

2018 – 2020

Potential in Everyone Academy Trust
CEO – David Whitehead



PUBLICATION SCHEME

November 2018

Committee	Trust Board
Approved on	20 th November 2018
New Review date	December 2020
Version control	v1.0

The Potential in Everyone Trust has produced a Publication Scheme of information that is available under the **Freedom of Information Act 2000** and it conforms to the model scheme for schools and academies approved by the Information Commissioner. The Trust Board has responsibility for ensuring that the Academy complies with the Act.

1 Introduction: the development of a Publication Scheme.

1.1 Under the Freedom of Information Act 2010 (FOIA) public authorities should be proactive about information that is available to the public. This includes all maintained sector schools and academies.

1.2 In order to comply with the requirements of the Act, the publication scheme covers the Trust's commitment on the following points:

- to proactively publish, or otherwise make available as a matter of routine, information which is held by the Trust and falls within the classifications below.
- to specify the information that 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.

1.3 All information in the Publication Scheme is available in paper form.

2 Categories of Information Published

2.1 The Publication Scheme is a guide to the information which is currently published (or has recently been published) or which we will publish in the future. This information is available on the website www.piat.org.uk and is categorised in 'Classes' as outlined later in this Scheme.

2.2 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. This includes information protected by the Data Protection Act.
- 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 Requests for Information

3.1 Information that is not published under the scheme can be requested by email or letter.

3.2 All requests will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details:

Trust Business Manager
 Potential in Everyone in Academy Trust
 Bexon Lane
 Bredgar
 Sittingbourne, Kent
 ME8 H8B
 info@pieat.org.uk

3.3 Please make the subject of your request “**Publication Scheme Request**” and marked “**FAO Trust Business Manager**”

4 Paying for Information

4.1 Information published on the Academy website is free. Single copies of information covered by this publication are provided free unless stated otherwise. However, there may be a charge if the request:

- requires a lot of printing or photocopying
- incurs a large postage charge
- requires a priced item e.g. some printing publication or video

4.2 In such instances, you will be notified in advance.

Annex 1: Guide to information available from The Potential in Everyone Academy Trust, under the Model Publication Scheme.

Information to be published	How the information can be obtained	Cost
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who in the MAT?	Trust Website	No charge
Who's who on the Trust Board and the basis of their appointment.	Trust Website	No charge
Articles of Association	Trust Website	No charge
Contact details for the Chief Executive Officer and members of the Trust Board.	Trust Website	No charge
MAT Schools: Prospectus on individual School	School Website	No charge
MAT School session times and term dates	School Website	No charge
Class 2: What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.		
Annual budget plan and financial statements	Hard copy	See charges
Capitalised funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Procurement and projects	Hard copy	See charges
Pay policies	Hard copy	See charges
Staffing and grading structures	Hard copy	See charges
Trustee expenses	Hard copy	See charges

3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Government supplied performance data and tables. Latest Ofsted report for each Multi Academy School currently within the Trust: (see school website) - Summary Full report	School Website	See charges
	School Website	No charge
		No charge
Performance management policy and procedures adopt by the Trust Board	Hard copy	See charges

Class 4: How we make decisions (Decision making processes and record of decisions) <i>Current and previous three years minimum</i>		
Information to be published	How the information can be obtained	Cost
Admissions policy (not individual admissions decisions)	School Website	No charge
Agendas of meetings of the Trust Board and its sub-committees	Trust Website	No charge
Committee Terms of Reference	Trust Website	No charge
Minutes of meetings (as above) – this will exclude information classified as ‘Confidential’	Trust Website	No charge
Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
School policies including:		
Charging and remissions policy	Hard copy	See charges
Health & Safety	Hard copy	See charges
Child Protection	Hard copy	See charges
Complaints procedure	Hard copy	See charges
Discipline and grievance policies	Hard copy	See charges
Medical	Hard copy	See charges

Pupil and curriculum policies, including:		
Sex and relationship education	Hard copy	See charges
Special Educational needs policy	Hard copy	See charges
Positive Discipline	Hard copy	See charges
Accessibility plan	Hard copy	See charges
Examination policy and procedures	Hard copy	See charges
Anti bullying	Hard copy	See charges
Exclusion policy	Hard copy	See charges
Records management and personal data policies, including		
Data protection	Hard copy	See charges
Freedom of Information – publication scheme		
Class 6: Lists and Registers		
<i>Currently maintained lists and registers only</i>		
Disclosure logs	Hard copy	See charges
Asset register	Hard copy	See charges
Any information schools are currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE ATTENDANCE REGISTERS)	Hard copy	See charges

Class 7: The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Information to be published by each MAT School	How the information can be obtained	Cost
Extra-curriculum activities and out of school clubs	School Website	No charge
School publications and magazines	School Website	No charge
Leaflets and newsletters	School Website	No charge

Schedule of charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing at 4p per sheet (black and white)	Actual cost
	Photocopying /printing at 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation