



The Oak Partnership

Freedom of Information Publication Scheme Including Explanatory Note

Approved by The Oak Partnership Trust

Last reviewed on: September 2021

Next review due by: September 2022

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.

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Explanatory Note: What is a Publication Scheme?

The Freedom of Information Act (2000) (FOI) requires all Public Authorities (including Trusts, Academies and Schools) to produce a register of the types of information it will routinely make available to the public. Our publication scheme follows a template approved by the Information Commissioner's Office.

The scheme commits The Oak Partnership Trust ("the Trust") and its schools to:

- Proactively or routinely publish information which is held by us falling within the "Classes" below in line with this scheme.
- Specify the information
- Explain how it will be made available
- Review and update information on a regular basis
- Explain any fees to be charged for the information
- Make this scheme publicly available
- Publish information held by the Trust that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used (under FOI Section 19 and the [Re-use of Public Sector Information Regulations](#) (2015))
- Make clear if any information is a relevant copyright work (under FOI Section 19(8)) and the Trust is the only owner

Classes of information

There are 7 classes of information we hold:

- Who we are and what we do.
- What we spend and how we spend it.
- What our priorities are and how we are doing.
- How we make decisions.
- Our policies and procedures.
- Lists and registers.
- The services we offer.

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.

Making information available

We will aim to provide as much information as possible on our Trust & individual school websites. Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, we 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. We will arrange an appointment to view the information within a reasonable timescale.

Freedom of Information Publication Scheme

Information will be provided in the language in which it is held or in such other language that is legally required. Where we are legally required to translate any information, we will do so.

Our 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.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the greatest 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 law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the [Re-use of Public Sector Information Regulations](#) (2015), where they apply, or with regulations made under FOI Section 11B, or with other statutory powers of the school.

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. See Section 3 for our Schedule of Charges.

Written requests and contact

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.

If you have a request for information, please contact the Trust at

West Monkton CE Primary School
Bridgwater Road
Bathpool
Taunton
Somerset
TA2 8FT
office@wm.oak.education

or our Data Protection Officer dposchools@somerset.gov.uk

Publication Scheme: Who we are and what we do

(Organisational information, structures, locations and contacts)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Multi-Academy Trust Funding Agreement	Trust Website	Free
Details of the Directors of the Trust and their experience	Trust Website	Free
Memorandum and Articles of Association of the Trust	Trust Website	Free
The name of the Chair of the Board of Directors and contact details	Trust Website	Free
The remit and terms of reference of the Board and its committees (Scheme of Delegation)	Trust Website	Free
The attendance records of Directors at Board meetings in the last academic year	Trust Website	Free
A list of Directors who have served on the Board, and Governors who have served on Local School Committees in the last academic year and their declared interests	Trust & School Websites	Free
Names of key personnel in the Trust, including the Chief Executive	Trust Website	Free
The name of the Chair of the Local School Committee of each school and his/her contact details	School Websites	Free
A list of Local School Committee members in each school	School Websites	Free
The attendance records of Governors at Local School Committee meetings in the last academic year	School Website	Free
The Trust Values and Ethos Statement	Trust Website	Free
School session times, term dates and holidays	Trust & School Websites	Free
Results – including Ofsted reports	School Websites	Free
Staffing structure	School Websites	Free

What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

NB: Current and previous financial year as a minimum

Information to be published	How the information can be obtained	Cost
Trust Annual Report & Financial Statements – containing details of various funding and income streams, expenditure types and audit reports	Trust Website	Free
The amount of Pupil Premium the Trust receives for each school and how it is spent	School Websites	Free
The amount of Primary PE/Sport Funding the Trust receives for each primary school	School Websites	Free
The Trust's employees pay policy	Upon request	POA

What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"> • Performance data supplied by the government, or a direct link to the data • The latest Ofsted <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	School Websites	Free
Performance management policy and procedures adopted by the governing body.	Upon request	POA
The Trust's future plans; for example, proposals for and any consultation on the future of the Trust such as a change in status	Upon request	POA
Safeguarding and child protection policies	Trust & School Websites	Free

How we make decisions

NB: Current and previous three years as a minimum

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	School Websites	Free
Details of the number of applications, number of places offered and appeals for places at each school	Upon request	POA
Trust Board of Directors meeting agenda, papers and minutes (NB this will exclude information that is properly regarded as private to the meetings).	Upon request	POA
Agendas and minutes of meetings of the Local School Committees. (NB this will exclude information that is properly regarded as private to the meetings).	Upon request	POA

Our policies and procedures

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Policies and other documents Please see the Trust & individual school websites for a full list of current policies	Trust & School Websites	Free
Policies and procedures for the recruitment of staff	Upon request	POA

Lists and Registers

NB: Currently maintained lists and registers only (this does not include the attendance register).

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	School Websites	Free
Disclosure logs	Upon request	POA
Asset register	Upon request	POA
Any information the Trust is currently legally required to hold in publicly available registers	Upon request	POA

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

NB: This will be current information only

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	School Websites	Free
Out of school clubs	School Websites	Free
Services for which the Trust is entitled to recover a fee, together with those fees	School Websites	Free
School publications, leaflets, books and newsletters	School Websites	Free

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost
	Photocopying/printing @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	If this is relevant to the request for information	In accordance with the relevant legislation (quote the actual statute)