



**LAURUS**  
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TRUST

# **FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME**

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**Next review date – September 2019**

**Reviewed by - The Laurus Trust**

## **Background**

The Trust and Governing Bodies of each Trust school are committed to implementing the provisions of the Freedom of Information Act 2000 and related legislation. This provides a general entitlement to information that the Trust and/or schools hold to any person subject to some exemptions.

## **Scope**

This policy applies to all information the Trust holds regardless of how it was created or received. It applies no matter what media the information is stored in, generally speaking however, the information may be on paper or held electronically.

## **Principles**

- The Trust and Governing Bodies within the Trust are committed to openness and transparency.
- Information which is subject to a request will be provided where possible within the spirit of the Act.
- Advice and assistance will be offered to requesters when necessary.

## **Adopting and Maintaining Publication Schemes**

The Governing Bodies within the Trust have adopted a Publication Scheme (see appendix A) and are committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which the Trust is regularly asked for. Where charges are applied these will be stated in the Scheme.

## **Dealing with Requests**

The Trust will offer advice and assistance to anybody who wishes to make a request. The Trust is committed to dealing with requests within statutory guidelines. Requests will be dealt with within 20 school days (which can be extended in specific circumstances on legal advice). The Trust will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Any request in writing will be considered a Freedom of Information request and be dealt with under this policy. The Trust recognises that requests for environmental information may be made over the telephone and that different exemptions apply. The Trust reserves the right to charge for information requests in accordance with statutory guidelines, and implement statutory limitations on the amount of work a single request required in order to comply with a single request.

The Trust will refuse requests which it considers to be vexatious or repeated requests. This is a rare occurrence and further advice will be sought.

Whilst a request can be made in writing to any employee of the Trust, for monitoring purposes, the Trust would request that all requests are directed to the IG (Information Governance) Lead.

## **Relationship with the General Data Protection Regulations (GDPR)**

The Trust is under a legal duty to protect personal data under the GDPR. The Trust will carefully consider its responsibilities under the GDPRs before releasing personal data about individuals, including current and former staff members, pupils and parents. Personal information will not normally be provided in response to FOI requests. If you are requesting your own personal information, this must be requested under the GDPRs.

## **Responsibilities**

Each school's Governing Body has responsibilities to make information available in accordance with the Act. Responsibility for compliance with this and related policies will rest with the IG Lead.

All staff have responsibilities to ensure that any request for information they receive is dealt with under the GDPRs and in compliance with this policy. They are also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post.

Complaints about the handling of Freedom of Information requests will be dealt with under the Trust's complaints procedure.

## **Contact Details**

Please direct all requests for information or questions about this policy to the IG Lead by emailing [enquiries@laurustrust.co.uk](mailto:enquiries@laurustrust.co.uk).

Further advice and information about the Freedom of Information Act, including how to make requests and what you can expect from public authorities, is available from the Information Commissioner's Office: [www.ico.gov.uk](http://www.ico.gov.uk) or by ringing the ICO helpline on 01625 545 745 or 0303 123 1113.

## APPENDIX A

### Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by The Laurus Trust without further approval and will be valid until further notice.

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. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which 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 Trust that has been requested, and any updated versions it holds, unless the Trust 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 a specified licence. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of that Act.

## PUBLICATION SCHEME:

Information to be published.	How the information can be obtained	Cost
<b><u>Class 1 - Who we are and what we do</u></b> (This will be current information only)		
Who's who in the Trust and/or school (only Trustees, Governors, CEO and Head of School listed)	Trust and School websites	
Who's who on the Board and/or governing body	Trust and School websites	
Articles of Association	Trust website	
Contact details for the Board of Trustees	Trust website	
Contact details for the CEO, Head of School and for the Chair of Governors	School website	
School prospectus (where applicable)	School Website	
Annual Report	Trust website	
Staffing structure	Hard Copy	
School term dates	School website/hard copy	

Address of Trust and contact details, including email address	Trust website	
Address of school and contact details, including email address.	School website/school letterhead	
<b><u>Class 2 – What we spend and how we spend it</u></b>		
(Current and previous financial year as a minimum)		
Trust Annual Accounts	Trust website	
Annual budget plan and financial statements	Hardcopy	
Capital funding	Hardcopy	
Financial audit reports	Trust website/hardcopy	
Details of expenditure items over £2000	Hardcopy	
Procurement and contracts the Trust and/or school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf e.g. a local authority	Hardcopy	
Pay policy	Trust website	
Staff allowances and expenses 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.	Hardcopy	

Staffing, pay and grading structure. The pay information will include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hardcopy	
Trustee and/or Governors' allowances incurred or claimed, and a record of total payments made to individual trustees and/or governors.	Hardcopy	
<p><b><u>Class 3 – What our priorities are and how we are doing</u></b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>		
Trust and/or School profile <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government</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> <li>• Trust Development Plan</li> <li>• School Development Plan</li> <li>• School Performance Indicators (link to it)</li> </ul>	Trust and/or school website School website School website  Hardcopy  Hardcopy  Hardcopy  School website	
Performance management policy and procedures adopted by the Trustees	Trust website/School	

and/or governing body.	website	
Safeguarding and child protection	Trust/school website/ Hardcopy	
<p><b><u>Class 4 – How we make decisions</u></b>  (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>		
Admissions policy/decisions	School website	
Agendas and minutes of meetings of the Trustee and/governing body and its sub-committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hardcopy	
<p><b><u>Class 5 – Our policies and procedures</u></b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only.</p>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies (Managing Personal Information Policy)</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> <li>• Statutory educational policies</li> <li>• All other Trust and/or school policies (non-statutory)</li> </ul>	Trust website Trust website Trust website Trust website Trust/school website	
Charging and Remissions Policy	Trust website	



<b><u>Class 6 – Lists and Registers</u></b>		
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	School website	
Disclosure logs	Viewing only	
Asset register	Viewing only	
<b><u>Class 7 – The services we offer</u></b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Extra-curricular activities e.g sports clubs, performing arts clubs	Hardcopy	
Out of school clubs	School website/Hardcopy	
Services for which the Trust and/or school is entitled to recover a fee, together with those fees	????	
School publications, leaflets, books and newsletters	School website/hardcopy	
<b><u>Additional Information</u></b>		

All statutory information regarding the Trust's sports club (Club Cheadle Hulme)	Trust website/hardcopy	
All statutory information regarding the Trust's Teaching School (Altius Alliance)	Trust website/hardcopy	

### HOW TO REQUEST INFORMATION

You can request a copy of any information by sending your request in writing to [enq@laurustrust.co.uk](mailto:enq@laurustrust.co.uk).

### PAYING FOR INFORMATION

All information published on our websites is free (apart from any connection costs payable to your internet service provider). If you do not have Internet access, you can access our websites using a local library or Internet café. Single printed copies of information covered in this publication are provided free unless otherwise stated in our Charging and Remissions Policy. Should a cost be incurred you will be advised prior to us fulfilling your request.

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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<b>Disbursement cost</b>	Photocopying/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 4p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the Trust (A4 paper)