



ADMAT Publication Scheme

An Daras Multi Academy Trust

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: Approved	
Recommended	
Statutory	Yes
Version	v1.2
Adopted v1.0	May 2015
Reviewed	1 May 2019
Next Review	May 2021
Advisory Committee	ADMAT TLA Committee
Linked Documents and Policies	ADMAT Freedom of Information Policy ADMAT Data Protection Policy ICO Model Publication Scheme 2015

An Daras Multi Academy Trust – Publication Scheme 2019

1. What is a publication scheme?

The Freedom of Information Act (2000) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioners Office (ICO).

The scheme commits our Trust to;

- Pro-actively/routinely publish information which is held by us falling within the “Classes” below (see section 2) in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the organisation that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being reused (under FOI Section 19 and the Re-use of Public Sector Information Regulations 2015)
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the organisation is the only owner

2. Classes of Information

There are 7 classes of information we hold (see section 6 for details);

- Class 1: Who we are and what we do
- Class 2: What we spend and how we spend it
- Class 3: What our priorities are and how we are doing
- Class 4: How we make decisions
- Class 5: Our policies and procedures
- Class 6: Lists and registers
- Class 7: The services we offer

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. Making Information Available

Information will be provided on websites. Where it is impractical to make information available on a website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. When this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable time scale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority 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. Charging

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the organisation 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 law. Charges may be made to cover our costs such as;

- Photocopying
- Postage and packing
- 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 circumstances (including the general principles of the right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to you.

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 FOI Section 11B or with other statutory powers of the school.

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. Written Requests

Information held by the organisation 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. The Scheme

Access the following links to find full information;

- **An Daras Multi Academy Trust (ADMAT)** website link - www.andaras.org
- **St Stephens Community Academy** website link www.ststephenscornwall.co.uk
- **Windmill Hill Academy** website link www.windmill-hill.eschools.co.uk
- **St Catherines Primary** website link www.stcatherinescofe.co.uk
- **Federation of North Petherwin and Werrington Primaries** website link www.northpetherwinandwerringtonschools.co.uk
- **Low Trenchard Primary** website link www.lewtrenchard.devon.sch.uk
- **Coads Green Primary** website link www.coads-green.sch.uk

Information to be published	How the information can be obtained	Charge
Class 1 – Who we are and what we do		
Organisational information, structures, locations and contacts		
MAT or School Instrument of Government / Articles of Association	ADMAT website	No charge
An outline of the school curriculum	Individual school websites	No charge
The names of the local governors, the basis on which they have been appointed and details of how to contact them via the school	Individual school websites	No charge
School session times and term dates	Individual school websites	No charge
The address, telephone number, email address and website for the school and MAT together with the names of key personnel	ADMAT and individual school websites	No charge
Information to be published	How the information can be obtained	Charge
Class 2 – What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
Annual budget plan and financial statements	ADMAT website	No charge
Details of items of expenditure over £5000, including costs, supplier and transaction information	ADMAT Central Office	5p per sheet + postage
Capital funding	ADMAT Central Office	5p per sheet + postage
Financial audit reports	ADMAT website	No charge
Details of procedures used for the acquisition of goods and services	ADMAT website (Financial Management Policies section)	No charge
Details of contracts that have gone through a formal tendering process	ADMAT Central Office	5p per sheet + postage
The MAT policy and procedures regarding teachers' pay	ADMAT Central Office/website	5p per sheet + postage
Details of the allowances and expenses that can be incurred or claimed by staff	ADMAT Central Office/website (Financial Management Policies section)	No charge
Physical Education Grant Funding (PE)	Individual school websites	No charge
Pupil Premium Grant Funding (PPG)	Individual school websites	No charge
Information to be published	How the information can be obtained	Charge
Class 2 – What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
The total of the allowances and expenses paid to individual senior staff members	ADMAT Central Office	5p per sheet + postage
Staff pay, MAT Pay Policy and grading structures	ADMAT Central Office	5p per sheet + postage
Details of allowances and expenses that can be incurred or claimed by local governors/directors	ADMAT website (Financial Management Policies section)	No charge
A record of total payments made to individual local governors or MAT directors	ADMAT Central Office	5p per sheet + postage
Information to be published	How the information can be obtained	Charge
Class 3 – What our priorities are and how we are doing		

Strategies and plans, performance indicators, audits, inspections and reviews		
Performance data supplied to the government	ADMAT or individual school offices/websites	5p per sheet + postage
Latest OFSTED report	OFSTED website http://www.ofsted.gov.uk	No charge
Performance management policy	Individual school offices ADMAT Central Office	5p per sheet + postage
Academy future planning	ADMAT Central Office	5p per sheet + postage
Policies and procedures for safeguarding and child protection	ADMAT/individual school websites	5p per sheet + postage
Information to be published	How the information can be obtained	Charge
Class 4 – How we make decisions		
Decision-making processes and records of decisions		
The school admission arrangements and procedures	Individual school websites Cornwall Local Authority Admissions www.cornwall.gov.uk/admissions Devon Local Authority Admissions	No charge
Minutes of meetings of the Local Governing Advisory Body	Individual school websites	No charge
Minutes of the MAT Board of Directors	ADMAT Central Office/website	No charge
Information to be published	How the information can be obtained	Charge
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
MAT or School policies and other documents MAT policies include: <ul style="list-style-type: none"> ▪ Health and Safety ▪ Complaints ▪ Staff Conduct ▪ Discipline and Grievance ▪ Information Request Handling ▪ General Data Protection (GDPR) ▪ Safeguarding and Child Protection ▪ Lettings School policies include: <ul style="list-style-type: none"> ▪ Curriculum ▪ Teaching and Learning ▪ Sex and Relationship Education ▪ Accessibility ▪ Collective Worship ▪ Behaviour and discipline 	ADMAT/individual school websites	No charge

▪ Special Educational Needs		
Information to be published	How the information can be obtained	Charge
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Records management and personal data policies	ADMAT/individual school websites	No charge
Equality and diversity policies	ADMAT/individual school websites	No charge
Policies and procedures for the recruitment of staff	ADMAT Central Office	No charge
Charging regimes and policies	ADMAT/individual school websites	No charge
Information to be published	How the information can be obtained	Charge
Class 6 – Lists and registers		
Information on currently maintained lists and registers		
Curriculum circulars and statutory instruments	Individual school office	5p per sheet + postage
Disclosure logs (Non-Safeguarding related)	Individual school office	5p per sheet + postage
Asset register	ADMAT/individual school office	5p per sheet + postage
Any information the MAT or school is currently legally required to hold in publicly available registers	ADMAT/individual school office	5p per sheet + postage
Information to be published	How the information can be obtained	Charge
Class 7 – The services we offer		
Information about the services the school provides including leaflets, guidance and newsletters		
Extra-curricular activities	Individual school websites	No charge
Out of school clubs	Individual school websites	No charge
MAT or school publications	ADMAT/individual school websites	No charge
Services for which the school is entitled to recover a fee together with those fees	Individual school office	5p per sheet + postage
Leaflets, booklets and newsletters	Individual school websites	No charge