



Oak Trees Multi Academy Trust

Freedom of Information Publication Scheme

September 2018

Review Date: September 2018

Approved by: Tony Lacey

Date of next review: September 2020

Oak Trees Multi Academy Trust has produced a Publication Scheme of Information that is available under the Freedom of Information Act 2000 and it conforms to the model scheme for schools and academies approved by the Information Commissioner. The Trust Board has responsibility for ensuring that the Academy complies with the Act.

1. Introduction: The development of a Publication Scheme

1.1 Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about information that is available to the public. This includes all maintained sector schools and academies.

1.2 In order to comply with the requirements of the Act, the publication scheme covers the Trust's commitment on the following points:

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

1.3 All information in the Publication Scheme is available in paper form.

2. Categories of information published

2.1 The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website www.oaktreesmat.co.uk and is categorised in 'Classes' as outlined later in this Scheme.

2.2 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. This includes information protected by the Data Protection Act.
- 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. Requests for Information

3.1 Information that is not published under the scheme can be requested by email or letter. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

3.2 Contact details:

Chief Executive Officer
Oak Trees Multi Academy Trust
Stanton Road Primary School
Stanton Road
Bebington CH63 3HW
Tel: 0151 334 1398
Email: admin@oaktreesmat.co.uk

3.3 Please make the subject of your request 'Publication Scheme Request'.

4. **How we will deal with a FOIA request for information**

4.1 If the request relates to a single academy, the responsibility lies with the Head of School of that academy.

4.2 If the request relates to multiple academies within Oak Trees Multi Academy Trust, the responsibility for co-ordinating the request lies with the Chief Executive Officer. The Heads of School of each academy involved in the request will be required to provide information to the CEO.

5. **Paying for information**

5.1 Information published on the Academy website is free. Single copies of information covered by the publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing and photocopying
- Incurs a large postage charge
- Requires a priced item e.g. some printed publication or video.

5.2 In such instances you will be notified in advance.

6. **Feedback and Complaints**

6.1 We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chief Executive Officer, Oak Trees Multi Academy Trust.

6.2 If you are not satisfied with the assistance that you receive and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act and deals with formal complaints. They can be contacted at:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Annex 1: Guide to information available from Oak Trees Multi Academy Trust under the Model Publication Scheme.

Information to be published.	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	MAT and school websites	None
Who's who in the school/Trust	MAT and school websites	None
Who's who on the governing body / board of governors/Trustees and Members and the basis of their appointment.	MAT and school websites	None
Instrument of Government / Articles of Association	MAT and school websites	None
Contact details for the Head teacher and for the governing body and Trust Board, via the school/MAT (named contacts where possible).	MAT and school websites	None
School prospectus (if any)	School office	None
Annual Report (if any)	MAT website	None
Staffing structure of school/MAT	MAT and school websites	None
School session times and term dates	School websites	None
Address of school and contact details, including email address.	MAT and school websites	None
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual budget plan and financial statements	School offices	See Sched of Charges below
Capital funding	School offices	See Sched of Charges below
Financial audit reports	School offices/MAT office	See Sched of Charges below
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).	School and MAT offices	See Sched of Charges below

Pay policy	MAT website	None
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 least £60,000 per annum) by reference to categories.	MAT website	None
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.	MAT website	None
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	MAT website	None
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	MAT and school websites	None
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	MAT and school websites	None
Performance management policy and procedures adopted by the governing body.	MAT website	None
Performance data or a direct link to it	School websites	None
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School websites	None
Safeguarding and child protection	MAT and school websites	None
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	MAT and school websites	None

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).	School and MAT offices	See Sched of Charges below
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Data Protection on MAT and school websites Hard copies from school offices	See Sched of Charges below
<p>Charging regimes and policies.</p> <p>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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	MAT and school websites	None
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	School offices	See Sched of Charges below
Curriculum circulars and statutory instruments	School offices	See Sched of Charges below
Disclosure logs	School offices	See Sched of Charges below
Asset register	School and MAT offices	See Sched of Charges below
Any information the school is currently legally required to hold in publicly available registers	School offices	See Sched of Charges below
<p>Class 7 – The services we offer (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	School offices	See Sched of Charges below
Out of school clubs	School offices	See Sched of Charges below
Services for which the school is entitled to recover a fee, together with those fees	School offices	See Sched of Charges below
School publications, leaflets, books and newsletters	School offices	See Sched of Charges below

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost*
	Photocopying/printing @ 5p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority