



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

Name of Policy	Freedom of Information & Publication Scheme	
Lead	Martin Murphy, Principal	
Governor Committee	Business & Personnel Committee	
Policy Status	Draft	May 2020
	Awaiting Governor Approval	No
	Governor Approved	15 th December 2020
This version	1	
Review Frequency	2 years	
Next Review	Autumn term 2022	
Reviewed		



The Freedom of Information Act

In Brief

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;**
- and**
- 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.

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. 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) This will be current information only		
Who’s who in the school	Academy/School Website	Free
Who’s who on the governing body / board of governors and the basis of their appointment	Academy/School Website	Free
Instrument of Government / Articles of Association	Academy/School Website	Free
Contact details for the Head teacher/Associate Headteacher and for the governing body, via the school (named contacts where possible).	Academy/School Website	Free
School prospectus	Academy/School Website	Free
Staffing structure	Academy/School Website	Free
School session times and term dates	Academy/School Website	Free
Address of school and contact details, including email address.	Academy/School Website	Free
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	Contact Finance Director of Trust	See schedule of charges
Financial statements	Trust Website https://www.ardenmat.org.uk/	Free

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	Trust Website	Free

governing body.		
Performance data	School/Academy Website or https://www.gov.uk/school-performance-tables	Free
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 Governors – email - 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 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 Website	Free
Charging regimes and policies. 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. 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").		
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(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 is currently legally required to hold in publicly available registers	Hard copy	See schedule of charges
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	School/Academy Website	Free

Out of school clubs	School/Academy Website	Free
Services for which the school 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
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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