

Aquinas Catholic Academy Trust Policy Document

Policy: Freedom of Information Act 2000 Publication Scheme
Prepared for: Aquinas Catholic Academy Trust

Approval

Approved by	Approval date	Review Date
Board of Directors	November 2014	February 2016
Board of Directors	November 2016	November 2018

This publication scheme commits the Aquinas Catholic Academy Trust ('the Trust') 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 Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the trust 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 Trust makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

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

The services we offer

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

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.

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

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Trust, information will 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, the Trust will indicate how information can be obtained by other means and provide it by those means.

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 the Trust 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.

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 by the Trust for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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.

Written requests

Information held by the Trust 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.

Requests are to be sent to:
The Company Secretary
The Aquinas Catholic Academy Trust
All Saints Catholic Academy
Broomhill Lane
Mansfield
NG19 6BW

The following tables outline the method by which the information published under this scheme can be accessed.

Guide to information available from the Aquinas Catholic Academy Trust under the Publication Scheme

Information to be Published	How the information can be obtained	Charge (if applicable)
Who we are and what we do		
Master Funding Agreement & other Academy Conversion Documents	Trust Website	
Multi Academy Trust Directors and the basis of their appointment	Trust Website	
Individual Academy Staff & Structures	School Website	
School session times	School Website	
School Holiday and term dates	School Website	
Prospectuses	School Website	
Local Governing Body members and the basis of their appointment	School Website	
Statutory reported results at key Stage Examinations	School Website	
What we spend and how we spend it		
Annual Report to Companies House & Audited Accounts	Trust Website	
Annual Budget Plan & Financial Statements	Trust Executive Committee	
Capital Funding & Project Management	Trust Executive Committee	
Procurement & Contracts	Trust Executive Committee	
Staffing & Grading Structure	Trust Executive Committee	
Pay Policy	Trust Executive Committee	
Directors and Governors Allowances	Trust Executive Committee	
What are our priorities and how are we doing		
OFSTED & DCI (Section 48) reports	School Websites	
Performance Management Information & Policy	Trust Website	
Safeguarding Policies & procedures	School Websites	
School Development Plans	School Websites	
Diocesan Development Policies	Diocesan Website	

How we make decisions		
Articles of Association	Trust Website	
Scheme of Delegation	Trust Website	
Admissions Policy	School Websites	
Executive Committee meeting agendas and minutes	Local Governing Body	
Local Governing Body meeting agenda and minutes	Local Governing Body	
Our Policies & Procedures		
Trust Policies Policies relating to employment Policies relating to Finance Policies relating to Risk	Trust Website	
School Policies Policies relating to Safeguarding Policies relating to Health & Safety Policies relating to Equality & pupil safety Policies relating to educational provision	School Websites	
Records Management & Personal data Policies Data Protection policies Document Retention and Destruction policies Information Security Policy	School Websites	
Lists & Registers		
DfE Guidelines and Handbooks	Trust Website	
Disclosure Logs Bullying Log Racial Incident Log	Local Governing Body	
Premises Management logs	Local Governing Body	
Asset Register	Local Governing Body	

Any other information in the schools which is required by law to be held in publically available registers	Local Governing Body	
The Services we offer		
Extra Curricular activities	School Websites	
School Publications	School Websites	
School booklets, leaflets, newsletters	School Websites	
Music provision	School Websites	