

## Freedom of Information (FOI) – Publication Scheme

### Policy Number - 11a

<b>Applicable to:</b>	This policy applies to all those requesting and processing FOI requests
<b>Dissemination:</b>	Trust Website and NET Frameworks and Policies for all staff Team
<b>Linked policies:</b>	FOI Policy Data Protection Policy
<b>Implementation:</b>	Trust Leader email
<b>Training:</b>	None
<b>Review Frequency:</b>	3 years
<b>Policy Author:</b>	DPO
<b>Policy Lead:</b>	DOO
<b>Approval by:</b>	Audit and Risk Committee
<b>Approval Date:</b>	November2023
<b>Next Review Due:</b>	Autumn 2026

#### Revision History

Document version	Description of Revision	Date Approved
V1	New scheme of publication linked to FOI Policy	November 2023

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do (organisational information, structures, locations and contacts)</b>		
Articles of Association	NET website	No charge
School prospectus	Individual school websites	No charge
Outline of the school curriculum	Individual school websites	No charge
Trustees – names and contact details of the Trustees and the basis of their appointment	NET website	No charge
Local Advisory Boards (LABs) Governor names and the basis of their appointment	Individual school websites	No charge
Gender pay gap reporting	NET website	No charge
School session and term dates	Individual school websites	No charge
Location and contact information – address, telephone number and website	NET website Individual school websites	No charge
Staff and structure – names of key personnel	Hard copy on request	No charge
<b>Class 2 - What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</b>		
Financial information for the current and previous two financial years.		
Statutory Accounts	NET website Companies House	No charge
Annual budget plan and financial statements	NET website	No charge
Capital funding – details of capital funding allocated to the Trust's schools along with information on related building projects and other capital projects	Hard copy on request	No charge
Additional funding – income generation schemes and other income sources, including Pupil Premium	Hard copy on request	No charge
Procurement and projects – details of procedures used for the tendering of commercial contracts	Hard copy on request	No charge
Financial audit reports	Hard copy on request	No charge

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Staff pay policies	Hard copy on request	No charge
Staffing and grading structure	Hard copy on request	No charge
Trustees' and Governors' allowances – details of allowances and expenses that may be claimed or incurred	NET website	No charge
Trade Union facility time reporting	NET website	No charge
<b>Class 3 – What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews)</b>		
Current information only.		
School profile: <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Individual school websites	No charge
Performance management policy and procedures adopted by the Board	Hard copy on request	No charge
Future plans for the Trust and its schools	Hard copy on request	No charge
Exam and assessment results	Hard copy on request	No charge
Performance tables	Hard copy on request	No charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Hard copy on request	No charge
Impact assessments such as health and safety or equality	Hard copy on request	No charge
<b>Class 4 – How we make decisions (decision making processes and records of decisions)</b>		
Admissions policy – arrangements, procedures and the right of appeal (this does not include information about individual admissions decision	NET and individual school websites	No charge
Agendas of meetings of the Trustees and (if held) any sub-committees	NET website or hard copy on request	No charge
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	NET website or hard copy on request	No charge

Information to be published	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</b> Current information only.		
Trust and school policies – full list available on request	NET website  And/or Hard copy on request	No charge
<b>Class 6 – Lists and Registers</b> Current maintained lists only.		
Curriculum circulars and statutory instruments	Individual school websites where applicable	No charge
CCTV records where applicable	Hard copy on request	No charge
FOIA disclosure logs	Hard copy on request	No charge
Asset register	Hard copy on request	No charge
Any information you are currently legally required to hold in publicly available registers – <b>this does not include attendance registers</b>	Hard copy on request	No charge
<b>Class 7 – The services we offer (information about the services the Trust provides including leaflets, guidance and newsletters)</b> Current information only.		
Extra-curricular activities	Individual school websites	No charge
Out of school clubs	Individual school websites	No charge
Trust or school publications	NET and individual school websites	No charge
Services for which the school is entitled to recover a fee, together with those fees	Hard copy on request	No charge
Leaflets books and newsletters	NET and individual school websites or hard copy on request	No charge