



Freedom of Information

Guide to information available from **St Benet Biscop Catholic Academy** under the model publication scheme

Class 1- Who we are and what we do <i>(Organisational information, structures, locations and contacts) This will be current information only</i>	How the information can be obtained	Cost
Who's who in the school	Hard Copy & School Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	School Website	Free
Instrument of Government / Articles of Association	School Website Academy Trust Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School Website	Free
School prospectus (if any)	School Website	Free
Annual Report (if any)	Academy Trust Website	Free
Staffing structure	Hard Copy & School Website	Free
School session times and term dates	School Website	Free
Address of school and contact details, including email address.	School Website	Free

Class 2- What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i>	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard Copy	Free
Capital Funding	Hard Copy	Free
Financial audit reports	Hard Copy	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	Free
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard Copy	Free
Pay policy	Hard Copy	Free
Staff allowances and expenses that can be 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	Hard Copy	Free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard Copy	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy	Free

Class 3- What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits inspections and reviews) Current information as a minimum</i>	How the information can be obtained	Cost
School profile (if any) Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data	School Website	Free
The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report Post-inspection action plan	School Website	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy	Free
Performance data or a direct link to it	School Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Website	Free
Safeguarding and child protection	School Website	Free

Class 4- How do we make decisions. <i>(Decisions making processes and records of decisions) Current and previous 3 years as a minimum</i>	How the information can be obtained	Cost
Admissions policy	School Website	Free
Admissions decisions (not individual admission decisions)	Hard Copy	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy	Free

Class 5- Our Policies and procedures <i>(current written protocols, polices and procedures for delivering our services and responsibilities) Current information only.</i>	How the information can be obtained	Cost
Records management and personal data policies, including: Information security policies, Records retention, destruction and archive policies, Data protection (including information sharing policies)	Hard Copy	Free
Charging regimes and policies.	School Website	Free

Class 6- Lists and Registers <i>Currently maintained lists and registers only (this does not include the attendance register)</i>	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Hardcopy	Free
Disclosure logs	Hardcopy	Free
Asset register	Hardcopy	Free
Any information the school is currently legally required to hold in publicly available registers	Hardcopy	Free

Class 7- The Services we offer <i>(Information about services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</i>	How the information can be obtained	Cost
Extra-curricular activities	School Website	Free
Out of school clubs	School Website	Free
Services for which the school is entitled to recover a fee, together with those fees	School Website	Free
School publications, leaflets, books and newsletters	School Website	Free