



## 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: <b>Approved</b>       |   |
|-------------------------------|---|
| Recommended                   |   |
| Statutory                     | Yes   |
| Version                       | v1.1  |
| Adopted v1.0                  | <b>May 2015</b>   |
| Reviewed                      | <b>May 2017</b>   |
| Next Review                   | <b>May 2019</b>   |
| Advisory Committee            | ADMAT TLA Committee   |
| Linked Documents and Policies | ADMAT Freedom of Information Policy<br>ADMAT Data Protection Policy |



## *An Daras Multi Academy Trust – Publication Scheme 2017*

Access the following links to find full information.

**An Daras Multi Academy Trust (ADMAT)** website link - [www.andaras.org](http://www.andaras.org)

**St Stephens Community Academy** website link [www.ststephenscornwall.co.uk](http://www.ststephenscornwall.co.uk)

**Windmill Hill Academy** website link [www.windmill-hill.eschools.co.uk](http://www.windmill-hill.eschools.co.uk)

**St Catherines Primary** website link [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk)

**Federation of North Petherwin and Werrington Primaries** website link [www.northpetherwinandwerringtonschools.co.uk](http://www.northpetherwinandwerringtonschools.co.uk)

**Lew Trenchard Primary** website link [www.lewtrenchardschool.org.uk](http://www.lewtrenchardschool.org.uk)

| Information to be Published  | How the Information can be Obtained      | Charge                 |
|--|--|------------------------|
| <b>Class 1 – Who we are and what we do</b>   |  |                        |
| Organisational information, structures, locations and contacts   |  |                        |
| Instrument of Government / Articles of Association   | ADMAT Website                            | No charge              |
| An outline of the academy 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 academy | 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 academy 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                 |
| <b>Class 2 – What we spend and how we spend it</b>   |  |                        |
| 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 and Individual School Main Offices | 2p per sheet + postage |

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|---|---|------------------------|
| Capital funding   | ADMAT<br>Main Offices   | 2p per sheet + postage |
| Financial audit reports   | ADMAT Website   | No charge              |
| Details of procedures used for the acquisition of goods and services  | ADMAT Website<br>In the Financial Management Policies                             | No Charge              |
| Details of contracts that have gone through a formal tendering process  | ADMAT<br>Main Offices   | 2p per sheet + postage |
| The academy policy and procedures regarding teachers' pay   | ADMAT<br>Main Offices/Website   | 2p per sheet + postage |
| Details of the allowances and expenses that can be incurred or claimed by staff                                     | ADMAT Website<br>In the Financial Management Policies                             | No charge              |
| <b>Information to be Published</b>  | <b>How the Information can be Obtained</b>  | <b>Charge</b>          |
| <b>Class 2 – What we spend and how we spend it</b>  |   |                        |
| 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<br>Main Offices   | 2p per sheet + postage |
| Staff pay and grading structures  | ADMAT<br>Main Offices   | 2p per sheet + postage |
| Details of allowances and expenses that can be incurred or claimed by local governors/directors                     | ADMAT Website   | No charge              |
| A record of total payments made to individual local governors/directors   | ADMAT<br>Main Offices   | 2p per sheet + postage |
| <b>Information to be Published</b>  | <b>How the Information can be Obtained</b>  | <b>Charge</b>          |
| <b>Class 3 – What our priorities are and how we are doing</b>   |   |                        |
| Strategies and plans, performance indicators, audits, inspections and reviews                                       |   |                        |
| Performance data supplied to the government   | Individual School<br>Main Offices/Websites  | 2p per sheet + postage |
| Latest OFSTED report  | OFSTED website<br><a href="http://www.ofsted.gov.uk">http://www.ofsted.gov.uk</a> | No charge              |
| Performance management information  | Individual School Main Offices<br>Main Offices                                    | 2p per sheet + postage |
| Academy future planning   | ADMAT/Individual School<br>Main Offices   | 2p per sheet + postage |
| Policies and procedures for safeguarding and child protection   |   | 2p per sheet + postage |

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|   | ADMAT/Individual School Websites  |                        |
| <b>Information to be Published</b>  | <b>How the Information can be Obtained</b>  | <b>Charge</b>          |
| <b>Class 4 – How we make decisions</b><br>Decision-making processes and records of decisions  |   |                        |
| The academy admission arrangements and procedures   | Individual School Websites<br>Cornwall Local Authority Admissions<br><a href="http://www.cornwall.gov.uk/admissions">www.cornwall.gov.uk/admissions</a> | No charge              |
| Minutes of meetings of the Local Governing Body   | Individual School Websites  | No charge              |
| <b>Information to be Published</b>  | <b>How the Information can be Obtained</b>  | <b>Charge</b>          |
| <b>Class 5 – Our policies and procedures</b><br>Current written protocols, policies and procedures for delivering our services and responsibilities |   |                        |
| Academy policies and other documents  | ADMAT/Individual school Website   | No charge              |
| <b>Information to be Published</b>  | <b>How the Information can be Obtained</b>  | <b>Charge</b>          |
| <b>Class 5 – Our policies and procedures</b><br>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<br>Main Office  | No charge              |
| Charging regimes and policies   | ADMAT/Individual School Websites  | No charge              |
| <b>Information to be Published</b>  | <b>How the Information can be Obtained</b>  | <b>Charge</b>          |
| <b>Class 6 – Lists and registers</b><br>Information on currently maintained lists and registers   |   |                        |
| Curriculum circulars and statutory instruments  | Individual School<br>Main Office  | 2p per sheet + postage |

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|---|--|------------------------|
| Disclosure logs   | Individual School<br>Main Office           | 2p per sheet + postage |
| Asset register  | ADMAT/Individual School<br>Main Office     | 2p per sheet + postage |
| Any information the academy is currently legally required to hold in publicly available registers | ADMAT/Individual School<br>Main Office     | 2p per sheet + postage |
| <b>Information to be Published</b>  | <b>How the Information can be Obtained</b> | <b>Charge</b>          |
| <b>Class 7 – The services we offer</b>  |  |                        |
| Information about the services the school provides including leaflets, guidance and newsletters   |  |                        |
| Extra-curricular activities   | Individual School<br>Websites              | No charge              |
| Out of school clubs   | Individual School<br>Websites              | No charge              |
| Academy publications  | Academy/Individual School<br>Websites      | No charge              |
| Services for which the academy is entitled to recover a fee together with those fees              | Individual School<br>Main Office           | 2p per sheet + postage |
| Leaflets, booklets and newsletters  | Individual School<br>Websites              | No charge              |