



# Freedom of Information Publication Scheme

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Author:	Policy & Projects Mgr	Owner:	Executive Director of Governance
Type of policy:	Trust-wide	Approval:	Audit & Risk Committee

## Purpose

- 1.1 This Publication Scheme ('the Scheme') is based on the Information Commissioner's Model publication scheme. This Scheme commits an authority to make information available to the public as part of its normal business activities. The information covered, is included in classes of information mentioned below, where this information is held.

This Scheme should be read in conjunction with the Trust Freedom of Information Policy.

- 1.2 This Scheme commits Kent Catholic Schools' Partnership and its academies (together 'the Trust'):
- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held and falls within the classifications below.
  - To specify the information which is held 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 made 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 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 ('the Act') section 19. The term 'dataset' is defined in section 11(5) of the Act. The term 'relevant copyright work' is defined in section 19(8) of the Act.

## **2. Classes of information**

2.1 The classes of information that the Trust and/or its academies publish includes:

### **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**

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.

## **3. The method by which information published under this Scheme will be made available**

3.1 **Appendix 1 – Guide to information available from the Trust under the Scheme** indicates what information is covered by this Scheme and how it can be obtained.

- 3.2 Where it is within the capability of the Trust, 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, the Trust will indicate how information can be obtained by other means and provide it by those means.
- 3.3 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.
- 3.4 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.
- 3.5 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.

#### **4. Charges which may be made for information published under this Scheme**

- 4.1 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 for routinely published material will be justified and transparent and kept to a minimum.
- 4.1.1 Material which is published and accessed on a website will be provided free of charge.
- 4.1.2 Charges may be made for information subject to a charging regime specified by Parliament.
- 4.1.3 Charges may be made for actual disbursements incurred such as:
- Photocopying
  - Postage and packaging
  - The costs directly incurred as a result of viewing information.
- 4.1.4 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.
- 4.1.5 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.
- 4.1.6 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.

#### **5. Written requests for information not published under this Scheme.**

- 5.1 Information held 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 and in line with the Trust Freedom of Information Policy.

**Guide to information available from the Trust under the Scheme**

<b>Who we are and what we do</b>	
<i>Organisational information, structures, locations and contacts - This will be current information only</i>	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Master Funding Agreement	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )
Memorandum and Articles of Association	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )
Board of Directors – names of directors, the basis of their appointment	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )
Trust location and contact details – address, telephone number and website	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )
Executive Office – names of the CEO and members of the Senior team	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )
School staff and structure – names of key personnel	School websites (can be accessed through the Trust website)
School session times, term dates and holidays	Available on request
School location and contact details – address, telephone number and website	Trust and School websites

<b>What we spend and how we spend it</b>	
<i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and the previous two years financial years (accounts that have been filed with Companies House)</i>	
<b>Information to be published</b>	<b>How the information can be obtained</b>

Annual budget plan and financial statements for the academies	Available from the Chief Financial & Operations Officer within the Trust
Annual report & accounts for the Trust	Trust website as soon as available
Capital funding – details of capital funding allocated to the School along with information on related building projects and other capital projects	Available from the Chief Financial & Operations Officer within the Trust
Staffing and grading structure	Available from the Chief Financial & Operations Officer within the Trust
Additional funding – Income generation schemes and other sources of funding	Available from the Chief Financial & Operations Officer within the Trust
Use of Pupil Premium	School websites (can be accessed through the Trust website)
Use of PE & Sport Grant Funding	School websites (can be accessed through the Trust website)
Pay Policy	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )
Governors'/Directors' allowances – details of allowances and expenses that can be claimed or incurred	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )

**What our priorities are and how we are doing**  
*(Strategies and plans, performance indicators, audits, inspections and reviews)*  
*Current information should be published*

<b>Information to be published</b>	<b>How the information can be obtained</b>
School Profile: <ul style="list-style-type: none"> <li>○ Government supplied performance data</li> <li>○ The latest Ofsted report; <ul style="list-style-type: none"> <li>○ Summary</li> <li>○ Full report</li> </ul> </li> <li>○ Post-inspection action plan</li> </ul>	DfE website school performance tables School websites and Ofsted website ( <a href="http://reports.ofsted.gov.uk">http://reports.ofsted.gov.uk</a> )
Trust Strategic Plan	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )
Appraisal policy	<a href="#">Upon</a> request from <a href="mailto:office@kcsp.org.uk">office@kcsp.org.uk</a>

Trust's future plans	Available from the Executive Director of Governance (access to this information may be restricted if classified as confidential)
Safeguarding and Child protection (Prevent Duty) – policies and procedures on safeguarding and promoting the welfare of children	Trust and School websites

<p><b>How we make decisions</b>  <i>(Decision making processes and records of decisions)</i>  <i>Current and previous three years as a minimum</i></p>	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Admissions policy (arrangements, procedures and right of appeal)	School websites (can be accessed from Trust website)
Board of Directors meeting agendas, papers and minutes – information that is properly regarded as private will be excluded	<a href="#">Upon</a> request from <a href="mailto:office@kcsp.org.uk">office@kcsp.org.uk</a>

<p><b>Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>  <i>Current information only</i></p>	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Trust and School policies including: <ul style="list-style-type: none"> <li>○ Charging and remissions</li> <li>○ Health and Safety</li> <li>○ Complaints procedure</li> <li>○ Staff Code of Conduct</li> </ul>	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> ) HR Policies upon request from <a href="mailto:office@kcsp.org.uk">office@kcsp.org.uk</a>

<ul style="list-style-type: none"> <li>○ Discipline and grievance</li> <li>○ Pay</li> <li>○ Data protection</li> <li>○ Records management, retention and destruction</li> <li>○ Equality Objectives and policies</li> </ul>	
Pupil and curriculum policies including: <ul style="list-style-type: none"> <li>○ Curriculum</li> <li>○ Sex education</li> <li>○ Special Educational Needs</li> <li>○ Accessibility</li> <li>○ Religious Education</li> <li>○ Behaviour</li> </ul>	School websites (can be accessed from Trust website)

<b>Lists and Registers</b> <i>Currently maintained lists and registers only</i>	
Curriculum circulars and statutory instruments	Available on request from a School
Disclosure logs	Available on request from a School
Asset register	Available on request from a School
Any information the Trust is currently legally required to hold in publicly available registers	Available on request from the Trust or individual School
<b>The services we offer</b> <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>	
Extra-curricular activities	School websites
Out of School hours clubs	School websites
School publications, leaflets, books and newsletters	School websites

Services for which the School is entitled to recover a fee, together with those fees	Available on request from the School
Trust leaflets and newsletters	Trust website ( <a href="http://www.kcsp.org.uk">www.kcsp.org.uk</a> )