

Central Schools Trust



**INCORPORATING BALSALL COMMON PRIMARY
SCHOOL AND DAMSON WOOD NURSERY AND
INFANT SCHOOL**

Trust Publication Scheme



flourishing together

The Information Commissioner's Office

Central Schools Trust (CST) is committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the CST's and academies' websites), or upon request.

In accordance with the Freedom of Information Act 2000, the CST is required to have an approved Trust Publication Scheme. The CST has adopted the Model Publication Scheme prepared and approved by the Information Commissioner (Appendix 1).

The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information (Appendix 2).

How to access information

CST will make available the information it holds, whether or not listed in the Publication Scheme, unless the information is identified as not being available under one of the exemptions provided for by the legislation.

Requests for information must be made in writing, by email or letter, to the Chief Executive Officer and should state the enquirers name and correspondence address, what information is required and marked 'Publication Scheme Request':

By email: pa-cst@solgrid.org.uk
By letter: The Chief Education Officer
Balsall Common Primary School
Balsall Street East
Balsall Common
West Midlands
CV7 7FS

Complaints

If you are unhappy with the response you receive to your request, you should contact the CST by email or letter at the address given above.

If you are unhappy with the response to your complaint, you may ask the CST to carry out an internal review by writing to the Chair of the MAT Board of Governors at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and the Trust will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioner's Office. Their contact information can be found on their website: <http://www.ico.gov.uk>.

Further Information

More information about the Freedom of Information Act is available on the Information Commissioner's Office website at: <http://www.ico.gov.uk>.

APPENDIX 1

Trust Publication Scheme

This Publication Scheme commits the CST to make information available to the public as part of its normal business activities. The information covered is included in the classes of information set out below, where this information is held by the Trust and its academies. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits the CST and its academies:

- To proactively publish, or otherwise make available as a matter of routine, information, including environmental information, which is held by the CST and its academies and falls within the classifications below
- To specify the information which is held by the CST and its academies 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 CST and its academies 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.

The Information we provide falls into the following categories:

CLASS 1 - Who we are and what we do

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

CLASS 2 - What we spend and how we spend it

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

CLASS 3 - What our priorities are and how we are doing

- Strategy and performance information, plans, assessments, 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 for delivering our functions 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 Trust and its academies.

CLASS 7 - The services we offer.

- Information about the services the Trust and its academies provide including leaflets, guidance, and newsletters.

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.

The method by which information published under this Scheme will be made available

- The CST 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 the CST and its academies, information will be provided on one or more websites.
- 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 CST and its academies will indicate how information can be obtained by other means and provide it by those means - see Appendix 2, Schedule of Available Information.
- 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 the CST and its academies are legally required to translate any information, this will be done
- 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.

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 Trust and its academies 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.

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.

Written Requests

Information held by the Trust and its academies 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 2 – SCHEDULE OF AVAILABLE INFORMATION

Information available from the Trust and its academies under the Publication Scheme

CLASS 1 - WHO WE ARE AND WHAT WE DO	Available from	Charge
CST Funding Agreement	CST website	Free
Memorandum and Articles of Association of Trust	CST website	Free
Details of the Directors of the Trust and their experience	CST website	Free
The name of the Chair of the Board of Directors and contact details.	CST website	Free
Names of key personnel in the Trust, including the Chief Executive	CST website	Free
The name of the Chair of the Local Governing Body of each academy and his/her contact details.	CST website	Free
A list of Governors on each academy Local Governing Body	CST website	Free
Names of key personnel in each academy	Academy websites	Free
The Trust Values and Ethos Statement	CST website	Free
Academy session times, term dates and holidays	Academy websites	Free
Locations, contact information, addresses, telephone numbers and email addresses	CST website and academy websites	Free
Academy Prospectus	Academy websites	Free
Results – including Ofsted reports	Academy websites	Free
The remit and terms of reference of the Board and its committees (Scheme of Delegation)	CST website	Free
A list of governors that have served on Local Governing Bodies and Directors that have served on the Board in the last academic year and their declared interests	CST website & academy websites	Free
The attendance records of directors at Board meetings in the last academic year	CST website in the Annual Report & Financial Statements	Free
The attendance records of governors at Local Governing Body meetings in the last academic year	Academy websites	Free

CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT	Available from	Charge
CST Annual Report and Financial Statements – containing details of various funding and income streams, expenditure types and audit reports	CST website	Free
The amount of pupil premium the Trust receives for each academy and how it is spent	Academy websites	Free
The amount of Primary PE/Sport funding the Trust receives for each primary academy	Academy websites	Free
The CST employees Pay Policy	Upon request	Charge
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	Available from	Charge
Academy profile Government supplied performance data. OFSTED report – summary and full report.	Links from academy websites	Free
Performance Management Policy and Procedures	Upon request	Charge
Any major proposals on safeguarding and promoting the welfare of children	Upon request	Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Academy websites	Free
CLASS 4 – HOW WE MAKE DECISIONS	Available from	Charge
Admissions policy - arrangements and procedures	Academy websites	Free
Details of the number of applications, number of places offered and appeals for places at each academy	Upon request	Charge
Trust Board of Directors meeting agendas, papers and minutes – information that is properly considered to be private will be excluded	Upon request	Free
Individual academy Local Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded	Upon request	Free
CLASS 5 – OUR POLICIES AND PROCEDURES – CURRENT INFORMATION ONLY	Available from	Charge
Please see the CST and individual academy websites for a full list of all current policies	CST and academy websites	Free
CLASS 6 – LISTS AND REGISTERS- CURRENT INFORMATION ONLY	Available from	Charge
Curriculum circulars and statutory instruments	Upon request	Charge
Any information the CST is legally required to hold in publicly available registers	For inspection upon request	Free
CLASS 7 – THE SERVICES WE OFFER	Available from	Charge
Extra-curricular activities	Academy websites	Free
Out of academy clubs	Academy websites	Free
Academy publications and newsletters	Academy websites	Free
Academy leaflets, booklets and magazines.	Academy websites	Free
Services for which the academy is entitled to recover a fee, together with those fees e.g. hiring of academy facilities.	Upon request	Free