

## AURORA ACADEMIES TRUST

<b>Title:</b>	Freedom of Information Publication Scheme
<b>Reference:</b>	AAT Freedom of Information Publication Scheme Nov 2016
<b>Function:</b>	For Information and Guidance/ <u>Statutory</u>
<b>Audience:</b>	Prospective parents, Trustees, Governors, Regional Directors, Executive Headteachers, Heads, Teachers, Support Staff, as necessary
<b>Ownership/ Implementation:</b>	The Trustees/LAB Governing Body (as required) have overall responsibility for ensuring that this policy is implemented
<b>Version:</b>	001
<b>Approved by Trust Board:</b>	November 2016
<b>Next Date for Review:</b>	November 2018



# Freedom of Information Publication Scheme

## 1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

## 2. Aims and Objectives

The Trust aims to:

- Enable every child to fulfil their learning potential, with education that meets the needs of each child,
- Help every child develop the skills, knowledge and personal qualities needed for life and work,

and this publication scheme is a means of showing how we are pursuing these aims.

The scheme commits Aurora Academies Trust (AAT):

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by AAT and falls within the classifications below.
- To specify the information which is held by AAT 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 AAT 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.

### 3. 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 AAT.

**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.

#### **4. The method by which information published under this scheme will be made available**

AAT 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 AAT, 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, AAT 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 AAT 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.

#### **5. 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 AAT 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 AAT 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 from the Trust Chief Executive Officer. [tmccarthy@auroraacademies.org, telephone 01424 213611].

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

For the Trust and the Trust schools, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.



# Guide to information available from Aurora Academies Trust under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>Who we are and what we do (Organisational information, structures, locations and contacts)</b> This will be current information only.	(hard copy and/ or website)	
Trust Master Funding Agreement – a link to the document on the Department for Education’s website.		
Academy Order (if applicable).		
Trust staff and structure – names of key personnel.		
Trust Board – names and contact details of the governors and the basis of their appointment.		
School staff and structure – names of key personnel.		
Local Academic Board – names and contact details of the governors and the basis of their appointment.		
School session times, term dates and holidays.		
School location and contact information – address, telephone number and website.		
Contact details for the Headteacher/Head of School and the Local Academic Board.		
School Prospectus.		
School Session times and term dates.		
SATS/GCSE results – a link to the data on the Department for Education’s website.		



Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it</b> (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 two years financial years (accounts that have been filed with the Education Funding Agency and Companies House).</p>	(hard copy and/ or website)	
Annual budget plan and financial statements		
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects.		
Additional funding – Income generation schemes and other sources of funding.		
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.		
Staffing and grading structure		
Pay policy – a statement of the Trust’s policy on procedures regarding teachers’ pay.		
Trustee/Governor allowances – Details of any allowances and expenses that can be claimed or incurred.		



Information to be published	How the information can be obtained	Charge
<p><b>What our priorities are and how we are doing</b>            (Strategies and plans, performance indicators, audits, inspections and reviews.)</p> <p>Current information should be published.</p>	(hard copy and/ or website)	
<p>School profile</p> <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report.</li> </ul>		
<p>Performance management information</p>		
<p>Trust and school future plans – any major proposals on safeguarding and promoting the welfare of children.</p>		
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>		



<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<p><b>How we make decisions</b> (Decision making processes and records of decisions.)</p> <p>Current and previous three years as a minimum.</p>	(hard copy and/ or website)	
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.		
Trust and Local Academic Board meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities.)</p> <p>Current information only.</p>	(hard copy and/ or website)	
<p>Trust and School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and Remissions policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies.</li> </ul>		



<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Pupil discipline.</li> </ul>		
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies.</li> </ul>		
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included.</li> </ul>		
<p>Charging regimes and policies This should include details of any statutory charging regimes. Charging policies should include details of 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>		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<p><b>Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments.		
Disclosure logs.		
Asset register.		
Any information the Trust is currently legally required to hold in publicly available registers.		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<p><b>The services we offer</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>	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities.		
Out of school clubs.		
School publications.		
Services for which the Trust schools are entitled to recover a fee, together with those fees.		
Leaflets, booklets and newsletters.		

