

Freedom of Information

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1 Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted and aligns with The Sovereign Trust's procedures.

This publication scheme commits The Sovereign Trust (The Trust) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits The Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Trust makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Freedom of Information

2 Classes of information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

2.4 How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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 The method by which information published under this scheme will be made available

The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of The Trust, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust will indicate how information can be obtained by other means and provide it by those means.

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

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 Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust 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 Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the 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 the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 Trust 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.

Email: info@thesovereigntrust.uk

Letter: Trust Business Manager

Manor Academy

Manor Road

Sale

Manchester

M33 5JX

6 The method by which information published under this scheme will be made available

6.1 Who we are and what we do

Information to be published	How the information can be obtained	Charge
(Organisational information, structures, locations and contacts) This will be current information only	www.sovereigntrust.org	
Academy Funding Agreement – a link to the document on the Department for Education’s website	Not on the DfE website. Electronic copy available by email	
School staff and structure – names of key personnel	Website for each academy	
Trustees – names and contact details of the governors and the basis of their appointment	www.sovereigntrust.org	
School session times, term dates and holidays	Website for each academy	
Location and contact information – address, telephone number and website	Website for each academy	
Contact details for the Principal and the Governing Body	www.sovereigntrust.org	
School Prospectus	Website for each academy	
School Session times and term dates	Website for each academy	
GCSE results – a link to the data on the Department for Education’s website	http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=130943	

6.2 What we spend and how we spend it

Information to be published	How the information can be obtained	Charge
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) 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).	Trust website www.sovereigntrust.org Companies House https://beta.companieshouse.gov.uk/	
Annual budget plan and financial statements	Annual Statement and Reports on the Trust website www.sovereigntrust.org	
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Annual Statement and Reports on the Trust website www.sovereigntrust.org	
Additional funding – Income generation schemes and other sources of funding.	See section 5	£10
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	See section 5	£10
Staffing and grading structure	See section 5	£10
Pay policy – a statement of the Trust’s policy on procedures regarding teachers’ pay.	Trust website www.sovereigntrust.org	
Trustees’ allowances – Details of allowances and expenses that can be claimed or incurred.	See section 5	£0

6.3 What our priorities are and how we are doing

Information to be published	How the information can be obtained	Charge
(Strategies and plans, performance indicators, audits, inspections and reviews) Current information should be published.	See section 5	
School profile Government supplied performance data OFSTED report – summary and full report	Ofsted website http://reports.ofsted.gov.uk/	
Performance management information	See section 5	
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	See section 5	
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	www.sovereigntrust.org	

6.4 How we make decisions

Information to be published	How the information can be obtained	Charge
(Decision making processes and records of decisions) Current and previous three years as a minimum	See section 5	£10
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	www.sovereigntrust.org	
Board of Trustee and Advisory Committee meetings agendas, papers and minutes – information that is properly considered to be private should be excluded.	See section 5	£10

6.5 Our policies and procedures

Information to be published	How the information can be obtained	Charge
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Trust website	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment Complaints procedure • Staff conduct policy • Discipline and grievance policies Pay policy • Staffing structure implementation plan • Information request handling policy Staff 	Trust website	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement Curriculum • Sex education • Special education needs Accessibility • Race equality Collective worship Careers education • Pupil discipline 	Trust website	
Records management and personal data policies Information security Records retention	See section 5	
Destruction and archive policies Data Protection policies	See section 5 And Trust Website	
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff – details of vacancies should be included	Trust website	
Charging regimes and policies 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.	Trust website	

6.6 Lists and Registers

Information to be published	How the information can be obtained	Charge
Currently maintained lists and registers only	See section 5	£10
Curriculum circulars and statutory instruments		
Disclosure logs		
Asset register		
Any information the Academy is currently legally required to hold in publicly available registers		

6.7 The services we offer

Information to be published	How the information can be obtained	Charge
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy and/ or website; some information may only be available for inspection)	
Extra-curricular activities	See section 5	£10
Out of school clubs	See section 5	£10
School publications	Academies websites	
Services for which the Trust is entitled to recover a fee, together with those fees	See section 5	£10
Leaflets, booklets and newsletters	Academies websites	