

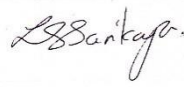


**THE ST. BART'S
ACADEMY**
— TRUST —

**Freedom of Information
Publication Scheme**

March 2023

The St. Bart's Academy Trust
Freedom of Information Publication Scheme

Produced Date:	March 2023	
Approved by Trust Board:		Lisa Sarikaya Chief Executive Officer
Review Date:	March 2025	

Date	Section Amended	Signature



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1. Introduction

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 and academies, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioners Officer (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme.

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

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

The ICO would expect academies to make the information in this document available unless:

- We do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the Trust or one of its academies.

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

This publications scheme confirms to the latest model scheme for Academies, approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Trust does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats. We do charge for some specialist information services.

2. How to request information

If you require a paper version of any of the documents within the scheme, please contact the Trust or relevant Academy by telephone, email, fax or letter. Contact addresses are available via the Trust or individual academy websites. To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS)

If the information you are looking for is not available via the scheme and is not on our website, you can still contact the Trust or the relevant Academy to ask if we have it.

3. Paying for information

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have the internet, you can access our website through free Wi-Fi in public areas or a public library.

Single copies of information covered by this publication are provided free unless stated otherwise. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge or is for a priced item such as some printed publications or recordings, we will let you know the cost before fulfilling your request.

4. Classes of Information Currently Published

Class 1 – Who are we and what we do

(Current information only)

Item	How can the information be obtained?
Instrument of Governance A record of the name and category of the Academies and the name and constitution of the Trust Board	Via the Trust website
Trust Board The names and contact details of the Directors	Via the Trust website
Individual Academy Session Times and Term Dates	Via Academy websites
Location and Contact Information The address, telephone number and website for the individual academies with the names of key personnel	Via Academy websites

Class 2 – What we spend and how we spend it

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum)

Trust Budget Budget distributed via the ESFA Annual income and expenditure returns	Annual Accounts Publication – via the Trust website Companies House
Capital Funding and information on related building projects and other capital projects	Annual Accounts Publication – via the Trust website Companies House
Additional Funding Income generation and other sources of funding	Annual Accounts Publication – via the Trust website Companies House
Procurement and Contracts Procedures for procuring goods and services Details of contracts that have gone through a formal tendering process	Via request to the Trust or individual academies
Staffing Structure	Via Trust/Academy websites
Governors/Trustees Allowances Allowances and expenses that can be claimed or incurred	Via Trust/Academy websites

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

(Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum)

Academy Profile Government supplied performance data Latest Ofsted reports	Via Trust/Academy or Government websites
Performance Management Policy and procedures adopted by the Trust	Via request to the Trust or individual academies
Future Plans Any major proposals for the future of the Trust/Academies	Via request to the Trust or individual academies
Child Safeguarding Policies and Procedures Documents in place to ensure functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issues by the Secretary of State	Via Academy websites

Class 4 – How we make decisions

(Current and previous three years as a minimum)

Admission Policy/Decisions Arrangements and procedures together with information about the right of appeal	Via Trust/Academy websites
Minutes of the Local Governing Committee and Trust Board Meetings Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting	Via request to the Trust or individual academies

Class 5 – Our policies and procedures

(Written protocols, policies and procedures for delivering our services and responsibilities. Current information only)

Human Resources Policies and Procedures	Via request to the Trust or individual academies
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Class 6 – Lists and registers

(Currently maintained lists and registers only)

Curriculum information and statutory instruments	Via Trust/Academy websites
Disclosure logs Logs of information provided in response to requests	Via request to the Trust or individual academies
Asset Registers	Via request to the Trust or individual academies
Any information the Trust is currently legally required to hold in publicly available registers. NOT INCLUDING ATTENDANCE REGISTERS	Via request to the Trust or individual academies
The Services Individual Academies Offer e.g. Extra-curricular activities Academy publications	Via request to the Trust or individual academies

5. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. .

If you want to make any comments about this publication scheme or if you require further assistance then initially this should be addressed to the Trust's Data Protection Officer at St Bart's Multi-Academy Trust, Belgrave St Bartholomew's Academy, Sussex Place, Longton , Stoke on Trent ST3 4PT

If you wish to make a complaint, please use the Trusts' Complaints Procedure available on our Trust and Academy websites or by contacting the Trust or the Academy directly.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry Information Line: 0303 123 1113



THE ST. BART'S ACADEMY

— TRUST —

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