



## **Freedom of Information Act**

### **Publication Scheme for St Piran's Cross Multi-Academy Trust.**

This generic model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- 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 authority 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 authority 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.

#### **Classes of Information**

##### **Who we are and what we do**

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

##### **What we spend and how we spend it**

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

## **What our priorities are and how we are doing**

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

## **How we make decisions**

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

## **Our 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 we Offer**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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 authority 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 a public authority, information will be provided on a website. 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, a public authority will indicate how information can be obtained by other means and provide it by those means.

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 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.

### **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 authority 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 a public authority 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. Contact Details: Mrs Nicola Gordon, St Piran's Cross C of E Multi-Academy Trust, 1 – 3 Omaha Drive, Bodmin, PL31 1ER.

# Freedom of Information

## Guide to information available from St Piran's Cross Multi-Academy Trust Academy under the publication scheme

Central Office:

St Piran's Cross C of E Multi-Academy Trust

1-3 Omaha Drive

Bodmin

Cornwall

PL31 1ER

01726 250260

[www.stpiranscross.co.uk](http://www.stpiranscross.co.uk)

Information to be published	How the information can be obtained	Charge
<p><b>Who we are and what we do.</b></p> <p>The Trust includes the following Church of England Primary Schools.</p> <p>Bishop Bronescombe Grampound Road Grampound-with-Creed Ladock Veryan</p> <p><b>(Organisational information, structures, locations and contacts)</b></p> <p>This will be current information only</p>	<p>This information can be obtained by contacting the Central Office on the details above.</p>	<p>Free of charge</p>

Academy Master Funding Agreement	St Piran's Cross Multi-Academy Website at <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a>	Free of charge
Academy Order (if applicable)	Hard Copies available at the Central Office, details above.	Free of charge
School staff and structure – names of key personnel	Individual School Websites. Links on the St Piran's Cross Multi-Academy Website at <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a>	Free of charge
Governing body – names and contact details of the governors and the basis of their appointment	St Piran's Cross Multi-Academy Website at <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a> Contact details available from the Central Office.	Free of charge
School session times, term dates and holidays	Individual School Websites. Links on the St Piran's Cross Multi-Academy Website at <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a>	Free of charge
Location and contact information – address, telephone number and website	Individual School Websites. Links on the St Piran's Cross Multi-Academy Website at	Free of charge

	<a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a>	
Contact details for the Principal and the Directors	St Piran's Cross Multi-Academy Website at <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a>	Free of charge
School Prospectus	Individual School Websites. Links on the St Piran's Cross Multi-Academy Website at stpiranscross.co.uk	Free of charge

Information to be published	How the information can be obtained	Charge
<p><b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	<p>End of Year Accounts on the St Piran's Cross Multi-Academy Website at <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a></p>	<p>Charges may apply.</p>
<p>Annual budget plan and financial statements</p>	<p>From the Central Office on request.</p>	<p>Charges may apply.</p>
<p>Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects</p>	<p>End of Year Accounts on the St Piran's Cross Multi-Academy Website at <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a></p>	<p>Charges may apply.</p>
<p>Additional funding – Income generation schemes and other sources of funding.</p>	<p>End of Year Accounts on the St Piran's Cross Multi-Academy Website at <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a></p>	<p>Charges may apply.</p>
<p>Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.</p>	<p>From the Central Office on request.</p>	<p>Charges may apply.</p>
<p>Staffing and grading structure</p>	<p>From the Central Office on request.</p>	<p>Charges may apply.</p>

Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	St Piran’s Cross Multi-Academy Website at <a href="http://stpiranscross.co.uk">stpiranscross.co.uk</a>	Free of charge
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	From the Central Office on request.	Charges may apply.



Information to be published	How the information can be obtained	Charge
<b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information should be published.	Either from the Central Office on request.  Audit information on St Piran's Cross Multi-Academy Website.	Charges may apply.
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Individual school websites.  Ofsted inspection reports on individual websites.	Free of charge.
Performance management information	From the Central Office on request.	Charges may apply.
Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.	From the Central Office on request.	Free of charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	From the Central Office on request.	Free of charge

Information to be published	How the information can be obtained	Charge
<p><b>How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	From the Central Office on request.	Charges may apply.
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	From the Central Office on request.	Charges may apply.
Governing body meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.	From the Central Office on request. Approved minutes available on St Piran's Cross Multi-Academy Website.	Charges may apply.

Information to be published	How the information can be obtained	Charge
<p><b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>From the Central Office on request.</p>	<p>Charges may apply.</p>
<p>School policies including:</p> <ul style="list-style-type: none"> <li>• Charging and remissions policy – MAT Policy</li> <li>• Health and Safety and risk assessment</li> <li>• Complaints procedure – MAT Policy</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Pay policy – MAT Policy</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Staff recruitment policies – MAT Policy</li> </ul>	<p>All MAT Policies can be obtained from the St Piran's Cross Multi-Academy Website <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a></p> <p>All other policies can be obtained by contacting the Central Office.</p>	<p>Charges may apply.</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special education needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> </ul>	<p>Individual school websites or by placing an enquiry in to the Central Office.</p>	<p>Charges may apply.</p>

<ul style="list-style-type: none"> <li>• Pupil discipline</li> </ul>		
<p>Records management and personal data policies</p> <ul style="list-style-type: none"> <li>• Information security</li> <li>• Records retention</li> <li>• Destruction and archive policies</li> <li>• Data Protection policies</li> </ul>	From the Central Office on request.	Charges may apply.
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <ul style="list-style-type: none"> <li>• Policies and procedures for the recruitment of staff – details of vacancies should be included</li> </ul>	<p>From the Central Office on request.</p> <p>Recruitment Policy on the St Piran's Cross Multi-Academy Trust website. Vacancies are advertised on this site. <a href="http://www.stpiranscross.co.uk">www.stpiranscross.co.uk</a></p>	Charges may apply.
<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of 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.</p>	From the Central Office on request.	Charges may apply.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Charge</b>
<b>Lists and Registers</b>  Currently maintained lists and registers only	(hard copy, some information may only be available for inspection)	Charges may apply.
Curriculum circulars and statutory instruments	From the Central Office on request.	Charges may apply.
Disclosure logs	From the Central Office on request.	Charges may apply.
Asset register	From the Central Office on request.	Charges may apply.
Any information the Academy is currently legally required to hold in publicly available registers	From the Central Office on request.	Charges may apply.

Information to be published	How the information can be obtained	Charge
<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Individual school websites.	Free of charge
Extra-curricular activities	Individual school websites.	Free of charge
Out of school clubs	Individual school websites.	Free of charge
School publications	Individual school websites.	Free of charge
Services for which the Academy is entitled to recover a fee, together with those fees	From the Central Office on request.	Charges may apply.
Leaflets, booklets and newsletters	Individual school websites.	Free of charge