



*Wisdom for life*

# Freedom of Information Publication Scheme

<b>Level of Delegation:</b>	Trustees	<b>Approval date:</b>	23/06/2022
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<b>Based on:</b>	This policy adopts the ICO model publication scheme		

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## 1. Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. The trust has adopted it without modification.

# Model publication scheme

## 2. Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

### 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 the authority.

#### **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

The authority 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 a public authority, 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, a public authority 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 an authority 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 the authority 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

## 6. Written requests

Information held by a public authority 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

## Freedom of Information Act 2000

### Guide to information available from Bishop Otter Academy Trust (BOAT) under the model publication scheme

This is based on the ICO's Schools in England Version 4.0 (20211029)

<b>Information to be published.</b> <b>This includes datasets where applicable – please see “How to complete the Guide to Information”.</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b> Organisational information, structures, locations and contacts.		
<ul style="list-style-type: none"> <li>Instrument of government or articles of association</li> </ul>	The trust's website	Nil
<ul style="list-style-type: none"> <li>School prospectus and curriculum</li> </ul> The contents of the school prospectus (if any). An outline of the school curriculum.	Website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>Governing body</li> </ul> Make available the names of the governors, and the basis on which they have been appointed, along with details of how to contact them via the school.	Trustees on the trust's website. Governors on website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>Information about and duties of the governors</li> </ul> Publish information on your governing body in accordance with the relevant statutory guidance.	Trustees on the trust's website. Governors on website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>Gender pay gap reporting</li> </ul> Read the Government's guidance on the gender pay gap reporting to find out what information you need to publish. Publish this data annually if you have a head count of 250 staff or more.	The trust currently has less than 250 staff.	Nil
<ul style="list-style-type: none"> <li>School session times and term dates</li> </ul> Provide details of school session times and dates of school terms and holidays.	Website of individual school(s)	Nil

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<ul style="list-style-type: none"> <li>• Location and contact information</li> </ul> <p>Provide the address, telephone number, email and website address for the school, together with the names of key personnel. Also provide the names and positions of all staff, and how they may be contacted via the school.</p>	Trust's website and website of individual school(s)	Nil
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Make available the financial information for the current and previous two financial years.</p>		
<ul style="list-style-type: none"> <li>• Annual budget plan and financial statements</li> </ul> <p>Provide details of the sources of funding and income you receive by a local authority, directly by central government or from elsewhere, including the private sector, together with the annual budget plan and your annual income and expenditure returns.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Expenditures</li> </ul> <p>Provide details of items of expenditure over £5,000, including costs, supplier and transaction information. Publish this at least annually or, if practical for you to do so, on a quarterly or six-monthly interval.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Capital funding</li> </ul> <p>Provide information on major plans for capital expenditure, details of the capital funding allocated to or by you together with information on related building projects and other capital projects. Include any private finance initiative and public or private partnership contracts.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Financial audit reports</li> </ul>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Procurement and contracts</li> </ul> <p>Provide details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Staff pay and grading structures</li> </ul> <p>You can provide this as part of your organisational structure. As a minimum, include the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Governors' allowances</li> </ul> <p>Provide details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Premiums or other forms of financial support available</li> </ul> <p>Provide details of any pupil premium funding you receive and how you spend it.</p>	On individual school website(s)	Nil
<ul style="list-style-type: none"> <li>• TU facility time reporting</li> </ul> <p>Read the government guidance on reporting trade union facility time to find out what information you need to publish. You need to publish this information once a year.</p>	On the trust's website (or will be within the year)	Nil



<p><b>Class 3 – What our priorities are and how we are doing</b>                  Strategies and plans, performance indicators, audits, inspections and reviews.                  As a minimum, information in this class to be current information only. Include details of any other reports or recorded information showing your planned or actual performance. If the information is readily and publicly available via an external website, you can provide a direct link to that.</p>		
<ul style="list-style-type: none"> <li>• Performance data supplied to the government</li> </ul>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Latest Ofsted report</li> </ul>	Ofsted website (also link from the websites of individual schools)	Nil
<ul style="list-style-type: none"> <li>• Performance management information</li> </ul> Performance management policy and procedures adopted by your governing body.	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Future plans</li> </ul> Any major proposals on future plans involving, for example a consultation on a change in school status.	Trust’s website and website of individual school(s) as relevant	Nil
<ul style="list-style-type: none"> <li>• Exam and assessment results</li> </ul>	Website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>• Performance tables</li> </ul> Include a link to your performance tables page.	Link(s) from websites of individual school(s)	Nil
<ul style="list-style-type: none"> <li>• Data protection impact assessments (in full or summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments), as appropriate and relevant.</li> </ul>	Hard copy by application only	Nil
<p><b>Class 4 – How we make decisions</b>                  Decision-making processes and records of decisions.                  Make information in this class available for at least the current and previous three years.</p>		
<ul style="list-style-type: none"> <li>• Admissions policy and decisions</li> </ul> Provide details about your admission arrangements and procedures, together with information about the right of appeal. You don’t have to publish individual admission decisions. However, provide details of application numbers and patterns of successful applicants, including criteria on which applications were successful. If you are not your own admissions authority, provide an appropriate link to the local authority.	Website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>• Minutes of meetings of the governing body and its committees</li> </ul> Publish the minutes, agendas and papers considered at such meetings, unless an exemption applies to the information or parts of it.	Trustees – on trust’s website Governors - Website of individual school(s)	Nil
<p><b>Class 5 – Our policies and procedures</b>                  Current written protocols, policies and procedures for delivering our services and responsibilities. Information in this class to be current only.</p>		

