

# Publication Scheme for South Bank Multi Academy Trust

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Adopted by Trust Board on behalf of all academies:

Version Number: 1.0

Review Timetable: 3 years or at the Trust Board's direction

Review Date:

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## **1. WHAT A PUBLICATION SCHEME IS AND WHY IT HAS BEEN DEVELOPED**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including academies, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is available in paper form on request.

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for academy's approved by the Information Commissioner.

## **2. AIMS AND OBJECTIVES**

The Trust aims to:

- Meet the requirements of the FOIA
- Respond promptly to any request from stakeholders
- Apply charges for information only where necessary

and this publication scheme is a means of showing how we are pursuing these aims.

### **3. CATEGORIES OF INFORMATION PUBLISHED**

The publication scheme guides you to information which we currently publish or which we will publish in the future. Much of this information is already available on the Trust or academy websites. The scheme splits the information into categories known as ‘classes’. These are contained in section 6 of this scheme. The classes of information that we undertake to make available are organised into four broad topic areas:

- **Academy Information** – information published on the academy’s websites.
- **Trust Board/Governors’ Documents** – information which refers to the Trust Board, Local Governing Bodies and their activities.
- **Pupils & Curriculum** – information about policies that relate to pupils and the school curriculum.
- **Trust Policies and other information related to the Trust** - information about policies that relate to the Trust in general.

### **4. HOW TO REQUEST INFORMATION**

If you require a paper version of any of the documents within the scheme, please contact the relevant academy or the Clerk to the Trust by telephone or email. Contact details are set out below.

Email: [scarcroft.primary@york.gov.uk](mailto:scarcroft.primary@york.gov.uk)  
Tel: 01904 653569

Email: [knavesmire.school@york.gov.uk](mailto:knavesmire.school@york.gov.uk)  
Tel: 01904 554445

Email: [admin@millthorpeschool.co.uk](mailto:admin@millthorpeschool.co.uk)  
Tel: 01904 686400

Email: [clerk@southbanktrust.co.uk](mailto:clerk@southbanktrust.co.uk)  
Tel: 01904 686400

To help us process your request quickly, please clearly mark any correspondence “FREEDOM OF INFORMATION REQUEST”. If the information you are looking for isn’t available via the scheme, you can still contact the school to ask if we have it.

### **5. PAYING FOR INFORMATION**

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box. If a selection of items totals 10 pages or more, a charge will be made as appropriate.

## 6. CLASSES OF INFORMATION CURRENTLY PUBLISHED

### 6.1 TRUST AND ACADEMY INFORMATION

The following information is available on the academy or Trust website, or on request:

Class	Description
<b>Academy Information</b>	<ul style="list-style-type: none"> <li>• the name, address and telephone number of the academy, and the type of academy</li> <li>• the names of the Head teacher and Chair of Governors</li> <li>• information on the Trust's policy on admissions</li> <li>• a statement of the academy's ethos and values</li> <li>• details of any affiliations with a particular religion or religious denomination, the religious education provided, parents' right to withdraw their child from religious education and collective worship and the alternative provision for those pupils</li> <li>• information about the academy's policy on providing for pupils with special educational needs</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absences</li> <li>• National Curriculum assessment results for appropriate Key Stages, with national summary figures</li> <li>• the arrangements for visits to the academy by prospective parents</li> <li>• curriculum details i.e. content and approach</li> <li>• name of SENCO</li> <li>• exclusions policy</li> <li>• details of pupil premium funding and expenditure</li> <li>• details of Y7 catch up premium funding and expenditure</li> <li>• details of primary PE and sport premium funding and expenditure</li> <li>• Information about how parents can access the Academy Performance Tables published by the Secretary of State.</li> </ul>
<b>Trust Information</b>	<ul style="list-style-type: none"> <li>• the name, registered address and company number of the Trust</li> <li>• the names of the Principle, Chair of the Trust Board and Members</li> <li>• audited financial statements and annual report</li> <li>• memorandum of association</li> <li>• articles of association</li> </ul>

