This version | 1 | |
| Review Frequency | 2 years | |
| Next Review | Autumn term 2023 | |
| Reviewed | | |
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The Freedom of Information Act

The **Freedom of Information Act 2000** provides public access to information held by public authorities.

It does this in two ways:

1. Public authorities are obliged to publish certain information about their activities.
2. Members of the public are entitled to request information from public authorities.

The act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Information held by Scottish public authorities is covered by Scotland's own Freedom of Information (Scotland) Act 2002.

Public authorities include government departments, local authorities, the NHS, state schools and police forces. However, the act does not necessarily cover every organisation that receives public money. For example, it does not cover some charities that receive grants and certain private sector organisations that perform public functions.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

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| <p>The act does not give people access to their own personal data (information about themselves) such as their health records or credit reference file. If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.</p> <p>Information to be published: this includes datasets where applicable – please see “How to complete the Guide to Information”.</p> | <p>How the information can be obtained</p> | <p>Cost</p> |
| <p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.</p> | | |
| <p>Who’s who in the school/academy</p> | <p>Academy/school website</p> | <p>Free</p> |
| <p>Who’s who on the Governing Body and the basis of their appointment</p> | <p>Academy/school website</p> | <p>Free</p> |
| <p>Instrument of government/Articles of Association</p> | <p>Academy/school website</p> | <p>Free</p> |
| <p>Contact details for the Associate Headteacher and for the Governing Body, via the school/academy (named contacts where possible)</p> | <p>Academy/school website</p> | <p>Free</p> |
| <p>School prospectus</p> | <p>Academy/school website</p> | <p>Free</p> |
| <p>Staffing structure</p> | <p>Academy/school website</p> | <p>Free</p> |
| <p>School session times and term dates</p> | <p>Academy/school website</p> | <p>Free</p> |
| <p>Address of school and contact details, including email address</p> | <p>Academy/school website</p> | <p>Free</p> |
| <p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.) Current and previous financial year as a minimum.</p> | | |
| <p>Annual budget plan</p> | <p>Contact Finance Director of Trust</p> | <p>See schedule of charges</p> |
| <p>Financial statements</p> | <p>Trust website https://www.ardenmat.org.uk/</p> | <p>Free</p> |

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| Capital funding | Trust website https://www.ardenmat.org.uk/ | Free |
| Financial audit reports | Trust website https://www.ardenmat.org.uk/ | Free |
| Procurement and contracts the school has entered into, or information relating to | Hard copy on request | See schedule of charges |
| Pay Policy | School/academy website | Free |
| Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (senior leadership team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories. | Trust website https://www.ardenmat.org.uk/ | Free |
| Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (senior leadership team or equivalent as above) in bands of £10,000; for more junior posts, by salary range. | On request | See schedule of charges |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors. | On request – hard copy | See schedule of charges |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews.) Current information as a minimum. | (hard copy or website) | |
| School profile (if any) <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan | https://www.gov.uk/school-performance-tables School/academy website Website | Free Free |
| Performance management/Appraisal Policy and procedures adopted by the Governing Body. | Trust website | Free |
| Performance data | School/academy website or | Free |

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| | https://www.gov.uk/school-performance-tables | |
| The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status | Hard copy | See schedule of charges |
| Safeguarding and child protection | School/academy website | Free |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | | |
| Admissions Policy/decisions (not individual admission decisions) where applicable | School/academy website | Free |
| Agendas and minutes of meetings of the Governing Body and its committees. (NB this will exclude information that is properly regarded as private to the meetings.) | Hard copy from the Clerk to the Trust – vlarge@arden.solihull.sch.uk | See schedule of charges |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities.) Current information only. As a minimum these must include policies, procedures and documents that the school/academy is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme/statement in accordance with the Northern Ireland Act 1998. | | |
| Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) | School/academy wWebsite | Free |
| Charging regimes and policies | | |

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| <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p> | | |
| <p>Class 6 – Lists and registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register)</p> | (Hard copy or website: some information may only be available by inspection) | |
| Curriculum circulars and statutory instruments | Hard copy | See schedule of charges |
| Disclosure logs | By inspection | |
| Asset register | Hard copy on request | See schedule of charges |
| Any information the school/academy is currently legally required to hold in publicly available registers | Hard copy | See schedule of charges |
| <p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> | (hard copy or website; some information may only be available by inspection) | |
| Current information only | | |
| Extra-curricular activities | School/academy website | Free |
| Out of school clubs | School/academy website | Free |
| Services for which the school/academy is entitled to recover a fee, together with those fees | Website - See Charging & Admissions Policy | Free |
| School publications, leaflets, books and newsletters | School/academy website/hard copy | Free |
| <p>Additional Information</p> <p>This will provide schools/academies with the opportunity to publish information that is not itemised in the lists above</p> | | |

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|---|--|
| Disbursement cost | Photocopying/printing @ 2p per sheet (black & white) | Actual cost* |
| | Photocopying/printing @ 5p per sheet (colour) | Actual cost* |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | Redaction of documents – staff time - £25.00 per hour | Actual hourly rate |
| | Preparation of documents - staff time - £25.00 per hour | Actual hourly rate |
| Other | | |

* The actual cost incurred by the Trust