

**Inspire Partnership Multi Academy Trust  
Freedom of Information  
Publication Scheme**



**Policy Review Date – July 2017**

**Date of Next Review – Sept 2020**

**Personnel Responsible – Chief Operating Officer**

# **INSPIRE PARTNERSHIP MULTI ACADEMY TRUST**

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

This is the Inspire Partnership Multi Academy Trust's publication scheme on information available under the Freedom of Information Act 2000.

The Inspire Partnership Multi Academy Trust Board is responsible for the maintenance of this scheme.

### **1. Introduction: The development of a Publication Scheme**

1.1 Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about the information that is available to the public. This includes all maintained sector schools and from 1 January 2011, academies.

1.2 In order to comply with the requirements of the Act, the publication scheme covers the academy's commitment on the following points:

- To proactively publish, or otherwise make available as a matter of routine, information which is held by the academy and falls within the classifications below
- To specify the information that is held by the academy 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 academy 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.

1.3 All information in the Publication Scheme is available in paper form.

### **2. Categories of information published**

2.1 The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website [www.ipmat.co.uk](http://www.ipmat.co.uk) and is categorised in 'Classes' as outlined later in this Scheme.

2.2 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. This includes information protected by the Data Protection Act
- 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. Requests for information**

3.1 Information that is not published under the scheme can be requested by e-mail or letter. All requests will be considered in accordance with the provisions of the Freedom of Information Act.

3.2 Contact details:

e-mail : [svickerman@ipmat.co.uk](mailto:svickerman@ipmat.co.uk)

Tel: 01924 679683

Address: Inspire Partnership Multi Academy Trust

High Street

Gawthorpe

Wakefield

WF5 9QP

3.3 Please make the subject of your request "**Publication Scheme Request**".

### **4. How we will deal with a FOIA request for information**

4.1 If the request relates to a single academy, the responsibility lies with the Head of School of that academy.

4.2 If the request relates to multiple academies within Inspire Partnership Academy Trust, the responsibility for co-ordinating the request lies with the Chief Operations Officer. The Heads of School of each academy involved in the request will be required to provide information to the COO.

### **5. Paying for information**

5.1 Information published on the academy website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- Requires a lot of printing or photocopying
- Incurs a large postage charge

- Requires a priced item e.g. some printed publication or video.

5.2 In such instances, you will be notified in advance.

## **6. Feedback and Complaints**

6.1 We welcome any comments or suggestions you may have about the scheme. 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 address to the Company Secretary, Inspire Partnership Multi Academy Trust.

6.2 If you are not satisfied with the assistance that you receive and you feel that a formal complaint needs to 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 and deals with formal complaints. They can be contacted at:

Information Commissioner,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.

Enquiry Information Line: 01625 545700

Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

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

## Annex 1 : Guide to information available from Inspire Partnership Multi Academy Trust under the Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 : Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
<u>Instrument of Government</u> <i>A record of the name and category of the Academies and the name and constitution of its Trust Board</i>	Hard copy	£charge
<u>Trust Board</u> <i>The names and contact details of the Directors</i>	Hard copy	£charge
Academy Master Funding Agreement Supplementary Funding Agreements	Hard copy	£charge
Individual Academy Session Times and term dates	Via Academy websites	Free
<u>Location and contact information</u> <i>The address, telephone number and website for the individual academies with the names of key personnel</i>	Via Academy websites	Free
Contact Details	Via Academy websites	Free
Staffing Structures	Hard Copy	£ charge
<b>Class 2 : What we spend and how we spend it</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b> <i>Current and previous financial year as a minimum</i>		
<u>Trust Budget</u> - Budget distributed by the DfE - Annual income and expenditure returns	Hard copy- contact Company Secretary Companies House	£charge
Capital funding and information on related building projects and other capital projects	Hard copy	£charge
Financial Management Policy	Trust Website	Free
Pay Policy	Hard Copy	£charge
Additional Funding	Hard copy	£charge
Procurement and Projects	Hard copy	£charge
Staffing and Grading Structure	Hard copy	£charge
Governors/Trustees Allowances	Hard copy	£charge

<b>Class 3 – What are our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews.)</i> Current information as a minimum:-		
<u>Academy Profile</u> - Government supplied performance data - Latest Ofsted reports	Individual Academy Websites	Free
<u>Performance Management</u> <i>Policy and procedures adopted by the Trust</i>	Hard copy	£Charge
<u>Future Plans</u> <i>Any major proposals for the future of the Trust/Academies</i>	Hard copy	£Charge
Safeguarding Policies and Procedures	Individual academy websites or Hard Copy	£Charge
<b>Class 4 – How we make decisions.</b> Current and previous three years as a minimum:-		
<u>Admissions policy/decisions</u> Individual academy admissions arrangements and procedures, together with information about the right of appeal.	Individual academy websites	Free
<u>Minutes of the Local Academy Councils and the Trust Board</u> Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting	Individual academy websites	£Charge
Committee Terms of Reference	Hard copy	£Charge
<b>Class 5 – Our policies and procedures.</b> <i>(Written protocols, policies and procedures for delivering our services and responsibilities.)</i> Current information only.		
<u>Trust Policies e.g.</u> - Charging and remissions policy - Health and safety - Complaints procedure	Individual academy websites or Hard Copy	£Charge
<u>Student and Curriculum Policies e.g.</u> - Home-Academy Agreement - Sex Education - SEND Policy - Behaviour & Discipline - Safeguarding & Child Protection	Individual academy websites or Hard Copy	£Charge
Records management and personal data policies	Hard Copy	£Charge
<u>Equality and diversity</u> <i>Policies, schemes, statements, procedures and guidelines relating to equal opportunities</i>	Hard copy	£Charge
Policies and procedures for the recruitment of staff	Hard copy	£Charge

Charging regimes and policies	Hard copy	£Charge
<b>Class 6 – Lists and registers</b> (Currently maintained list and registers only).		
Curriculum circulars and statutory instruments <i>Statutory Instruments (for example Regulations)</i>	Hard copy	£Charge
Disclosure logs <i>Logs of information provided in response to requests</i>	Hard copy	£Charge
Assets register	Hard copy	£Charge
Any information the Trust is currently legally required to hold in publicly available registers. <b>NOT INCLUDING ATTENDANCE REGISTERS</b>	Hard copy	£Charge
<u>The services individual Academy's offer e.g.</u> - <i>Extra-curricular activities</i> - <i>Academy publications</i>	Depending on specific information: Individual Academy websites Hard copy	Free  £Charge
<b>Class 7 : The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Extra-curricular activities and out of school clubs	Individual Academy Websites	Free
School publications	Individual Academy Websites	Free
Services for which the academy is entitled to recover a fee, together with those fees	Hard copy	£Charge

<b>Schedule of Charges</b>		
<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement cost	Photocopying/printing at 5p per sheet (black & white)	Actual cost
	Photocopying/printing at 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard second class
Statutory Fee		In accordance with the relevant legislation

<b>Signature CEO :</b>	
<b>Signature Chair of Trust Board :</b>	
<b>Date :</b>	