	<ul style="list-style-type: none"> <li>• funding agreement</li> </ul>
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## 6.2 TRUST BOARD AND GOVERNING BODY INFORMATION

The following information is either available on the Trust or academy websites, or on request:

Class	Description
<b>Trust/ Governors' Documentation</b>	<ul style="list-style-type: none"> <li>• details of the Trust Board and governing body membership, including name and work address of chair and clerk</li> <li>• a statement on progress in implementing the action plan drawn up following an inspection</li> <li>• a financial statement, including gifts made to the academy and amounts paid to governors and trustees for expenses</li> <li>• details of the academy budget for the current financial year</li> <li>• details of capital funding allocated to the academy</li> <li>• details of contracts which have undergone a formal tendering process</li> <li>• the Trust's Pay Policy</li> <li>• the academy's staffing and grading structure</li> <li>• a description of the academy's arrangements for security of pupils staff and the premises</li> <li>• information about the implementation of the governing body's policy on pupils with special educational needs (SEN) and any changes to the policy during the last year</li> <li>• a description of the arrangements for the admission of pupils with disabilities; details of steps to prevent disabled pupils being treated less favourably than other pupils; details of existing facilities to assist access to the school by pupils with disabilities; the accessibility plan covering future policies for increasing access by those with disabilities to the school</li> <li>• a statement of policy on whole staff development identifying how teachers' professional development impacts on teaching and learning</li> <li>• number of pupils on roll and rates of pupils' authorised and unauthorised absence</li> <li>• a statement of the extent to which proposals in the post- inspection action plan have been carried into effect</li> <li>• relevant business and pecuniary interests of trustees, local governors, members and the accounting officer.</li> </ul>

<b>Minutes<sup>1</sup> of meetings of the governing bodies and their committees</b>	Agreed minutes of meetings of the governing bodies and their committees [ <i>current and last full academic school year</i> ]. £
<b>Minutes<sup>1</sup> of the meetings of the Trust Board and its committees</b>	Agreed minutes of meetings of the Trust Board and its committees [ <i>current and last full academic school year</i> ]. £

### 6.3 PUPIL & CURRICULUM POLICY INFORMATION

The following information is available on the Trust or academy websites, or on request:

<b>Class</b>	<b>Description</b>
Home – school agreement	Statement of the academy’s aims and values, the academy’s responsibilities, the parental responsibilities and the academy’s expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the academy
Sex Education Policy	Statement of policy with regard to sex and relationship education
Special Education Needs Policy	Information about the academy's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the academy’s curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Race Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Child Protection Policy	Statement of policy for safeguarding and promoting welfare of pupils at the academy.

<sup>1</sup> Some information may be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

Pupil Discipline	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.
School Improvement Plan	Details of the academy's improvement priorities for the current academic year. This information will include how the academy is responding to the 5 Every Child Matters outcomes.
Records Management	Details of how the academy retains information including how it meets the requirement of the Data Protection Act.
Staff Recruitment	The academy's policy for the recruitment of new staff
Asset Register	The academy's inventory showing items of equipment over £200 in value

#### 6.4 TRUST POLICIES AND OTHER INFORMATION RELATED TO THE TRUST

Class	Description
Reports published by Ofsted referring expressly to the academy	Published report of the last inspection of the academy. £
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection.
Charging and Remissions Policies	A statement of the academy's policy with respect to charges and remissions for any optional extra, for example school publications, music tuition, trips etc.
Academy session times and term dates	Details of academy session and dates of academy terms and holidays
Health and Safety Policy and risk assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy
Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff and the annual report of the head teacher on the effectiveness of appraisal procedures

Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
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## 7. FEEDBACK AND COMPLAINTS

We welcome any comments or suggestions you may have about the scheme, which has been drawn up nationally and adopted by the Trust. If you want to make any comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to: *The Chair of Trust Board, Millthorpe School, Nunthorpe Avenue, York YO23 1WF.*

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. Address your complaint to: *The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or*

Enquiry/Information Line: 0303 123 1113

Website : [www.ico.org.uk](http://www.ico.org.uk)