



**Publication Scheme 2017 - 2019**

**Document Control Information**

**Publication Scheme, Issue 2 – August 2017**

**Review Period**

Every 2 years

**Review Committee**

Trustees

**Revision History**

| Author    | Summary of changes                                       | Issue | Date Authorised              |
|-----------|--|-------|------------------------------|
| R Righini | New policy extracted section from data protection policy | 1     | 31 <sup>st</sup> August 2017 |

**Authorisation**

**Approved By:** This policy was approved by the Trustees

**Date Approved:** 31<sup>st</sup> August 2017

**Date of Next review:** 31<sup>st</sup> August 2019

**Document Owner & Reviewer:** The senior manager responsible for this policy is the Operations Director

**Equality Impact**

**Statement** We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the Equality Act 2010 protected characteristics.

The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.

**Screening** This document has been screened by the Equality Team and the impact has been assessed as:

- Not applicable
- Low
- Medium
- High

## **1. Classes of Information**

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

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

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

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

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

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

### **1.4 How we make decisions**

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

### **1.5 Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

### **1.6 Lists and registers**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **1.7 The services we offer**

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

### **1.8 The classes of information will not generally include:**

1.8.1. 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.

1.8.2. Information in draft form.

1.8.3. 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.

## **2. The method by which information published under this scheme will be made available**

2.1 The New Bridge Multi Academy Trust (MAT) will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

2.2 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.

2.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where the MAT is legally required to translate any information, it will do so.

2.4 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.

### 3. Charges which may be made for information published under this scheme

3.1 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:

- 3.1.1. photocopying
- 3.1.2. postage and packaging
- 3.1.3. the costs directly incurred as a result of viewing information

3.2 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.

3.3 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.

### 4. Written requests

4.1 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 by contacting [info@newbridgegroup.org](mailto:info@newbridgegroup.org)

### 5. Guide to information available from New Bridge MAT under the publication scheme

| Information to be published  | How the information can be obtained | Charge               |
|--|-------------------------------------|----------------------|
| Who we are and what we do - organisational information, structures, locations and contacts   | Hard copy<br>Website<br>Email       | Free<br>Free<br>Free |
| MAT Funding Agreement - a link to the document on the Department for Education (DfE) website | Website<br>Email                    | Free<br>Free         |
| Academy Order  | Website<br>Email                    | Free<br>Free         |
| MAT staff and structure - names of key personnel   | Hard copy<br>Website<br>Email       | Free<br>Free<br>Free |
| Governing bodies -   | Hard copy                           | Free                 |

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| names and contact details of the governors and the basis of their appointment   | Website<br>Email                  | Free<br>Free                 |
| Schools' session times, term dates and holidays   | Hard copy<br>Website<br>Email     | Free<br>Free<br>Free         |
| Location and contact information - addresses, telephone numbers and websites  | Hard copy<br>Website<br>Email     | Free<br>Free<br>Free         |
| Contact details for the CEO   | Hard copy<br>Website<br>Email     | Free<br>Free<br>Free         |
| MAT Prospectus  | Hard copy<br>Website<br>Email     | Free<br>Free<br>Free         |
| GCSE results - links to the data on the DfE's website   | Website<br>Email                  | Free<br>Free                 |
| What we spend and how we spend it - financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit             | Hard copy<br><br>Website<br>Email | 10p per page<br>Free<br>Free |
| Annual budget plan and financial statements   | Hard copy                         | 10p per page                 |
| Capital funding - details of capital funding allocated to the school along with information on related building projects and other capital projects                       | Hard copy                         | 10p per page                 |
| Additional funding - income generation schemes and other sources of funding   | Hard copy                         | 10p per page                 |
| 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. | Hard copy                         | 10p per page                 |
| Staffing and grading structure  | Hard copy                         | 10p per page                 |
| Pay policy - a statement of the MAT's policy on procedures regarding teachers' pay.   | Hard copy<br><br>Website<br>Email | 10p per page<br>Free<br>Free |
| Governors' allowances - details of allowances and expenses that can be claimed or incurred.   | Hard copy<br><br>Website<br>Email | 10p per page<br>Free<br>Free |
| What our priorities are and how we are doing - strategies and plans, performance indicators, audits, inspections and reviews  | Hard copy<br>Website<br>Email     | Free<br>Free<br>Free         |
| School profile - Government supplied performance data OFSTED reports  | Hard copy<br>Website<br>Email     | 10p per page<br>Free<br>Free |
| Performance management information  | Hard copy                         | 10p per page                 |

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| MAT's future plans - any major proposals on safeguarding and promoting the welfare of children.                                   | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| Child protection – policies and procedures on safeguarding and promoting the welfare of children.                                 | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| How we make decisions - decision making processes and records of decisions)   | Hard copy   | 10p per page                 |
| Admissions policy - arrangements and procedures and right of appeal.  | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| Governing Body meeting agendas, papers and minutes  | Hard copy<br>Website<br>Email                                     | 10p per page<br>Free<br>Free |
| Our policies and procedures - current written protocols, policies and procedures for delivering our services and responsibilities | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| MAT policies  | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| Records management and personal data policies   | Hard copy<br><br>Website<br>Email                                 | 10p per page<br>Free<br>Free |
| Equality and diversity policies, schemes, statements, procedures and guidelines relating to equal opportunities                   | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| Charging regimes and policies   | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| Lists and Registers   | Hard copy - some information may only be available for inspection | 10p per page                 |
| Asset register  | Hard copy   | 10p per page                 |
| Any information the MAT is currently legally required to hold in publicly available registers                                     | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| Extra-curricular activities   | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| School publications, letters, booklets and newsletters  | Hard copy<br>Website<br>Email                                     | Free<br>Free<br>Free         |
| Services for which the MAT is entitled to recover a fee, together with those fees   | Hard copy<br><br>Website<br>Email                                 | 10p per page<br>Free<br>Free |