

ST THOMAS AQUINAS

Catholic Multi-Academy Trust

POLICY DOCUMENT

TITLE	Freedom of Information Publication Scheme
DATE OF ADOPTION	23 September 2024
ADOPTED BY	Trust Board
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1. Freedom of Information Act

This publication scheme commits the St Thomas Aquinas Multi-Academy Trust (STA-CMAT) 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 STA-CMAT:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust 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 STA_CMAT is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. 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.

Lists and registers

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

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

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.

3. The method by which information published under this scheme will be made available

The STA-CMAT 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 the Trust, 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, the Trust 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 the Trust 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.

4. 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 Trust 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 the Trust, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

5. Written requests

Information held by the STA-CMAT 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. Written requests should be made to abouwens@aquinas-cmat.org

6. Exemptions

The presumption of the legislation is that information will be disclosed unless the Act provides a specific reason to withhold it. Please refer to the ICO's updated list of Exemptions <http://www.legislation.gov.uk/ukpga/2000/36/part/II>

Information to be published	How the information can be obtained	Charge (if applicable)
Who we are and what we do		
Master Funding Agreement & other Academy Conversion Documents	Trust Website	
Multi Academy Trust Directors and the basis of their appointment	Trust Website	
Individual Academy Staff & Structures	School Website	
School session times	School Website	
School Holiday and term dates	School Website	
Prospectuses	School Website	
Local Governing Body members and the basis of their appointment	School Website	
Statutory reported results at key Stage Examinations	School Website	
Location and Contact information: Address/Telephone Number/Website address/Email Address	School Website	
Contact details for the Headteacher and the Governing Body	School Website	
Academy Order (If applicable)	On request	
What we spend and how we spend it.		
Annual Report to Companies House & Audited Accounts	Trust Website	
Financial Statements	Trust Website	
Directors and Governors Allowances	Trust Website	
Additional funding – Income generation schemes and other sources of funding	Trust Website	
What are our priorities and how are we doing		
OFSTED & DCI (Section 48) reports	School Website	
Safeguarding (Child Protection) Policies & procedures	Trust/School Website	
School Development Plans	School Website	
Diocesan Development Policies	Diocesan Website	
How we make decisions (decision making processes and records of decisions)		
Articles of Association	Trust Website	
Scheme of Delegation	Trust Website	
Admissions Policy	Trust/School Website	
Trust Executive Board meeting minutes	Trust Website	
Local Governing Body meeting minutes	On request from LGB via Clerk to Governors	
Lists & Registers		
Disclosure Logs (Bullying Log/Racial Incident Log	On request from school	
Premises Management Logs	On request from school	
Any other information in the schools which is required by law to be held in publicly available registers	On request from school	
Our Policies & Procedures		
Trust Policies including those relating to: Employment Finance Risk	Trust Website	

School Policies including those relating to: Safeguarding Health & Safety Equality & pupil safety Educational Provision/Pupils/Curriculum	School Website	
Records Management & Personal data policies including those relating to: Data Protection Record Retention and Destruction Information Security Policy	Trust/School Website or available from the Trust DPO	
The Services we offer		
Extra-Curricular activities	School Website	
School Publications	School Website	
School booklets, leaflets, newsletters	School Website	