



# **FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME**

Approved by Trustees: 6<sup>th</sup> February 2017

For Review: February 2020

## 1. INTRODUCTION / AIMS

The policy has been produced in line with the Information Commissioners Office Model Publication Scheme and commits the Exceed Academies Trust, as an authority, to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the EXCEED ACADEMIES TRUST. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information that is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of fees charges for access to information that is made proactively available.
- To make this publication scheme available to the public. Classes of Information Included

## 2. CLASSES OF INFORMATION

### **Class 1 - Who we are and what we do**

Organisational information, structures, locations and contacts.

### **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 .

### **Class 3 – What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

### **Class 4 – How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Class 5 – Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

### **Class 6 – Lists and Registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **Class 7 – The services we offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Classes of information not generally included are:

- 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.
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## **3. OBTAINING INFORMATION**

As an authority the Exceed Academies Trust has to clearly indicate to the public what information is covered by its scheme and how it can be obtained.

Where it is within the capability of a public authority, information has to be provided on a website. Where it is impracticable to make information available on a website, or when an individual does not wish to access the information by the website, it is required to indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be made available only by viewing in person. Where this manner is specified, contact details have to be provided. An appointment to view the information needs to be arranged within a reasonable timescale.

Information has to be provided in the language in which it is held or in such other language that is legally required. Where it is legally required the authority is required to have the information translated.

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

## **4. CHARGES**

The purpose of this publication scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for printing published material are listed at the end of the document (APPENDIX B) and have been kept to a minimum in line with legislation. If a charge is to be made, confirmation of the payment due must be given before the information is provided. Payment may be requested prior to provision of the information.

Much of the information covered by the Trust's publication scheme is published and accessed on the Trust website or on the individual school websites and is provided free of charge. Where a document is available on the Trust/School Website it is also available as a hard copy on requests subject to charges stated.

## **5. WRITTEN REQUESTS**

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

## **6. EQUALITY IMPACT STATEMENT**

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

## APPENDIX A

### PUBLICATION SCHEDULE

Information to be published	How the information can be obtained
<p><b><u>Class 1 - Who we are and what we do</u></b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Multi Academy Trust Funding Agreement and Academy Supplementary Funding Agreement – a link to the document on the Department for Education’s website	EXCEED ACADEMIES TRUST Website
Academy Order	Hard copy from EXCEED ACADEMIES TRUST Head Office
Academy staff and structure – names of key personnel	EXCEED ACADEMIES TRUST Website School Website
Local Governing Body – names and contact details of the governors and the basis of their appointment	School Website
Location and contact information – address, telephone number and website	School Website
Contact details for the Headteacher and the Local Governing Body	School website
Academy prospectus	Hard copy from the school
Academy session times and term dates	School website
Key Stage 2 (Primary) or GCSE (secondary) results (link to the data on the DfE website)	Link to DfE Website on School Websites
MAT Members and Trustees – Names and details	EXCEED ACADEMIES TRUST Website

Information to be published	How the information can be obtained
<p><b><u>Class 2</u></b> – <u>What we spend and how we spend it</u></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous 2 financial years (accounts that have been filed with Companies House).</p>	
<p>Financial Statements</p> <p>Budget Forecast Form</p> <p>Summary of Individual School Budget</p>	<p>EXCEED ACADEMIES TRUST Website (in due course)</p> <p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p> <p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p>
<p>Capital funding – Details of capital funding allocated to the school along with information on related building projects and other capital projects</p>	<p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p>
<p>Additional funding – income generation schemes and other sources of funding</p>	<p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p>
<p>Procurement and projects – Details of policies and procedures used for the acquisition of goods and services.</p> <p>Details of contracts that have gone through formal tendering processes</p>	<p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p> <p>Hard Copy for details of specific contracts from EXCEED ACADEMIES TRUST Head Office</p>
<p>Staffing and grading structure</p>	<p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p>
<p>Pay Policy – a statement of the academy’s policy on procedures regarding teacher’s pay</p>	<p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p>
<p>Governors’ allowances – Details of allowances and expenses that can be claimed or incurred if there are any</p>	<p>EXCEED ACADEMIES TRUST Website</p>

