



Manor Hall Academy Trust

MHAT CENTRAL TEAM

Freedom of Information Publication Scheme

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1. Principles

This publication scheme has been prepared and approved by the Information Commissioner (ICO) and adopted by Manor Hall Academy Trust (MHAT). The ICO has given permission for this policy to be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits MHAT 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 Trust:

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

1. Who we are and what we do
 - a. Organisational information
 - b. Locations and contacts
 - c. Constitutional and legal governance
2. What we spend and how we spend it
 - a. Financial information relating to projected and actual income and expenditure
 - b. Tendering
 - c. Procurement
 - d. Contracts
3. What our priorities are and how we are doing
 - a. Strategy and performance information
 - b. Plans
 - c. Assessments
 - d. Inspections and reviews
4. How we make decisions
 - a. Policies proposals and decisions
 - b. Decision making processes
 - c. Internal criteria and procedures
 - d. Consultations
5. Our policies and procedures

- a. Current written protocols for delivering our functions and responsibilities
6. Lists and registers
 - a. Information held in registers required by law
 - b. Other lists and registers relating to the functions of the Trust and its academies
7. The services we offer
 - a. Advice and guidance
 - b. Booklets and leaflets
 - c. Transactions and media releases
 - d. 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 Trust 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 and its academies, 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 and its academies 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 or its academies 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 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 Trust.

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. How to request information

To make a request for information under the FOIA 2000 from one of the Academies or the Trust, based on the documents specified within the Publication Scheme, please contact the relevant Academy by telephone, email or letter. Contact details are displayed on each Academy website and the main Trust website; www.manorhall.academy.

Information held by the Trust and its academies 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.

6. Feedback and Complaints

Any requests for information that is not routinely available via the publication scheme will be dealt with as a Freedom of Information request. Requests under the Act will be processed within 20 working days where they are acceptable as information that can be released, in conjunction with section 8 of this policy. Charges may be applied for photocopying, printing and postage.

7. Declining Requests

The Trust and Academies will publish information under the FOIA 2000 unless:

- We do not hold the information
- The information is exempt under one of the FOI exemptions or EIR exemptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource intensive to prepare the material for routine release

A request may be refused under the following circumstances;

- It would cost too much or take too much staff time to deal with the request, which exceeds the cost limit for complying with the request
- The request is vexatious
- The request repeats a previous request from the same person
- Releasing the data would be contrary to the General Data Protection Regulation or the Data Protection Act 2018
- Harm would arise or would likely arise from disclosure
- Where an exemption applies.

The public interest test may be applied in such circumstances.

Where a request is refused the requestor will be informed by a written refusal notice from the Academy of the Trust in accordance with who the request was originally made with.

8. Review

We welcome any comments or suggestions you may have about the scheme. If you want to make any comments about the Trust Guide to Information or Publication Scheme, or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chief Executive Officer of the Staffordshire University Academies Trust. Contact information can be found on the Trust website – www.manorhall.academy

MHAT aims to answer queries and complaints to a satisfactory outcome. 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, this should be addressed to the Information Commissioner's Office, which ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

They can be contacted at:

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

Or

Enquiry/Information Line: 0303 123 1113 or Website: <https://ico.org.uk>

Appendix 1 – Schedule of Information

Information	How the information can be obtained	Cost if app.
Class 1 - Who we are and what we do		
Who's who in the school	Academies Website	
Who's who on the governing body / board of governors and the basis of their appointment	Academies Website	
Instrument of Government / Articles of Association	Trust Website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Academies Website	
School prospectus (if any)	Academies Website	
Annual Report (if any)	Academies Website	
Staffing structure	Academies Website	
School session times and term dates	Academies Website	
Address of school and contact details, including email address.	Academies Website	
Class 2 – What we spend and how we spend it		
Annual budget plan and financial statements	Trust Website	
Capital funding	Hard Copy / Trust Website	
Financial audit reports	Trust Website	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hardcopy	
Pay policy	Trust website	
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Trust Website	
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior	Trust Website	

Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Class 3 – What our priorities are and how we are doing		
School profile And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted/ residential / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Academy Websites and hardcopy	
Performance management policy and procedures adopted by the governing body.	Trust Website	
Performance data or a direct link to it	Academies Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Academies Website	
Safeguarding and child protection	Academies Website	
Class 4 – How we make decisions		
Admissions policy/decisions (not individual admission decisions) – where applicable	Academies Website	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Academies Website / Hard Copies	
Class 5 – Our policies and procedures		
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	Trust Website / Hard Copy	
Charging regimes and policies.	Trust Website	
Class 6 – Lists and Registers		
Curriculum circulars and statutory instruments	Academies Website	
Disclosure logs	Hard Copy	
Asset register	Hard Copy	

Any information the school is currently legally required to hold in publicly available registers	Academies Website/ Hard Copies	
Class 7 – The services we offer		
Extra-curricular activities	Academies Website	
Out of school clubs	Academies Website	
Services for which the school is entitled to recover a fee, together with those fees	Academies Website / Hard Copy	
School publications, leaflets, books and newsletters	Academies Website / Hard Copy	