

Freedom of Information

Guide to information available from the Inspiring Schools Partnership under the model publication scheme

| Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”. | How the information can be obtained | Cost |
|--|---|--------------------|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) | Trust/Individual Schools websites | |
| Who’s who in the trust | Hard copy and Trust/Individual Schools websites | Copy and post cost |
| Who’s who on the Trust Board / and Local Governing Bodies and the basis of their appointment | Hard copy and Trust/Individual Schools websites | Copy and post cost |
| Instrument of Government / Articles of Association | Trust website | Copy and post cost |
| Contact details for the Principals/Headteachers/Local Governing Bodies/Trust Board | Hard copy and Trust/Individual Schools websites | |
| School prospectus | Individual Schools websites | Copy and post cost |
| Annual Report | Trust website | Copy and post cost |
| Staffing structure | Hard copy and Individual Schools websites | Copy and post cost |
| School session times and term dates | Hard copy and Individual Schools websites | Copy and post cost |

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| Address of school and contact details, including email address. | Individual Schools websites | |
| 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 | | |
| Annual budget plan and financial statements | Trust Website | |
| Capital funding | Trust Website | |
| Financial audit reports | Trust Website | Copy and post cost |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical. | Hard copy | Copy and post cost |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | Hard copy | Copy and post cost |
| Pay policy | Hard copy and Trust website | |
| 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 | |
| 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. | Trust website | Copy and post cost |

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| Trustees’ allowances that can be incurred or claimed, and a record of total payments made to individual Trustees’. | Trust website | Copy and post cost |
| 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 and Trust/Individual Schools websites | Copy and post cost |
| School profile And in all cases: <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 / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report ❑ Post-inspection action plan | Links from individual school websites Hard Copy | Copy and post cost |
| Performance management policy and procedures adopted by the Trust Board. | Hard copy and Trust website | Copy and post cost |
| Performance data or a direct link to it | Link from individual school websites | |

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| The Trust’s future plans; for example, proposals for and any consultation on the future of the Trust, such as a change in status | Trust website | |
| Safeguarding and child protection | Hard copy and individual school websites | Copy and post cost |
| 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 | Hard copy and Individual school websites | Copy and post cost |
| Agendas and minutes of meetings of the Trust Board and its committees. (NB this will exclude information that is properly regarded as private to the meetings). | Hard copy and Trust website | Copy and post cost |
| 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 trust is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests. | | |
| 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) | Hard copy and Trust website | Copy and post cost |

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| <p>Charging regimes and policies.</p> <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>Hard copy and Trust website</p> | <p>Copy and post cost</p> |
| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p> | <p>(hard copy or website; some information may only be available by inspection)</p> | |
| <p>Curriculum circulars and statutory instruments</p> | <p>Hard copy, Individual school websites</p> | <p>Copy and post cost</p> |
| <p>Disclosure logs</p> | <p>Hard copy</p> | <p>Copy and post cost</p> |
| <p>Asset register</p> | <p>Hard copy by inspection</p> | |
| <p>Any information the school is currently legally required to hold in publicly available registers</p> | <p>Hard copy by inspection</p> | |
| <p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | | |

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| Extra-curricular activities | Hard copy and individual school websites | Copy and post cost |
| Out of school clubs | Hard copy and individual school websites | Copy and post cost |
| Services for which the schools are entitled to recover a fee, together with those fees | Hard copy and Trust website | Copy and post cost |
| School publications, leaflets, books and newsletters | Hard copy and individual school websites | Copy and post cost |

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 @ 5p per sheet (black & white) | Actual cost * |
| | Photocopying/printing @ 15p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | £10 | In accordance with the relevant legislation (quote the actual statute) |

* the actual cost incurred by the public authority