



# Freedom of Information Publication Scheme

Date Approved: September 23

Date of Next Review: September 24

## **1. Freedom of Information Act – Publication scheme**

This publication scheme has been based on a model scheme prepared and approved by the Information Commissioner for adoption without modification by any public authority without further approval.

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 mentioned below, where this information is held by the trust. The Information Commissioner provides additional sector specific guidance regarding the definition of these classes which is summarised for education settings in appendix 1.

## **2. Aim of the publication scheme**

The scheme commits the trust:

- To publish proactively, or otherwise make available as a matter of routine, information, including environmental 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.
- 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. The Classes of Available Information**

Who the trust is and what the trust does

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

What the trust spends and how the trust spends it

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

What the trust's priorities are and how the trust is doing

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

How the trust makes decisions

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

The trust's 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 the trust offers

- Advice and guidance, booklets and leaflets, transactions and media releases.

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.

Further examples of information

- Appendix 1 provides examples of the kinds of information that the ICO would expect the trust to provide routinely to meet its commitments under the model publication scheme.

#### **4. The method by which information published under this scheme will be made available**

Information will generally be provided on the trust's website.

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.

Information that is not published under the scheme, or where a requester prefers not to use the website, can be requested in writing from the trust's Data Protection Officer - details in section 8 below. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

## **5. Charges which may be made for information published under this scheme**

Information, in most cases, can be downloaded from the website free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

A charge may be made for services to cover administrative costs such as:

- Photocopying
- Postage and packaging
- The costs 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. Relevant Links**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45

Web site: [ico.org.uk](http://ico.org.uk)

## **7. Contacts**

For further information, please contact the trust's Data Protection Officer at the following address:

Northern Leaders Trust  
Kenton School  
Drayton Road  
Newcastle upon Tyne  
NE3 3RU

Telephone: 0191 214 2201

Email: [public.enquiries@northernleaderstrust.org](mailto:public.enquiries@northernleaderstrust.org)

## **Appendix 1 – Definition Document**

The ICO expects the trust to make the information in this appendix available unless:

- It does not hold the information
- The information is exempt under one of the Freedom of Information Act (FOIA) exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute (eg UK GDPR)
- The information is readily and publicly available from an external website; such information may have been provided either by the trust or on its behalf.
- The information is archived, out of date or otherwise inaccessible; or
- It would be impractical or resource-intensive to prepare the material for routine release.

The appendix is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme. As a minimum, the ICO expects the trust to make available information that is required by statute, by the Department for Education or by virtue of a funding agreement, unless the disclosure is contrary to those provisions.

### **Class 1 – Who the trust is and what the trust does**

- Instrument of government or articles of association
- School prospectus and curriculum, the contents of the school prospectus (if any) and an outline of the school curriculum.
- Academy councils - the names of the academy councillors, the basis on which they have been appointed, along with details of how to contact them via the school.
- Information about and duties of the academy councillors, in accordance with the relevant statutory guidance.
- Gender pay gap reporting
- School session times and term dates
- Location and contact information

### **Class 2 – What the trust spends and how the trust spends it**

- Financial information about projected and actual income and expenditure, procurement, contracts and financial audit for the current and previous two financial years.
- Annual budget plan and financial statements
- Expenditures
- Provide details of items of expenditure over £5,000, including costs, supplier and transaction information.
- Capital funding
- Financial audit reports
- Procurement and contracts
- Staff allowances and expenses
- Staff pay and grading structures, including the details of senior staff salaries in bands of £5,000. For all other posts, identify levels of pay by salary range.

- Governors' allowances expenses that can be incurred or claimed, and a record of total payments made to individual governors.
- Premiums or other forms of financial support available
- Provide details of any pupil premium funding the trust receives and how the trust spends it.
- TU facility time reporting

### **Class 3 - What our priorities are and how are doing**

- Strategies and plans, performance indicators, audits, inspections and reviews.
- Performance data supplied to the government
- Latest Ofsted reports
- Performance management information
- Performance management policy and procedures adopted by the trust's governing body.
- Any major proposals on future plans involving, for example a consultation on a change in school status.
- Exam and assessment results
- Performance tables link
- 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.

### **Class 4 - How the trust makes decisions**

- Decision-making processes and records of decisions.
- Admissions policy, decisions and appeals.
- Minutes of meetings of the governing bodies and their committees

### **Class 5 - Our policies and procedures**

- Current written protocols, policies and procedures for delivering the trust's services and responsibilities that the trust is required to have by statute, by its funding agreement or equivalent or recommended by the Department for Education.
- Records management, personal data and access to information policies
- Equality and diversity
- Safeguarding and child protection
- Teachers' Pay policy
- Health and safety
- Policies and procedures for human resources and the recruitment of staff including vacancies
- Careers programme information
- Complaints procedures, including for dealing with parental complaints
- Charging regimes and policies

## **Class 6 - Lists and Registers**

- Curriculum circulars and statutory instruments
- Statutory instruments (for example regulations), departmental circulars and administrative memoranda sent to the head teacher or governing body concerning the curriculum.
- CCTV
- Details of the locations of any overt CCTV surveillance cameras operated by the trust or on its behalf.
- Disclosure logs
- Asset register
- Any information the trust is currently legally required to hold in publicly available registers

## **Class 7 - The services the trust offers**

- Information about the services the trust 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), including:
  - Extra-curricular activities
  - Out of school clubs
  - Trust/academy publications
  - Services for which the trust is entitled to recover a fee