

Freedom of Information Publication Scheme

Southmead Primary School and Pre-School



Approved by: Full Governing Body

Date: 4th February 2020

Last reviewed on: 7th August 2014

Next review due by: When the model policy is next updated by DCC

Version 1.1

Version History

No.	Description of changes made	Date revised
1.1	Title changed from freedom of Information Policy to Freedom of Information Publication Scheme (as advised by Audit).	25.5.2021
1	Current policy adopted at FGB	4.2.2020

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- members of the public are entitled to request information from public authorities.

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Freedom of Information Publication Scheme

Background

Information	How the information can be obtained
<u>Who we are and what we do</u> <u>Organisational information, structures, locations and contacts.</u> • Instrument of Government / Articles of Association • School prospectus and curriculum - The contents of the school prospectus. (Once a prospectus has been published and made available to parents, access to it should be available to anyone.) - An outline of the school curriculum. • <i>Governing Body</i> - The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school. • School session times and term dates - Details of school session times and dates of school terms and holidays. • Location and contact information - The address, telephone number, email address and website for the school together with the names of key personnel.	• Hardcopy available on request • Hardcopy available on request • School website • School website • School website • School website
<u>What we spend and how we spend it</u>	

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<u>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</u> <i>(The minimum we would expect is that financial information for the current and previous two financial years should be available.)</i> • Annual budget plan and financial statements - Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns. - Details of items of expenditure over £5000, including costs, supplier and transaction information. • Capital funding - Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts. • Financial audit reports • 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. • Pay policy - The statement of the school's policy and procedures regarding teachers' pay. • Staff allowances and expenses	• Hardcopy available on request (Pupil Premium Spending is available on the school website) • Hardcopy available on request and published annually on the school website • Hardcopy available on request • Hardcopy available on request as part of the Finance Policy • Hardcopy available on request • Hardcopy available on request
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- Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school’s policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, “senior staff” means staff on the Senior Management or Leadership Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum. ● Staff pay and grading structures - The names and positions of all staff of the school, and how they may be contacted via the school. - The salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range. ● Governors’ allowances - Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.	● Hardcopy available on request ● School website ● Hardcopy available on request ● Hardcopy available on request
<u>What our priorities are and how we are doing</u> <u>Strategies and plans, performance indicators, audits, inspections and reviews.</u> ● Performance data supplied to the government ● Latest Ofsted report The school should provide a link to its report on the Ofsted website. ● Performance management information Performance management policy and procedures adopted by the governing body.	● School website ● School website ● Hardcopy available on request

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• The school's future plans Any major proposals for the future of the school involving, for example, consultation on a change in school status. • Safeguarding and child protection The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.	• Hardcopy available on request
<u>How we make decisions</u> <u>Decision-making processes and records of decisions.</u> We would expect information in this class to be available at least for the current and previous three years. • Admissions policy / decisions The school's admission arrangements and procedures, together with information about the right of appeal. We would not expect individual admission decisions to be published, but we would expect information on application numbers/patterns of successful applicants (including criteria on which applications were successful) to be published if this information is held by the school. As the school is not its own admissions authority, there is an appropriate link to the local authority. • Minutes of meetings of the governing body and its committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.	• Hardcopy available on request • Local Authority is Devon County Council - https://www.devon.gov.uk/admissions • School website

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<u>Our policies and procedures</u> <u>Current written protocols, policies and procedures for delivering our services and responsibilities.</u> We would expect information in this class to be current only. • School policies and other documents This must include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. We would expect this information to include the required policies listed on the Department for Education's website. It will also include policies and procedures for handling information requests. • Records management and personal data policies This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies. • Equality and diversity This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities. • Policies and procedures for the recruitment of staff If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available. • Charging regimes and policies Details of any statutory charging regimes should be provided. Charging policies should include 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.	• All school policies are held in hard copy in the School Office. The following are available on the website – Home School Agreement, SEND, Charging & Remissions, Admissions, Behaviour, Equality, Administration of Medicines.
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If the school charges a fee for licensing the re-use of datasets, it should state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.	
<u>Lists and registers</u> We expect this to be information in currently maintained lists and registers only. • Curriculum circulars and statutory instruments Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher / Governing Body concerning the curriculum. • FOI Disclosure logs If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice. • Asset register We would expect some information from capital asset registers to be available, if such registers are held. • Any information the school is currently legally required to hold in publicly available registers	• Hardcopy available on request • Hardcopy available on request • Hardcopy available on request • Hardcopy available on request
<u>The services we offer</u>	

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Information about the services the school provides including leaflets, guidance and newsletters. Generally this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are: • Extra-curricular activities • Out of school clubs • School publications • Services for which the school is entitled to recover a fee, together with those fees • Leaflets, booklets and newsletters	• School website. There are also regular updates on the school newsletter, which are on the school website. Hardcopies available on request.
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Fees and charging

Information available through the school's publication scheme is readily available at a low or at no cost to the public. The charges are justifiable, clear and kept to a minimum. Providing information under FOIA should not be done for profit. Charges may be made for activities such as printing, photocopying and postage as well as information that the school is legally authorised to charge for.

Anyone requesting information must be informed of any charge before the information is provided. Schools may ask for payment before providing the information.

There is more information for organisations, regarding charging in the document '*Charging for information in a publication scheme*', on the ico website.

Southmead will charge the following for information requested under the Freedom of Information Policy:

The maximum charge for any provision of information will be: £1000

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Photocopies will be charged per A4 side of (black and white printing) at 50p

Time for provision of information will be charged as follows:

First 15 minutes taken	£5
15 minutes to 45 minutes	£10
45 minutes to 1 hour 30 minutes	£20
Over 1 hour 30 minutes	poa

More information

If you need any more information about this or need assistance with any other aspect of freedom of information, please visit the ico website or contact the ico on.

Phone: 0303 123 1113 01625 54 57 45

Email: please use the online enquiry form on our website

Website: www.ico.gov.uk

Information specifically for organisations at: http://ico.org.uk/for_organisations

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A) Description

1. Who does the policy relate to? What is their involvement with the policy?

The Policy relates to all requests, from any member of the public for access to information held by public authorities, specifically Southmead School. The policy is based on a model provided by the LA.

2. Are there any concerns at this stage which indicate the possibility of inequalities / negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review. Please describe:

None. All members of the public are allowed the same access to information, under the same timescales, and for the same set charge.

3. Is the policy consistent with the School's equality policies? If yes, the EIA is complete

Yes

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