

Freedom of Information

Guide to information available from St Barnabas Church of England Primary School under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	How the information can be obtained (e.g Website and/or hard copy - some information may only be available by inspection)	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		Free
Who's who in the school	Website & hard copy	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website & hard copy	Free
Instrument of Government / Articles of Association	Hard copy	Free
School prospectus (if any)	Website & hard copy	Free

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Annual Report (if any)	n/a	Free
Staffing structure	Hard copy	Free
School session times and term dates	Website & hard copy	Free
Address of school and contact details, including email address.	Website & hard copy (some information may only be available by inspection)	Free
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		Cost **See schedule of charges for hard copy
Annual budget plan and financial statements	Hard copy	**
Capital funding	Hard copy	**
Financial audit reports	Hard copy	**
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	**

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Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	**
Pay policy	Hard copy	**
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	**
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	**
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	**

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
School profile (if any) And in all cases: <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	Website & hard copy	**
Performance management policy and procedures adopted by the governing body.	Hard copy	
Performance data or a direct link to it	Website & hard copy	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Website & hard copy	Free
Safeguarding and child protection	Website & hard copy	Free

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
<p>Admissions policy/decisions (not individual admission decisions) – where applicable</p>	<p>Website & hard copy</p>	<p>**</p>
<p>Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>	<p>Website & hard copy</p>	<p>**</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive.</p>		<p>**</p>

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<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Website & hard copy</p>	<p>**</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include 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.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>Website & hard copy</p>	<p>**</p>
<p>Class 6 – Lists and Registers</p>		
<p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p>	<p>Hard copy</p>	<p>**</p>

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Disclosure logs	Hard copy	**
Asset register	Hard copy	**
Any information the school is currently legally required to hold in publicly available registers	Hard copy	**
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		
Extra-curricular activities	Website & hard copy	Free
Out of school clubs	Website & hard copy	Free
Services for which the school is entitled to recover a fee, together with those fees	Website & hard copy	Free
School publications, leaflets, books and newsletters	Website and /or hard copy	Free
Additional Information This will provide schools with the opportunity to publish information that is not		

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itemised in the lists above		
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SCHEDULE OF CHARGES **

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	Actual cost *
	Photocopying/printing @ 3p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred by the public authority