

# **Freedom of Information Act: School Information Guide – 2016/17**



**Leading  
Learning Trust**

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**Selwyn**  
PRIMARY SCHOOL

PARTNERSHIP FOR SUCCESS



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
<p><b>Class 1 – Who are we and what do we do?</b></p> <ul style="list-style-type: none"> <li>- Organisational information, structures, locations and contacts</li> <li>- Who’s who in school – leadership and staff teams</li> <li>- Who’s who on the governing body/trustee board</li> <li>- Register of business/financial interests for all LLT trustees/members</li> <li>- Register of business/financial interests for all LGB members</li> <li>- Certificate of Incorporation</li> <li>- Articles of Association</li> <li>- Annual Report</li> <li>- School term and holiday dates</li> <li>- Address and contact details</li> </ul>	<ul style="list-style-type: none"> <li>- LLT</li> <li>- Schools</li> <li>- Schools and LLT</li> <li>- LLT</li> <li>- Schools</li> <li>- Companies House</li> <li>- Companies House</li> <li>- Companies House</li> <li>- Schools</li> <li>- Schools and LLET</li> </ul>	<ul style="list-style-type: none"> <li>- LLT website</li> <li>- Schools’ websites</li> <li>- LLT and schools’ websites</li> <li>- LLT website</li> <li>- Schools’ websites</li> <li>- Companies House website</li> <li>- Companies House website</li> <li>- Companies House website</li> <li>- Schools’ websites</li> <li>- LLT and schools’ websites</li> </ul>	n/a
<p><b>Class 2 – What do we spend and how do we spend it?</b></p> <ul style="list-style-type: none"> <li>- Current and previous year’s annual accounts</li> <li>- FARM (Finance, Audit and Risk Management) terms of reference</li> <li>- Annual budget</li> <li>- Capital funding</li> <li>- Audit reports</li> <li>- Details of expenditure &gt; £2,000 (published annually)</li> <li>- Procurement contracts/information re LA’s procurement contracts</li> <li>- Pay policy</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Companies House</li> <li>- LLT</li> <li>- Companies House</li> <li>- Schools</li> <li>- Companies House</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- Companies House website</li> <li>- LLT website</li> <li>- Companies House website</li> <li>- School office</li> <li>- Companies House website</li> <li>- School office</li> <li>- School office</li> <li>- School office</li> </ul>	n/a

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<ul style="list-style-type: none"> <li>- Senior staff salaries – over £60,000 per annum, in categories</li> <li>- Other staff salaries – numbers, in bands of £10,000</li> </ul>	<ul style="list-style-type: none"> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- School office</li> <li>- School office</li> </ul>	
<p><b>Class 3 – What are our priorities and how are we doing?</b></p> <ul style="list-style-type: none"> <li>- Pupil Premium strategy (current year)</li> <li>- Pupil Premium plan and impact (previous year)</li> <li>- Sports and PE Premium plan</li> <li>- Nursery Pupil Premium plan</li> <li>- Ofsted inspection reports</li> <li>- School development plan</li> <li>- Key stage 2 results and LA/national comparators</li> <li>- Safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- Schools’ websites</li> <li>- Schools’ websites</li> <li>- Schools’ websites</li> <li>- Schools’ websites</li> <li>- Schools’ websites</li> <li>- Schools’ websites/office</li> <li>- Schools’ websites</li> <li>- Schools’ websites</li> </ul>	n/a
<p><b>Class 4 – How we make decisions</b></p> <ul style="list-style-type: none"> <li>- LGBs terms of reference</li> <li>- Minutes of trustee meetings*</li> <li>- Minutes of LGB meetings *</li> <li>- Admissions policy and process</li> <li>- Complaints policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>- LLT</li> <li>- LLT</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- LLT website</li> <li>- Selwyn school office</li> <li>- School office</li> <li>- Schools’ websites</li> <li>- Schools’ websites</li> </ul>	n/a

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

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

\* Note that in the case of both trustee meetings and LGB meetings, attendance is published on the LLT/school websites as required.

#### Schedule of charges – actual costs incurred

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