



DIOCESE OF SOUTHWELL  
& NOTTINGHAM

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MULTI ACADEMY TRUST

**Guide to information available from  
academies in the Diocese of Southwell and  
Nottingham Multi Academy Trust under the  
Freedom of Information Act Publication  
Scheme**

# **Guide to information available from academies in the Diocese of Southwell and Nottingham Multi Academy Trust under the Freedom of Information Act Publication Scheme**

## Introduction

The DfE model 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 that 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 fees charges for access to information that is made proactively available.
- To make this publication scheme available to the public.

## Classes of Information Included

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

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

Strategies and plans, performance indicators, audits, 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, policies and procedures for delivering our services 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 authority

#### Class 7 – The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered

Classes of information not generally included are:

- 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.

As an authority, the Diocese of Southwell and Nottingham MAT must clearly indicate to the public what information is covered by its scheme and how it can be obtained.

Where it is within the capability of a public authority, information must 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, it is required to indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be made available only by viewing in person. Where this manner is specified, contact details must be provided. An appointment to view the information needs to be arranged within a reasonable timescale.

Information must be provided in the language in which it is held or in such other language that is legally required. Where it is legally required the authority is required to have the information translated.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats must be adhered to when providing information in accordance with this scheme.

#### Charges

The purpose of this publication scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made for printing published material are listed at the end of the document and have been kept to a minimum in line with legislation. If a charge is to be made, confirmation of the payment due must be given before the information is provided. Payment may be requested prior to provision of the information.

Much of the information covered by the MAT's publication scheme is published and accessed on the individual academy websites and is provided free of charge. Where a document is available on the Academy Website it is also available as a hard copy on request

### Written Requests

Information held by an academy that is not published under this scheme can be requested in writing from the Headteacher of the individual Academy, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### Methods by which Information is Published under this Scheme

The academies in the Diocese of Southwell and Nottingham MAT comply with the DfE Freedom of Information Act model publication scheme for academies by following the table below, which identifies the information which meets the requirements of the information Commissioner

**Diocese of Southwell and Nottingham Multi Academy Trust Freedom of Information Publication Scheme**

**Guide to Information Available from .....(Name of Academy)**

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
<p>Multi Academy Trust Funding Agreement and Academy Supplementary Funding Agreement – a link to the document on the SNMAT website</p>	<p>SNMAT Website <a href="http://snmat.org.uk/docs/finance/SNMAT%20signed%20Master%20Funding%20Agreement%20%20(SEPT%202016).pdf">http://snmat.org.uk/docs/finance/SNMAT%20signed%20Master%20Funding%20Agreement%20%20(SEPT%202016).pdf</a></p>
<p>Academy Order</p>	<p>Academy Website</p>
<p>Academy staff and structure – names of key personnel</p>	<p>Academy Website</p>
<p>Local Governing Body – names and contact details of the governors and the basis of their appointment</p>	<p>Academy Website</p>
<p>Location and contact information – address, telephone number and website</p>	<p>Academy Website</p>
<p>Contact details for the Headteacher and the Governing body</p>	<p>Academy website</p>
<p>Academy prospectus</p>	<p>Academy website</p>
<p>Academy session times and term dates</p>	<p>Academy website</p>
<p>Key Stage 2 (Primary) or GCSE (secondary) results (link to the data on the DfE website)</p>	<p>Link to DfE Website on Academy Website</p>
<p>MAT Members and Directors – Names and details</p>	<p>SNMAT Website <a href="http://snmat.org.uk/team.html">http://snmat.org.uk/team.html</a></p>