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<ul style="list-style-type: none"> <li>• School policies and other documents</li> </ul> <p>Include policies such as behaviour, anti-bullying, eSafety, special educational needs policies. As a minimum, include policies, procedures and documents that you are required to have by statute, by your funding agreement or equivalent. Include the required policies recommended by the Department for Education. Also include policies and procedures for handling requests for information and operating the publication scheme.</p>	Trust or school websites or available by application from trust or school	Nil
<ul style="list-style-type: none"> <li>• Records management, personal data and access to information policies</li> </ul> <p>Include information security policies, records retention, destruction and archive policies and data protection (including data sharing and CCTV usage) policies.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Equality and diversity</li> </ul> <p>Include policies, schemes, statements, procedures and guidelines relating to your commitment to the promotion and advancement of equal opportunities, including details of your compliance with the public sector equality duty.</p>	Trust or school websites or available by application from trust or school	Nil
<ul style="list-style-type: none"> <li>• Safeguarding and child protection</li> </ul> <p>The policies and procedures you put in place to ensure that you exercise your functions with a view to safeguarding and improving child protection and promoting the welfare of children in compliance with legislation and any guidance issued by the Secretary of State.</p>	Trust or school websites	Nil
<ul style="list-style-type: none"> <li>• Pay policy</li> </ul> <p>The statement of the pay policy and procedures regarding teachers' pay.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Health and safety</li> </ul>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Policies and procedures for human resources and the recruitment of staff</li> </ul> <p>Make details of current vacancies readily available, if they are advertised as part of recruitment policies.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Careers programme information</li> </ul>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Complaints procedures, including for dealing with parental complaints</li> </ul>	Trust or school websites	Nil
<ul style="list-style-type: none"> <li>• Charging regimes and policies</li> </ul> <p>Provide details of any statutory charging regimes, including charging for school activities. Include charging policies about charges made for information routinely published. Clearly state what costs you are recovering, the basis on which you make them, and how they are calculated. If you charge a fee for licensing the re-use of datasets, state in your guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. You cannot charge a re-use fee if you make the datasets available for re-use under the Open Government</p>	Trust or school websites	Nil
<p><b>Class 6 – Lists and Registers</b></p> <p>Information to be in currently maintained lists and registers only.</p>		

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<ul style="list-style-type: none"> <li>• Curriculum circulars and statutory instruments</li> </ul> <p>Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• CCTV</li> </ul> <p>Details of the locations of any overt CCTV surveillance cameras operated by you or on your behalf. You should decide on the level of detail which is appropriate. This could be by building or more general geographic locations, eg postcodes or partial postcodes, depending on the security issues raised.</p>	School website – if they have CCTV	Nil
<ul style="list-style-type: none"> <li>• Disclosure logs</li> </ul> <p>If you produce a disclosure log indicating the information provided in response to FOIA and EIR requests, make it readily available. Disclosure logs are recommended as good practice.</p>	Hard copy by application only	Nil
<ul style="list-style-type: none"> <li>• Asset register</li> </ul> <p>Make available some information from capital asset registers, if you hold such registers.</p>	Electronic viewing or hardcopy by application only	Nil
<ul style="list-style-type: none"> <li>• Any information you are currently legally required to hold in publicly available registers</li> </ul>	Hard copy by application only	Nil
<p><b>Class 7 – The services we offer</b></p> <p>Information about the services the school provides including leaflets, guidance and newsletters. Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services you could include here are:</p>		
<ul style="list-style-type: none"> <li>• Extra-curricular activities</li> </ul>	Website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>• Out of school clubs</li> </ul>	Website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>• School publications</li> </ul>	Website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>• Services for which the school is entitled to recover a fee, together with those fees</li> </ul>	Website of individual school(s)	Nil
<ul style="list-style-type: none"> <li>• Leaflets, booklets and newsletters</li> </ul>	Website of individual school(s) or trust's website	Nil