

Freedom of Information Table of Available information

Classification	External
Version	V1.1
Review Date	1.11.17
Effective from	1.11.16

The method by which information published under the FOI scheme will be made available by SMART Multi Academy Trust

Information to be published	How the information can be obtained	Charge
<p>Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website	
Academy Funding Agreement – a link to the document on the Department for Education’s website	Website	
Academy Order (if applicable)	Upon request via online contact form	
SMART Central Support Office staff and structure – names of key personnel	Website	
Trustees– names and contact details of the Board of Trustees and the basis of their appointment	Website	
Location and contact information – address, telephone number and website	Website	
Contact details for the Chief Executive Officer	Website	

Information to be published	How the information can be obtained	Charge
<p>What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>This should be a minimum of current and the previous two years' financial years (accounts that have been filed with the Charity Commission and Companies House).</p>	Website	
Annual budget plan and financial statements	Website	
Capital funding – details of capital funding allocated to the Academy Trust along with information on related building projects and other capital projects	Upon request via online contact form	
Additional funding – Income generation schemes and other sources of funding.	Upon request via online contact form	
<p>Procurement and contracts – details of procedures used for the acquisition of goods and services.</p> <p>Details of contracts that have gone through a formal tendering process.</p>	Policy and information available upon request via online form	
Staffing and grading structure	Upon completion of online contact form	
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay.	Available from each school	
Trustees' allowances – Details of allowances and expenses that can be claimed or incurred.	produced within the Company Accounts and Policy available upon request via online contact form	

Information to be published	How the information can be obtained	Charge
<p>What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information should be published.</p>	<p>(hard copy and/ or website)</p> <p>Schools Website</p>	
<p>Academy's future plans – any major proposals on safeguarding and promoting the welfare of children.</p>	<p>Upon request via online contact form</p>	
<p>Child protection – policies and procedures on safeguarding and promoting the welfare of children.</p>	<p>School and Academy Trust Website</p>	

Information to be published	How the information can be obtained	Charge
<p>How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	<p>(hard copy and/ or website)</p> <p>Available to view onsite by request</p>	
<p>Board of Trustees meeting agendas, papers and minutes – information that is properly considered to be private should be excluded.</p>	<p>Available to view onsite by request</p>	

Information to be published	How the information can be obtained	Charge
<p>Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy and/ or website)</p> <p>Some on the Website and schools websites</p>	
<p>Records management and personal data policies</p> <p>Information security</p> <p>Records retention</p>	<p>Website</p>	
<p>Destruction and archive policies</p> <p>Data Protection policies</p>	<p>Website</p>	
<p>Equality and diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff – details of vacancies should be included</p>	<p>Website</p> <p>And schools websites</p>	
<p>Charging and Remissions policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include details of 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.</p>	<p>Available on each School Website</p>	

Information to be published	How the information can be obtained	Charge
Lists and Registers Currently maintained lists and registers only	(hard copy and/ or website; some information may only be available for inspection)	
Curriculum circulars and statutory instruments	Website and schools website	
Disclosure logs	Website	
Asset register	Upon Request via online contact form	
Any information the Academy Trust is currently legally required to hold in publicly available registers	Website	

SMART Multi Academy Trust is an exempt charity and company limited by guarantee registered in England with company number 10257723. The company's registered office is Wyndham Primary School, Montagu Avenue, Newcastle upon Tyne NE3 4S