



Salterns Academy Trust

**Freedom of Information
Publication Scheme**

Document Control

Review period – 3 years or sooner if legislative changes require amendments

Document Author: The Chief Operating Officer (COO)

| Updated | By | Approved By | Approved Date |
|---|-----------|--------------------|----------------------|
| November 2022 | COO | Trust Board | December 2022 |
| Major revision and update to replace previous version | | | |
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Salterns Academy Trust (the “Trust”) and its academies are committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the Trust’s and its academies’ websites), or upon request.

In accordance with the Freedom of Information Act 2000, the Trust is required to have an approved Publication Scheme. The Trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner, see **Appendix 1**.

The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information, see **Appendix 2**.

HOW TO ACCESS INFORMATION

The Trust will make available the information it holds whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation.

Requests for information must be made in writing, by email or letter, to the Trust’s Chief Operating Officer, and should include the enquirers name and correspondence address, and state what information is required:

By email: rparr@salternstrust.co.uk

By letter: Chief Operating Officer
Salterns Academy Trust
Admiral Lord Nelson School
Dundas Lane
Portsmouth
PO3 5XT

COMPLAINTS

If you are unhappy with the response you receive to your request, you should contact the Trust by email or letter at the address given above.

If you are unhappy with the response to your complaint, you may ask the Trust to carry out an internal review by writing to the Chair of the Board of Trustees at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and the Trust will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioners Office. Their contact

information can be found on their website: <http://www.ico.org.uk>

FURTHER INFORMATION.

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.org.uk>.

APPENDIX 1: PUBLICATION SCHEME

This Publication Scheme commits the Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information set out below, where this information is held by the Trust and its academies. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits the Trust and its academies:

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

The Information we provide falls into the following categories: CLASS 1 - Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

CLASS 2 - What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

CLASS 3 - What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

CLASS 4 - How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

CLASS 5 - Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

CLASS - 6 Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the Trust and its academies.

CLASS 7 - The services we offer.

Information about the services the Trust and its academies provide including leaflets, guidance, and newsletters.

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.

The method by which information published under this Scheme will be made available

The Trust 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 the Trust and its academies, information will be provided on one or more websites. 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, the Trust and its academies will indicate how information can be obtained by other means and provide it by those means - see **Appendix 2** Schedule of Available Information.

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 the Trust and its academies are legally required to translate any information, this will be done.

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.

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 the Trust and its academies 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 free of charge if accessed from the website.

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred (see below) 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 the Trust and its academies 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.

APPENDIX 2 – Schedule of Information available from the Trust and its academies under the Publication Scheme.

| CLASS 1 - WHO WE ARE AND WHAT WE DO | Available from | Charge |
|---|---|---------------|
| Multi-Academy Trust Funding Agreement | Trust website | Free |
| Memorandum and Articles of Association of Trust | Trust website | Free |
| Details of the Directors of the Trust and their experience. | Trust website | Free |
| The name of the Chair of the Board of Directors and contact details. | Trust website | Free |
| Names of key personnel in the Trust, including the Chief Executive | Trust website | Free |
| The name of the Chair of the Local Governing Body of each School and his/her contact details. | School websites | Free |
| A list of Governors on each School Local Governing Body | School websites | Free |
| Names of key personnel in each School | School websites | Free |
| The Trust Values and Ethos Statement | Trust website | Free |
| School session times, term dates and holidays | School websites | Free |
| Locations, contact information, addresses, telephone numbers and email addresses | Trust & School websites | Free |
| School Prospectus | School websites | Free |
| Results – including Ofsted reports | School websites | Free |
| The remit and terms of reference of the Board and its committees (Scheme of Delegation) | Trust website | Free |
| A list of governors that have served on Local Governing Bodies and Directors that have served on the Board in the last academic year and their declared interests | Trust website & School websites | Free |
| The attendance records of directors at Board meetings in the last academic year | Trust website in the Annual Report & Financial Statements | Free |
| The attendance records of governors at Local Governing Body meetings in the last academic year | School websites | Free |
| CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT | Available from | Charge |
| Trust Annual Report and Financial Statements – containing details of various funding and income streams, | Trust website | Free |

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| expenditure types and audit reports | | |
| The amount of pupil premium the Trust receives for each School and how it is spent | School websites | Free |
| The amount of Year 7 Literacy and Numeracy Catch-up the Trust receives for each secondary School | School websites | Free |
| The amount of Primary PE/Sport funding the Trust receives for each primary School | School websites | Free |
| The Trusts' employees pay policy | Upon request | Charge |
| CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING | Available from | Charge |
| School profile <ul style="list-style-type: none"> • Government supplied performance data. • OFSTED report – summary and full report. | Links from School websites | Free |
| Performance management policy and procedures | Upon request | Charge |
| Any major proposals on safeguarding and promoting the welfare of children | Upon request | Charge |
| Child protection – policies and procedures on safeguarding and promoting the welfare of children | School websites | Free |
| CLASS 4 – HOW WE MAKE DECISIONS | Available from | Charge |
| Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria | School websites | Free |
| Details of the number of applications, number of places offered and appeals for places at each School | Upon request | Charge |
| Individual School Local Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded | Upon request | Free |

| CLASS 5 – OUR POLICIES AND PROCEDURES – CURRENT INFORMATION ONLY | Available from | Charge |
|---|-----------------------------|---------------|
| Please see the Trust and individual School websites for a full list of all current policies | Trust and School websites | Free |
| CLASS 6 – LISTS AND REGISTERS- CURRENT INFORMATION ONLY | Available from | Charge |
| Curriculum circulars and statutory instruments | DFE website or Upon request | Charge |
| Any information the Trust is legally required to hold in publicly available registers. | For inspection upon request | Free |
| CLASS 7 – THE SERVICES WE OFFER | Available from | Charge |
| Extra-curricular activities. | School websites | Free |
| Out of School clubs. | School websites | Free |
| School publications and newsletters. | School websites | Free |
| School leaflets, booklets, and magazines. | School websites | Free |
| Services for which the school is entitled to recover a fee, together with those fees e.g., hiring of School facilities. | School websites | Free |

Schedule of Charges

Where it is indicated that a charge will be made for information the following will apply:

- Photocopying/printing
The Actual cost incurred by the Trust based on 6p per sheet (black and white) & at 12p per sheet (colour)
- Postage
Actual cost of Royal Mail standard 2nd class
- Statutory Fee
In accordance with the relevant legislation
- Other (viewing etc)
Actual costs incurred