Information to be published	How the information can be obtained
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous 2 financial years (accounts that have been filed with Companies House).</p>	
<p>Financial Statements</p> <p>Budget Forecast Form</p> <p>Summary of Individual Academy Budget</p>	<p>SNMAT website <a href="http://snmat.org.uk/financial.html">http://snmat.org.uk/financial.html</a></p> <p>SNMAT website <a href="http://snmat.org.uk/financial.html">http://snmat.org.uk/financial.html</a></p> <p>Academy Website</p>
<p>Capital funding – Details of capital funding allocated to the school along with information on related building projects and other capital projects</p>	<p>Hard Copy from Academy</p>
<p>Additional funding – income generation schemes and other sources of funding</p>	<p>Hard Copy from Academy</p>
<p>Procurement and projects – Details of procedures used for the acquisition of goods and services: MAT Financial Management Regulations Manual</p> <p>Details of contracts that have gone through formal tendering processes</p>	<p>Hard Copy from Academy</p> <p>SNMAT website <a href="http://snmat.org.uk/financial.html">http://snmat.org.uk/financial.html</a></p> <p>Hard Copy for details of specific contracts from Academy</p>
<p>Staffing and grading structure</p>	<p>Hard Copy from Academy</p>
<p>Pay Policy – a statement of the academy’s policy on procedures regarding teacher’s pay</p>	<p>Academy Website</p>
<p>Governors’ allowances – Details of allowances and expenses that can be claimed or incurred if there are any</p>	<p>Academy Website</p>

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<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>	
School profile	Academy Website
Government supplied performance data	Link to DfE Website on Academy Website
The latest Ofsted report – Summary and Full report	Academy Website
Performance management policy and procedures	Academy Website
Academy's future plans – any major proposals	Hard Copy from Academy
Child Protection – policies and procedures on safeguarding and promoting the welfare of children	Academy Website

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	
Admissions policy – arrangements and procedures and right of appeal	Academy Website
Information on application numbers and number of successful applicants by each oversubscription criteria	Hard Copy from Academy
Agendas of meetings of the Local Governing Body and (if held) its sub-committees	Hard Copy from Academy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings	Hard Copy from Academy
Agendas of meetings of the MAT Board of Directors and (if held) its sub-committees	Hard Copy from MAT Business Director
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings	Hard Copy from MAT Business Director

Information to be published	How the information can be obtained
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure</li> <li>• Staff code of conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> </ul>	<p>Academy Website Academy Website Academy Website Academy Website Academy Website Hard Copy from Academy Academy Website (incorporated in Data Protection Policy)</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Collective Worship</li> <li>• Careers Education (secondary)</li> <li>• Pupil Discipline</li> <li>• Anti Bullying</li> </ul>	<p>Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website Academy Website</p>
<p>Records management and personal data policies, including:</p> <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>	<p>Academy Website (all included in Data Protection Policy)</p>
<p>Equality and Diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities including Race Equality)</p> <p>Procedures for the recruitment of staff</p> <p>Policy for recruitment of staff and details of vacancies</p>	<p>Academy Website</p> <p>SNMAT website <a href="http://snmat.org.uk/snmat-documents.html">http://snmat.org.uk/snmat-documents.html</a></p> <p>Policy and details of vacancies on Academy Website</p>



<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 6 – Lists and Registers</b>            (Information held in registers required by law and other lists and registers relating to the functions of the authority)</p> <p>Currently maintained lists and registers only</p>	
Curriculum circulars and statutory instruments	Hard Copy from Academy
Disclosure logs	Inspection only by appointment with the Academy Headteacher
Asset register	Hard Copy from Academy
Any information the school is currently legally required to hold in publicly available registers	Hard Copy from Academy or inspection only by appointment with the Academy Headteacher

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 7 – The services we offer</b>            (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	
Extra-curricular activities	Academy Website
Out of school clubs	Academy Website
School publications	Academy Website
Services for which the school is entitled to recover a fee, together with those fees	Academy Website
Leaflets books and newsletters	Academy Website and Hard Copy

Contact Details :

Business Director  
Diocese of Southwell and Nottingham MAT  
Jubilee House  
Westgate  
SOUTHWELL  
NG25 0JH

[info@snmat.org.uk](mailto:info@snmat.org.uk)

Tel :01636 817988

Headteacher  
(Name.....)  
(Name and Address of Individual Academy)

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is required to 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	@ current cost per sheet as per photo copier contract (eg 3p black & white 12p colour)
	Postage	Actual cost of postage standard 2 <sup>nd</sup> class or special delivery where required
<b>Statutory Fee</b>		In accordance with the relevant legislation