



Cheshire Academies Trust

# Freedom of Information Publication Scheme

This is the Cheshire Academies Trust publication scheme on information available under the Freedom of Information Act 2000. The scheme was written in March 2016 by the Director of Operations. The Board of Cheshire Academies Trust has adopted and is responsible for the maintenance of this scheme. It will be reviewed every three years or more frequently if required by updated guidance.

Next review date: March 2019

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## Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public.

This guidance gives examples of the kinds of information that the Information Commissioners Officer (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme.

To do this we must produce a publication scheme, setting out:

1. The classes of information which we publish or intend to publish
2. The manner in which the information will be published
3. Whether the information is available free of charge or on payment

The ICO would expect academies to make the information in this document available unless:

- We do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the Trust or one of its academies.

Some of the information which we may hold may not be public, for example personal information.

This publications scheme confirms to the latest model scheme for Academies, approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Trust does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats. We do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

### **How to Request Information**

If you require a paper version of any of the documents within the scheme, please contact the Trust or relevant academy by email or letter. Contact details are set out below:

Email:            [lucijones@cheshireacadmiestrust.co.uk](mailto:lucijones@cheshireacadmiestrust.co.uk)            (Cheshire Academies Trust)  
                      [admin@boughtonheath.cheshire.sch.uk](mailto:admin@boughtonheath.cheshire.sch.uk)            (Boughton Heath Academy)  
                      [admin@kelsall.cheshire.sch.uk](mailto:admin@kelsall.cheshire.sch.uk)                    (Kelsall Primary School)  
                      [admin@millview.cheshire.sch.uk](mailto:admin@millview.cheshire.sch.uk)                (Mill View Primary School)

Websites:        [www.cheshireacadmiestrust.co.uk](http://www.cheshireacadmiestrust.co.uk)  
                      [www.boughtonheath.cheshire.sch.uk](http://www.boughtonheath.cheshire.sch.uk)  
                      [www.kelsall.cheshire.sch.uk](http://www.kelsall.cheshire.sch.uk)  
                      [www.millviewschool.co.uk](http://www.millviewschool.co.uk)

Contact addresses are available via the Trust or individual academy websites.

To help us process your request quickly please clearly mark any correspondence 'Publication Scheme Request'.

If the information you are looking for is not available via the scheme and is not on our website you can still contact the Trust to ask if we have it.

### **Paying for Information**

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have internet access you can access our websites using a local library or internet café.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in later in the scheme. If your request means we have to do a lot of photocopying or printing pay a large postage charge or is for a priced item such as some printed publications or recordings we will let you know the cost and expect it to be met, before fulfilling your request. Where there is a charge this will be indicated in the Schedule of Charges box in the table below.

## Classes of Information Currently Published

### Class 1 – who are we and what we do (current information only)

	How can information be obtained?	Schedule of Charges
<b>Instrument of Governance</b> A record of the name and category of the Academies and the name and constitution of the Trust Board	Hard copy – contact the Trust Director of Operations	£charge
<b>Trust Board</b> The names and contact details of the Directors	Hard copy – contact the Trust Director of Operations	Free
<b>Individual Academy Session Times and Term Dates</b>	Via Academy websites	Free
<b>Location and Contact Information</b> The address, telephone number and website for the individual academies with the names of key personnel	Via Academy websites	Free

### Class 2 – What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum)

	How can information be obtained?	Schedule of Charges
<b>Trust Budget</b> Budget distributed via the EFA Annual income and expenditure returns	Hard copy – contact the Trust Director of Operations  Companies House	£charge
<b>Capital Funding and information on related building projects and other capital projects</b>	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Additional Funding</b> Income generation and other sources of funding	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Procurement and Contracts</b> Procedures for procuring goods and services Details of contracts that have gone through a formal tendering process	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Staffing Structure</b>	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Governors/Trustees Allowances</b> Allowances and expenses that can be claimed or incurred	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free

### Class 3 – what are our priorities and how are we doing (strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum)

	How can information be obtained?	Schedule of Charges
<b>Academy Profile</b> Government supplied performance data Latest Ofsted reports	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Performance Management</b> Policy and procedures adopted by the Trust	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Future Plans</b> Any major proposals for the future of the Trust/Academies	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Child Safeguarding Policies and Procedures</b>	Hard copy – contact the Trust Director of Operations	£charge

Documents in place to ensure functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issues by the Secretary of State	Trust/Academy websites	Free
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#### Class 4 – how we make decisions (Current and previous three years as a minimum)

	How can information be obtained?	Schedule of Charges
<b>Admission Policy/Decisions</b> Arrangements and procedures together with information about the right of appeal	Trust/Academy websites	Free
<b>Minutes of the Local Governing Body and Trust Board Meetings</b> Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting	Hard copy – contact the Trust Director of Operations	£charge

#### Class 5 – our policies and procedures (written protocols, policies and procedures for delivering our services and responsibilities. Current information only)

	How can information be obtained?	Schedule of Charges
<b>Trust/Academy Policies e.g.</b> Health & Safety Policy Complaints Procedure SEND Policy Charging Regimes and Policies	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Human Resources Policies and Procedures</b>	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free

#### Class 6 – lists and registers (currently maintained lists and registers only)

	How can information be obtained?	Schedule of Charges
<b>Curriculum information and statutory instruments</b>	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free
<b>Disclosure logs</b> Logs of information provided in response to requests	Hard copy – contact the Trust Director of Operations	£charge
<b>Asset Registers</b>	Hard copy – contact the Trust Director of Operations	£charge
<b>Any information the Trust is currently legally required to hold in publicly available registers. NOT INCLUDING ATTENDANCE REGISTERS</b>	Hard copy – contact the Trust Director of Operations	£charge
<b>The Services Individual Academies Offer e.g.</b> Extra-curricular activities Academy publications	Hard copy – contact the Trust Director of Operations Trust/Academy websites	£charge Free

#### Feedback and Complaints

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 then initially this should be addressed to the Trust's Director of Operations at Cheshire Academies Trust, Kelsall Primary School, Flat Lane, Kelsall, Cheshire, CW6 9PU or email [lucijones@cheshireacademiestrust.co.uk](mailto:lucijones@cheshireacademiestrust.co.uk)

If you wish to make a complaint please use the Trusts' Complaints Procedure available on our Trust and

Academy websites or by contacting the Trust or the Academy directly.

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint 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 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Enquiry Information Line: 01625 545700  
Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)  
Website: [www.ico.gov.uk](http://www.ico.gov.uk)

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