

# FEDERATION OF TROSNANT SCHOOLS

Stockheath Lane, Havant, PO9 3BD Tel: 023 92475606 Fax: 023 92499423  
Email: [adminoffice@trosnant.hants.sch.uk](mailto:adminoffice@trosnant.hants.sch.uk) Website: [www.trosnantschools.co.uk](http://www.trosnantschools.co.uk)

TROSNANT  
SCHOOLS



Executive Headteacher - Ian Waine  
Executive Deputy Headteacher - Clive Mulligan

<b>Drafted by:</b>	Ian Waine (from ICO website)	<b>Reviewed by:</b>	Clive Mulligan and Tracey Marsh
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## Freedom of Information Act 2000

### Definition document for the Federation of Trosmant Schools

For the avoidance of doubt, the information included in this document covers all schools in England that are subject to the Freedom of Information Act 2000 (FOIA), including academies and free schools.

This document assists our federation by giving examples of the kinds of information that we would be expected to provide in order to meet the commitments under the FOIA model publication scheme. It should be noted that schools are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt. We list such circumstances below.

Schools are expected to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided



**Everyone will achieve their best!**



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

Organisational information, structures, locations and contacts.  
Information in this class is expected to be current information only.

### **Instrument of Government / Articles of Association**

The Instrument of Government is the document which records the name and category of the school and the name and constitution of its governing body. Academies and Free Schools have Articles of Association instead.

### **School prospectus and curriculum**

The contents of the school prospectus.  
Once a prospectus has been published and made available to parents, access to it should be available to anyone.  
An outline of the school curriculum.

### **Governing Body**

The names of the governors should be available, and the basis on which they have been appointed, along with details of how to contact them via the school.

### **School session times and term dates**

Details of school session times and dates of school terms and holidays.

### **Location and contact information**

The address, telephone number, email address and website for the schools together with the names of key personnel.

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

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.

The minimum expected is that financial information for the current and previous two financial years should be available.

### **Annual budget plan and financial statements**

Details of the sources of funding and income provided to the school by a local authority or directly by central government or from elsewhere, including the private sector, together with the annual budget plan and the school's annual income and expenditure returns.  
Details of items of expenditure over £5000, including costs, supplier and transaction information. This should be published at least annually but at a more frequent quarterly or six-monthly interval where it is practical for schools to do so.

## **Capital funding**

Information on major plans for capital expenditure. Details of the capital funding allocated to or by the school together with information on related building projects and other capital projects. This should include any private finance initiative and public-private partnership contracts.

## **Financial audit reports**

## **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.

## **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay.

## **Staff allowances and expenses**

Details of the allowances and expenses that can be incurred or claimed. It should include the total of the allowances and expenses paid to individual senior staff members by reference to categories. This information should be produced in line with the school's policies, practices and procedures and must at least include travel, subsistence and accommodation. For the purpose of this document, "senior staff" means staff on the Senior Management or Leadership

Team or equivalent level, or above, whose basic actual salary is at least £60,000 per annum.

## **Staff pay and grading structures**

The names and positions of all staff of the school, and how they may be contacted via the school. This may be provided as part of the organisational structure and should include, as a minimum, the salaries for senior staff as defined above. Those salaries should be stated in bands of £10,000. For more junior posts, levels of pay should be identified by salary range.

## **Governors' allowances**

Details of allowances and expenses that can be incurred or claimed, and a record of total payments made to individual governors.

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

Strategies and plans, performance indicators, audits, inspections and reviews.

The minimum expected in this class is current information.

Below is a list of the type of information that the schools will have readily available for publication. Any other reports or recorded information showing the schools' planned or actual performance should normally be included. If the information is readily and publicly available via an external website, the schools' may instead provide a direct link to that, as stated on page one of this document.

**Performance data supplied to the government**

**Latest Ofsted report**

The schools will provide a link to its report on the Ofsted website.

**Performance management information**

Performance management policy and procedures adopted by the governing body.

**The school's future plans**

Any major proposals for the future of the school involving, for example, consultation on a change in school status.

**Safeguarding and child protection**

The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.

## **How we make decisions**

Decision-making processes and records of decisions.

Information in this class is to be available at least for the current and previous three years.

**Admissions policy / decisions**

The schools' admission arrangements and procedures, together with information about the right of appeal. It is not expected that individual admission decisions is published, but that information on application numbers/patterns of successful applicants (including criteria on which applications were successful) be published if this information is held by the school. As the federation is not its own admissions authority, it will provide an appropriate link to the local authority.

**Minutes of meetings of the governing body and its committees**

Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

## **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities.

Information in this class to be current only.

### **School policies and other documents**

This will include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. It is expected that this information includes the required policies listed on the Department for Education's website. It will also include policies and procedures for handling information requests.

### **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

### **Equality and diversity**

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

### **Policies and procedures for the recruitment of staff**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

### **Charging regimes and policies**

Details of any statutory charging regimes will be provided. The charging policy will include charges made for information routinely published. It will clearly state what costs are to be recovered, the basis on which they are made, and how they are calculated.

If the federation charges a fee for licensing the re-use of datasets, it will state in its guide to information how this is calculated and whether the charge is made under the Re-use Fees Regulations or under other legislation. It cannot charge a re-use fee if it makes the datasets available for re-use under the Open Government Licence.

## **Lists and registers**

Information in currently maintained lists and registers only.

### **Curriculum circulars and statutory instruments**

Statutory Instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Head Teacher/Governing Body concerning the curriculum.

### **Disclosure logs**

If a school produces a disclosure log indicating the information provided in response to requests, it should be readily available. Disclosure logs are recommended as good practice.

### **Asset register**

We would expect some information from capital asset registers to be available, if such registers are held.

### **Any information the school is currently legally required to hold in publicly available registers**

## **The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters.

Generally this is an extension of part of the first class of information and may also relate to information covered in other classes.

Examples of services are:

### **Extra-curricular activities**

### **Out of school clubs**

### **School publications**

### **Services for which the school is entitled to recover a fee, together with those fees**

### **Leaflets, booklets and newsletters**