

## Freedom of Information

### Guide to information available from Birmingham Diocesan Multi-Academy Trust under the model publication scheme

| <b>Information to be published.<br/>This includes datasets where applicable</b>   | <b>How the information can be obtained</b> | <b>Cost</b> |
|---|--|-------------|
| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br>This will be current information only | (hard copy and/or website)                 |             |
| Who's who in the MAT  | MAT website                                | No charge   |
| Who's who on the governing body / board of governors and the basis of their appointment   | MAT website                                | No charge   |
| Instrument of Government / Articles of Association  | MAT website                                | No charge   |
| Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).  | MAT website                                | No charge   |

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|   |                            |                     |
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| School prospectus (if any)  | MAT website                | No charge           |
| Annual Report (if any)  | MAT website                | No charge           |
| Staffing structure  | MAT website                | No charge           |
| School session times and term dates   | MAT website                | No charge           |
| Address of school and contact details, including email address.   | MAT website                | No charge           |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum | (hard copy and/or website) |                     |
| Annual budget plan and financial statements   | Hard copy                  | Schedule of charges |

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| Capital funding  | Hard copy | Schedule of charges |
| Financial audit reports  | Hard copy | Schedule of charges |
| Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.  | Hard copy | Schedule of charges |
| Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese). | Hard copy | Schedule of charges |
| Pay policy   | Hard copy | Schedule of charges |
| 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                      | Hard copy | Schedule of charges |

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| least £60,000 per annum) by reference to categories.  |                        |                     |
| 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. | Hard copy              | Schedule of charges |
| Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.   | Hard copy              | Schedule of charges |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum   | (hard copy or website) |                     |
| School profile (if any)<br>And in all cases: <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh</li> </ul>  | MAT website            | No charge           |

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| <p>Government or to the Northern Ireland Executive, or a direct link to the data</p> <ul style="list-style-type: none"> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul> |             |                     |
| Performance management policy and procedures adopted by the governing body.  | Hard copy   | Schedule of charges |
| Performance data or a direct link to it  | MAT website | No charge           |
| 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   | Schedule of charges |

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| Safeguarding and child protection   | Hard copy              | Schedule of charges |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous three years as a minimum   | (hard copy or website) |                     |
| Admissions policy/decisions (not individual admission decisions)<br>– where applicable  | MAT website            | No charge           |
| 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              | Schedule of charges |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.<br>As a minimum these must include policies, procedures and | (hard copy or website) |                     |

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| documents that the school is required to have by statute or by its funding agreement or equivalent, by the English government. These will include policies and procedures for handling information requests.   |           |                     |
| Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>   | Hard copy | Schedule of charges |
| Charging regimes and policies.<br>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.<br>If the school charges a fee for re-licensing the use of datasets, | Hard copy | Schedule of charges |

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| it should state in its guide how this is calculated.   |  |                     |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>  | (hard copy or website; some information may only be available by inspection) |                     |
| Curriculum circulars and statutory instruments   | MAT website  | No charge           |
| Disclosure logs  | Hard copy  | Schedule of charges |
| Asset register   | Hard copy  | Schedule of charges |
| <p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p> | (hard copy or website; some information may only be available by inspection) |                     |



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|  |     |     |
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| Extra-curricular activities  | N/A | N/A |
| Out of school clubs  | N/A | N/A |
| Services for which the school is entitled to recover a fee, together with those fees | N/A | N/A |
| School publications, leaflets, books and newsletters                                 | N/A | N/A |

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| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above |             |           |
| Continuing professional development (CPD) training provision   | MAT website | No charge |

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#### **SCHEDULE OF CHARGES**

**This describes how the charges have been arrived at and should be published as part of the guide.**

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                                    | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying/printing @ 50p per sheet (black & white) | Actual cost 50p *  |
|                          | Photocopying/printing @ 80p per sheet (colour)        | Actual cost 80p *  |
|                          | Postage   | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |

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|                      |  |  |
|----------------------|--|--|
| <b>Statutory Fee</b> |  | In accordance with the relevant legislation (quote the actual statute) |
|----------------------|--|--|

\* the actual cost incurred by the public authority