



AVANTI SCHOOLS TRUST

Model Publication Scheme (Freedom of Information)

November 2018

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Model Publication Scheme (Freedom of Information)*

Introduction – Status of the Scheme

This publication commits Avanti Schools Trust (the “Trust”) 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 policy 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 falls within the classifications below.
- To specify the information which is held by the Trust 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 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 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.

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.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

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.

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, 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 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 is legally required to translate any information, they 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.

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, 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 public authority.

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.

Written requests

Information held by the Trust that is not published under this scheme can be requested in writing to info@avanti.org.uk, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

The method by which information published under this scheme will be made available can be found in Appendix 5.

Appendix 5: Model Communications (FOI) Charges

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	CHARGES
Class 1: Who we are and what we do		
Corporate details: registered office; directors; members	Companies House: www.companieshouse.gov.uk	No charge
Academy Funding Agreement	Trust website	No charge
Contact details for the Trust	Trust website	No charge
Academy profiles	Academy websites	No charge
Contact details for academies	Trust website	No charge
Staffing structure	Hard copy	Schedule of charges
Class 2: What we spend and how we spend it		
Statutory accounts	Trust website	No charge
Procurement – policy and opportunities	Trust website	No charge
Pay policy	Hard copy	Schedule of charges
Class 3: What are our priorities and how are we doing		
Objectives	Trust website	No charge
Plans for future development	Trust website	No charge
Achievements	Academy websites	No charge
Exam results	Academy websites	No charge
Latest Ofsted reports	Academy websites	No charge
Class 4: How we make decisions		
Scheme of Delegation	Trust website	No charge
Agendas of meetings of the Board of the Avanti Schools Trust and its committees	Hard copy	Schedule of charges
Minutes of meetings of the Board of the Avanti Schools Trust and its committees – this will exclude information that is properly regarded as confidential	Hard copy	Schedule of charges
Admissions procedures	Academy websites	No charge
Class 5: Our policies and procedures		
Policies and procedures including: Safeguarding Policy Health and Safety Policy Complaints procedure Equality and Diversity Policy Health and Sex Education Policy	Academy websites and/or hard copy	No charge
Class 6: List and registers		
Any lists and registers that the Trust is required to keep	Hard copy	Schedule of charges
Class 7: The services we offer		
Prospectuses	Academy websites and/or hard copy	No charge
Extra-curricular activities	Academy websites and/or hard copy	No charge
Out of school clubs	Academy websites and/or hard copy	No charge

Lettings opportunities	Hard copy	Schedule of charges
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Schedule of charges

TYPE OF CHARGE	CHARGE	BASIS OF CHARGE
Photocopying	3p per page black and white A4	
	10p per page colour A4	
	20p per page A3	
Postage and delivery	Actual cost of 2 nd Class mail	
Statutory fees	Actual statutory fees	Admin time charged at £25 per hour