

Leading Learning Trust – FOI - School Information Guide

As required by the Freedom of Information Act

Date reviewed:	October 2017
Reviewed by:	Leadership team
Next review planned for:	October 2018
Policy ratified by trustees (as per the Scheme of Delegation):	October 2017



Selwyn Primary School and Portway Primary School are part of the Leading Learning Trust



Information to be published	Is the information held by the Leading Learning Trust (LLT) or the schools (Selwyn and Portway)?	How can the information be obtained?	Cost
Class 1 – Who are we and what do we do? <ul style="list-style-type: none"> - Organisational information, structures, locations and contacts - Who's who in school – leadership and staff teams - Who's who on the governing body/trustee board - Register of business/financial interests for all LLT trustees/members - Register of business/financial interests for all LGB members - Certificate of Incorporation - Articles of Association - Annual Report - School term and holiday dates - Address and contact details 	<ul style="list-style-type: none"> - LLT - Schools - Schools and LLT - LLT - Schools - Companies House - Companies House - Companies House - Schools - Schools and LLET 	<ul style="list-style-type: none"> - LLT website - Schools' websites - LLT and schools' websites - LLT website - Schools' websites - Companies House website - Companies House website - Companies House website - Schools' websites - LLT and schools' websites 	n/a



<p>Class 2 – What do we spend and how do we spend it?</p> <ul style="list-style-type: none"> - Current and previous year’s annual accounts - FARM (Finance, Audit and Risk Management) terms of reference - Annual budget - Capital funding - Audit reports - Details of expenditure > £2,000 (published annually) - Procurement contracts/information re LA’s procurement contracts - Pay policy 	<ul style="list-style-type: none"> - Companies House - LLT - Companies House - Schools - Companies House - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Companies House website - LLT website - Companies House website - School office - Companies House website - School office - School office - School office 	<p>n/a</p>
<ul style="list-style-type: none"> - Senior staff salaries – over £60,000 per annum, in categories - Other staff salaries – numbers, in bands of £10,000 	<ul style="list-style-type: none"> - Schools - Schools 	<ul style="list-style-type: none"> - School office - School office 	



<p>Class 3 – What are our priorities and how are we doing?</p> <ul style="list-style-type: none"> - Pupil Premium strategy (current year) - Pupil Premium plan and impact (previous year) - Sports and PE Premium plan - Nursery Pupil Premium plan - Ofsted inspection reports - School development plan - Key stage 2 results and LA/national comparators - Safeguarding and child protection 	<ul style="list-style-type: none"> - Schools - Schools - Schools - Schools - Schools - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Schools' websites - Schools' websites - Schools' websites - Schools' websites - Schools' websites - Schools' websites/office - Schools' websites - Schools' websites 	<p>n/a</p>
<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> - LGBs terms of reference - Minutes of trustee meetings - Minutes of LGB meetings - Admissions policy and process - Complaints policy and procedures 	<ul style="list-style-type: none"> - LLT - LLT - Schools - Schools - Schools 	<ul style="list-style-type: none"> - LLT website - LLT website - Schools' websites - Schools' websites - Schools' websites 	<p>n/a</p>



<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> - All policies and procedures that maintained schools are required to publish by statute - All policies and procedures that we as an academy trust are required to publish by statute - All policies and procedures that we, as schools that are part of an academy trust, are required to publish by statute - Charging and remissions policy - Data protection policy 	<ul style="list-style-type: none"> - Schools - LLT - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Schools' websites - LLT website - Schools' websites - Schools' websites - Schools' websites 	<p>n/a</p>
<p>Class 6 – Lists and registers</p> <ul style="list-style-type: none"> - Currently maintained statutory lists and registers (excluding attendance register) - Asset register 	<ul style="list-style-type: none"> - Schools - Schools 	<ul style="list-style-type: none"> - School office - School office 	<p>10p per A4 sheet of information provided</p>



<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> - Our school day - Our term and holiday dates - Extra-curricular clubs and after school care provision - School newsletters (published termly) - School events (published termly) - School updates (published as and when required) 	<ul style="list-style-type: none"> - Schools - Schools - Schools - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Schools' websites - Schools' websites - Schools' websites - Schools' websites - Schools' websites - Schools' websites 	<p>n/a</p>
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Schedule of charges – actual costs incurred

Type of charge and description	Costs
<ul style="list-style-type: none"> - Disbursement: black and white photocopying - Disbursement: colour photocopying - Postage costs: actual costs as per Royal Mail pricing 	<ul style="list-style-type: none"> - 10p per single sided sheet - 50p per single sided sheet - As per Royal Mail