



Pear Tree Community Primary School

Transform Trust

Freedom of Information Act

Publication Scheme

Guide to information available from Transform Trust, August 2017

SCHEME INTRODUCTION

Our publication scheme has been prepared in accordance with the provisions of the Freedom of Information Act (FOI) 2000 and complies with the model publication scheme prepared and approved by the Information Commissioner (www.ico.org.uk).

Our scheme commits us to make information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by our Trust or any of our Academies.

We will:

- 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.
- Specify the information which is held by the Trust and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the Trust makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- 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

Class 1 - who we are and what we do - organisational information, locations and contacts, constitutional and legal governance.

Who we are and what we do	How the information can be obtained	Cost
Members of the Trust Board and their appointments	Trust website	No charge
Instrument of Government	Department for Education (DfE) website – www.dfe.gov.uk	No charge
Contact details for the Trust	Trust website	No charge
Corporate details: registered office, members, directors	Companies House website – www.companieshouse.gov.uk	Company House charges
Academies in the Trust – profiles	Individual Academy websites	No charge
Contact details for Academies	Trust website	No charge
Trust staffing structure	Hard copy	Schedule of charges

Class 2 - what we spend and how we spend it - financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What we spend and how we spend it	How the information can be obtained	Cost
Statutory accounts	Trust website – published annually	No charge
Procurement – policy and opportunities	Trust website	No charge
Pay policy	Hard copy	Schedule of charges
Directors and Governors' allowances	Hard copy	Schedule of charges

Class 3 - what our priorities are and how we are doing - strategy and performance information, plans, assessments, inspections and reviews.

What our priorities are and how are we doing	How the information can be obtained	Cost
Aims and objectives	Trust website	No charge

Growth strategy	Trust website	No charge
Performance management information – achievements	Academy websites	No charge
Exam results	Academy websites	No charge
Latest Ofsted reports	Trust website Academy websites	No charge
Latest news and newsletters	Trust website Academy websites	No charge

Class 4 - how we make decisions - policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

How we make decisions	How the information can be obtained	Cost
Scheme of delegation	Trust website Academy websites	No charge
Agendas of meetings of the Trust Board and its Committees	Hard copy	Schedule of charges
Minutes of meetings of the Trust Board and its Committees – this will exclude information that is properly regarded as confidential	Hard copy	Schedule of charges
Exam results	Academy websites	No charge
Latest Ofsted reports	Trust website Academy websites	No charge
Latest news and newsletters	Trust website Academy websites	No charge
Admissions policy and procedures	Academy websites	No charge

Class 5 - our policies and procedures - current written protocols for delivering our functions and responsibilities.

Our policies and procedures	How the information can be obtained	Cost
Safeguarding policies and procedures	Academy websites and hard copy	No charge
Health and Safety policy	Academy websites and hard copy	No charge
Complaints procedure	Academy websites and hard copy	No charge
Equality and diversity policies	Academy websites and hard copy	No charge

Charging and remissions policy	Academy websites and hard copy	No charge
Pupil and curriculum policies including: <ul style="list-style-type: none"> • Attendance • Behaviour and Discipline • Collective worship • Curriculum • Sex and Relationships policy • Special Educational Needs and Disability (SEND) and Information Report 	Trust website Academy websites and hard copy	No charge

Class 6 - lists and registers - information held in registers required by law and other lists and registers relating to the functions of the Trust.

Lists and registers	How the information can be obtained	Cost
Trust Board - register of pecuniary and business interests	Trust website	No charge
Academy register of pecuniary and business interests	Academy websites	No charge
Any other lists and registers that the Trust is required to keep	Hard copy	Schedule of charges

Class 7 - the services we offer - advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The services we offer	How the information can be obtained	Cost
Prospectuses	Academy websites and hard copy	No charge
Out of hours clubs	Academy websites and hard copy	No charge
Extra-curricular activities	Academy website and hard copy	No charge
Lettings opportunities	Academies - hard copy	No charge

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

Where it is within our capability, information will be provided on our 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, we 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, 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.

CHARGES 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.

SCHEDULE OF CHARGES

Type of charge	Cost	Basis of charge
Photocopying	5p 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 charge at £25.00 per hour

WRITTEN REQUESTS

Information held by the Trust 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.

Email: FOI@transformtrust.com

Websites: www.transformtrust.co.uk

Address: Unit 11, Castlebridge Office Village, Kirtley Drive, Nottingham, NG7 1LD

To help us process your request quickly, please clearly make any correspondence: ***“FOI Publication Scheme Request”***

FEEDBACK AND COMPLAINTS

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, Transform Trust (address and email given above).

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 a formal complaint needs to be made then this should be address to the Information Commissioner's Office. This is the organisation that ensure 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.

Enquiry Information Line: 01625 545700
Email: publications@ic-foi.demon.co.uk
Website: www.ico.gov.uk