Information to be published	How the information can be obtained
<p><b><u>Class 3 – What our priorities are and how we are doing</u></b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
School profile	Link to DfE Website on School Websites
Government supplied performance data	Link to DfE Website on School Websites
The latest Ofsted report – Summary and Full report	School Website
Performance management policy and procedures	Hard Copy from EXCEED ACADEMIES TRUST Head Office
Future plans – any major proposals	Hard Copy from EXCEED ACADEMIES TRUST Head Office
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	EXCEED ACADEMIES TRUST Website & School Website

Information to be published	How the information can be obtained
<p><b><u>Class 4 – How we make decisions</u></b>  (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	
Admissions policy – arrangements and procedures and right of appeal	School Website
Information on application numbers and number of successful applicants by each oversubscription criteria	Hard Copy from School
Agendas of meetings of the Local Governing Bodies (LGBs)	Hard Copy from Clerk to Governors
Minutes of meetings Local Governing Bodies <i>NB:</i> this will exclude information that is properly regarded as confidential to the meetings	Hard Copy from Clerk to Governors
Agendas of meetings of the MAT Body of Trustees and its sub-committees	Hard Copy from Clerk to the Board
Minutes of meetings (as above) <i>NB:</i> this will exclude information that is properly regarded as confidential to the meetings	Hard Copy from Clerk to the Board

Information to be published	How the information can be obtained
<p><b><u>Class 5 – Our policies and procedures</u></b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>Trust Policies including:</p> <ul style="list-style-type: none"> <li>• Charging &amp; Remission policy</li> <li>• Complaints procedure</li> <li>• Staff code of conduct policy</li> <li>• Discipline and grievance policies</li> </ul>	<p>EXCEED ACADEMIES TRUST Website</p> <p>EXCEED ACADEMIES TRUST Website</p> <p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p> <p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Sex &amp; Relationship Education</li> <li>• Special Educational Needs &amp; Disability</li> <li>• Accessibility</li> <li>• Careers Education (secondary)</li> <li>• Pupil Behaviour</li> <li>• Anti Bullying</li> <li>• Attendance</li> </ul>	<p>School website</p> <p>School website</p> <p>School website</p> <p>School website</p> <p>School website</p> <p>School website</p> <p>School website</p> <p>School website</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p>EXCEED ACADEMIES TRUST &amp; School Websites (all included in Data Protection Policy)</p>
<p>Equality and Diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Procedures for the recruitment of staff</p>	<p>EXCEED ACADEMIES TRUST &amp; School Website</p>
<p>Policy for recruitment of staff</p> <p>Details of vacancies</p>	<p>Hard Copy from EXCEED ACADEMIES TRUST Head Office</p> <p>Vacancy details on EXCEED ACADEMIES TRUST website</p>



<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b><u>Class 6 – Lists and Registers</u></b></p> <p>(Information held in registers required by law and other lists and registers relating to the functions of the authority)</p> <p>Currently maintained lists and registers only</p>	
Curriculum circulars and statutory instruments	Hard Copy from School
Disclosure logs	Inspection only by appointment with the School Headteacher
Asset register	Hard Copy from EXCEED ACADEMIES TRUST Head Office
Any information the school is currently legally required to hold in publicly available registers	Hard Copy from EXCEED ACADEMIES TRUST Head Office or inspection only by appointment with the School Headteacher

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b><u>Class 7 – The services we offer</u></b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	
Extra-curricular activities	School Website
Out of school clubs	School Website
School publications	School Website
Services for which the school is entitled to recover a fee, together with those fees	School Website
Leaflets books and newsletters	School Website and Hard Copy from School

## APPENDIX B

### SCHEDULE OF CHARGES

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information, including staff hours in preparation of documentation when this is over 2 hours.

<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Photocopying/printing	@ current cost per sheet as per photo copier contract (e.g. 5p black & white 15p colour)
Postage	Actual cost of postage standard 2 <sup>nd</sup> class or special delivery where required/requested
Staff hours (over 2 hours per request)	£25 per hour

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.