

ST COLUMBA'S CATHOLIC BOYS' SCHOOL

**GOVERNORS' POLICY STATEMENT**



# Freedom of Information Policy

Head Teacher: Mr N Fisher  
Chair of Governors: Mrs J Johnson

Originator Date	March 2020
Review Date (Three Years)	Spring 2023

## **Freedom of Information Act - Publication Scheme for Academies**

This publication scheme commits St Columba's Catholic Boys' School 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 school. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits St Columba's:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below;
- To specify the information which is held by the school 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 authority makes available under this scheme;
- To produce a schedule of any fees charged for access to information which is made proactively available; and
- To make this publication scheme available to the public.

### **Classes of Information**

#### **Who we are and what we do**

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

#### **What we spend and how we spend it**

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

#### **What our priorities are and how we are doing**

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

#### **How we make decisions**

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

#### **Our policies and procedures**

Current written protocols for delivering our functions and responsibilities.

#### **Lists and Registers**

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

#### **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.

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

The school 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 a public authority, 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 school 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.

**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 school 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.

## Written Requests

Information held by the school 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.

Contact the Academy Executive Secretary at [office@st-columbas.bexley.sch.uk](mailto:office@st-columbas.bexley.sch.uk)

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

For academies, this model publication scheme is best complied with by following the suggested table below, which identifies the information which meets the requirements of the Information Commissioner.

- Reviewing and testing the control systems for which they are responsible on a regular basis.
- Ensuring that controls are being complied with and their systems continue to operate effectively.
- Implementing new controls to reduce the risk of similar fraud occurring where frauds have taken place.

## Freedom of Information

### Guide to information available from St Columba's Catholic Boys' School under the publication scheme

Information to be published	How the information can be obtained	Charge
<b>WHO WE ARE AND WHAT WE DO</b>		
Academy Funding Agreement – a link to the document on the Department for Education’s website	School website	None
Academy Order (if applicable)	School website	None
School staff and structure – names of key personnel	School website	None
Governing body – names and contact details of the governors and the basis of their appointment	Via the Academy Executive Secretary	None
School session times, term dates and holidays	School website or upon request	None
Location and contact information – address, telephone number and website	School website	None
Contact details for the Principal and the Governing Body	Via the Academy Executive Secretary	None
School Prospectus	School website or upon request	None
GCSE results – a link to the data on the Department for Education’s website	School website	None
<b>WHAT WE SPEND AND HOW WE SPEND IT</b>		
The current and the previous two years financial years accounts (accounts that have been filed with the Charity Commission and Companies House).	Upon request from the Academy Executive Secretary	Photocopying costs
Annual budget plan and financial statements	Upon request from the Academy Executive Secretary	Photocopying costs
Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects	Upon request from the Academy Executive Secretary	Photocopying costs
Additional funding – Income generation schemes and other sources of funding.	School website or upon request	None
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.	Upon request from the Academy Executive Secretary	Photocopying costs
Staffing and grading structure	Upon request from the Academy Executive Secretary	Photocopying costs

Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay.	Upon request from the Academy Executive Secretary	Photocopying costs
Governors’ allowances – Details of allowances and expenses that can be claimed or incurred.	Upon request from the Academy Executive Secretary	Photocopying costs
<b>WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
(Strategies and plans, performance indicators, audits, inspections and reviews)  Current information should be published.	Upon request from the Academy Executive Secretary	Photocopying costs
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• OFSTED report – summary and full report</li> </ul>	Upon request from the Academy Executive Secretary	Photocopying costs
Performance management information	Upon request from the Academy Executive Secretary	Photocopying costs
Academy’s future plans – any major proposals on safeguarding and promoting the welfare of children.	Upon request from the Academy Executive Secretary	Photocopying costs
Child protection – policies and procedures on safeguarding and promoting the welfare of children.	School website or upon request	None
<b>HOW WE MAKE DECISIONS</b>		
Admissions policy - arrangements and procedures and right of appeal – include information on application numbers and number of successful applicants by each oversubscription criteria.	School website	None
Governing body meeting agendas, papers and minutes – <b>information that is properly considered to be private will be excluded.</b>	Upon request from the Academy Executive Secretary	Photocopying costs
<b>OUR POLICIES AND PROCEDURES</b>		
Mandatory Policies	School website	None
Other Policies	School website or upon request from the Academy Executive Secretary	None/ photocopying costs if requested
Records management and personal data policies <ul style="list-style-type: none"> <li>• Information security</li> </ul>	Upon request from the Academy Executive Secretary	Photocopying costs

<ul style="list-style-type: none"> <li>Records retention</li> <li>Data Protection policies</li> </ul>		
<b>LISTS AND REGISTERS</b>		
Curriculum circulars and statutory instruments	Upon request from the Academy Executive Secretary (some information may only be available for inspection)	None
Disclosure logs	Upon request from the Academy Executive Secretary (some information may only be available for inspection)	None
Asset register	Upon request from the Academy Executive Secretary (some information may only be available for inspection)	None
Any information the school is currently legally required to hold in publicly available registers	Upon request from the Academy Executive Secretary (some information may only be available for inspection)	None
<b>THE SERVICES WE OFFER</b>		
Extra-curricular activities	School website	None
Out of school clubs	School website	None
School publications	School website or upon request from the Academy Executive Secretary	None
Leaflets, booklets and newsletters	School website or upon request from the Academy Executive Secretary	None