



**FREEDOM OF  
INFORMATION  
PUBLICATION  
SCHEME**  
**Guide to  
information  
available under the  
publication scheme**

## Document Control

**Member Academies:**

Appleton Thorn Primary School  
Beamont Collegiate Academy  
Bridgewater High School  
Broomfields Junior School  
Great Sankey Primary School  
Meadowside Community Primary and Nursery School  
Padgate Academy  
Penketh High School  
Penketh South Primary School  
Priestley College  
Sir Thomas Boteler Church of England High School

Version	Date	Action

**This policy is a Trust-wide policy and applies without exception to all staff, students, trustees and governors who attend or work at all academies in the Trust or in the central Trust structure.**

This guide to information is applicable to the central Trust function and all academies in The Challenge Academy Trust.

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) This will be current information only		
Who's who in school	Website	Free
Who's who on the trust board and the local governing bodies and the basis of their appointment	Website	Free
Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website	Free
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
<b>Class 2 – what we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Website	Free
Capital funding	Website (through the annual financial reports)	Free
Financial audit reports	Available only on request	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available for inspection only on request	Free
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).	Available for inspection only on request	Free
Pay policy	Website	Free
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.	Available for inspection only on request	Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Staffing, pay and grading structure of salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Available via the Financial Annual Report	Free
Staffing, pay and grading structure of salaries for more junior posts, by salary range.	Available on request in hard copy	Cost per copy 10p per sheet
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available on request	Cost per copy 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
<ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted - Summary - Full report</li> <li>• Post-inspection action plan (where applicable)</li> </ul>	Website	Free
Performance management policy and procedures adopted by the Trust.	Website	Free
Performance data or a direct link to it	Website	Free
The academy's future plans; for example, proposals for and any consultation on the future of the academy, such as a change in status	Website	Free
Safeguarding and child protection	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
Agendas and minutes of meetings of the trust board and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the academy is required to have by statute or by its funding agreement or equivalent, by the English government. These will include policies and procedures for handling information requests.		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Available only on request	Free

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum information	Website	Free
Information disclosure logs	Available for inspection	Free
Asset register	Available for inspection	Free
Any information the school is currently legally required to hold in publicly available registers	Available for inspection	Free
<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) Current information only		
Extra-curricular activities	Website or hard copy	10p per sheet copied
Out of school clubs	Website or hard copy	10p per sheet copied
Services for which the school is entitled to recover a fee, together with those fees	Website or hard copy	10p per sheet copied
School publications, leaflets, books and newsletters	Website or hard copy	10p per sheet copied