Freedom of Information Publication Scheme

(ICO Model Publication Scheme)

October 2020 (reviewed Nov 2023)

(CMAT Version)

Our Lady of Lourdes Catholic Multi-Academy Trust - Company Number: 7743523
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Trust Mission Statement

We are a partnership of Catholic schools.
Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.
By placing the person and teachings of Jesus Christ at the centre of all that we do, we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing
- Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents
- Make the world a better place, especially for the most vulnerable in our society, by doing ***'little things with great love'*** *St Thérèse of Lisieux*

Proverbs 31:8-9
Open your mouth for the mute, for the rights of all who are destitute. Open your mouth, judge righteously, defend the rights of the poor and needy

1. Freedom of Information Act

This publication scheme commits the Our Lady of Lourdes Catholic Multi-Academy Trust (OLoL 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 OLoL CMAT. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the OLoL CMAT:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the OLoL CMAT and falls within the classifications below.

- To specify the information which is held by the OLoL CMAT 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 OLoL CMAT 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 OLoL CMAT that has been requested, and any updated versions it holds, unless the OLoL CMAT 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 OLoL 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 OLoL 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 OLoL CMAT will indicate clearly to the public what information is covered by this scheme and how it can be obtained (see Appendix 1, Pages 7-8 which outlines the method by which the information published under this scheme can be accessed along with the schedule of charges).

Where it is within the capability of the OLoL CMAT, 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 OLoL CMAT 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 OLoL CMAT 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 OLoL CMAT 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 public authorities, 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 OLoL CMAT.

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 OLoL 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 dpo@ololcatholicmat.co.uk

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

Date Issued	October 2020
Date of Review	In line with ICO Review (model publication scheme version 1.2) (Review Date: October 2023)
Date of Next Review	Nov 2026
Reviewer	CMAT Audit & Risk Committee / OLoL CMAT Exec Board
Author	ICO Model Template – accompanying table of suggested published information edited by Karen Rich

Appendix 1: Publication Methods & Charging Schedule

Information to be Published	How the information can be obtained	Charge (if applicable)
Who we are and what we do (Organisational Information, Structures, Location, Contacts)		
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 (Financial information relating to projected & actual income and expenditure, procurement, contracts and financial audit)		
Annual Report to Companies House & Audited Accounts	Trust Website	
Annual Budget Plan	On request	
Financial Statements	Trust Website	
Capital Funding & Project Management	On request	
Procurement & Contracts	On request	
Staffing & Grading Structure	On request	
Pay Policy	On request	
Directors and Governors Allowances	Trust Website (as per of the financial statements)	
Additional funding – Income generation schemes and other sources of funding	Trust Website (as per of the financial statements)	
What are our priorities and how are we doing (Strategies, Plans, Performance Indicators, Audits, Inspections, Reviews)		
OFSTED & DCI (Section 48) reports	School Website	
Performance Management Information & Policy	On request	
Safeguarding (Child Protection) Polices & procedures	Trust/School Website	
Trust Strategic Plan	Trust 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		
DfE/ESFA Guidelines and Handbooks	On request	
Disclosure Logs (Bullying Log/Racial Incident Log	On request from school	
Premises Management Logs	On request from school	
Asset Register	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	

Information to be Published	How the information can be obtained	Charge (if applicable)
Our Policies & Procedures (Written protocols, policies, procedures for delivering our responsibilities and services)		
Trust Policies including those relating to: Employment Finance Risk	Trust Website / on request	
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 on request from the Trust DPO or Trust Director of IT	
The Services we offer		
Extra-Curricular activities	School Website	
School Publications	School Website	
School booklets, leaflets, newsletters	School Website	
Music provision and other services for which the Trust/School is entitled to recover a fee	School Website	

Schedule of Charges:

Type of charge	Description	Basis of charge
Disbursement costs	Photocopying 1p per A4 sheet (black & white)	Actual cost *
	Photocopying 3p per A4 sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail – 2nd class post
Statutory fee		In accordance with relevant legislation

(* Actual cost incurred by the School/Trust)