


| <b>Freedom of Information Policy</b> |                               |
|--------------------------------------|-------------------------------|
| <b>Policy Number</b>                 | FGB-008                       |
| <b>Responsible Post</b>              | Head Teacher                  |
| <b>Responsible Committee</b>         | Full Governing Body           |
| <b>Review Schedule</b>               | 3 Years                       |
| <b>Policy last reviewed on</b>       | 7 <sup>th</sup> December 2022 |
| <b>Next review due</b>               | December 2025                 |
| <b>Changed</b>                       | No                            |



The Governing Body's key roles are:

- To Provide a strategic view
- To Support and challenge the Head Teacher and the School
- To ensure accountability.

| <b>Information to be published</b>  | <b>How the information can be obtained</b> |
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| <b>Class 1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only   | (Hard copy and/or website)                 |
| Who's who in the school   | Hard copy /website                         |
| Who's who on the governing body and the basis of their appointment  | Hard copy / website                        |
| Instrument of Government  | Hard copy / website                        |
| Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))   | Hard copy & website                        |
| School prospectus   | Website                                    |
| Annual Report   | Hard copy                                  |
| Staffing structure  | Hard copy & website                        |
| School session times and term dates   | Hard copy & website                        |
| <b>Class 2 – What we spend and how we spend it</b><br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum | (Hard copy and/or website)                 |
| Annual budget plan and financial statements   | Hard copy                                  |
| Capitalised funding   | Hard copy                                  |
| Additional funding  | Hard copy                                  |
| Procurement and projects  | Hard copy                                  |
| Pay policy  | Hard copy                                  |
| Staffing and grading structure  | Hard copy                                  |
| Governors' allowances   | Hard copy                                  |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)<br>Current information as a minimum  | (Hard copy or website)                     |
| School profile  |  |
| <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report</li> </ul>  | Hard copy & website                        |
| - Summary   | Hard copy & website                        |

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|---|---|
| - Full report   |   |
| Performance management policy and procedures adopted by the governing body.   | Hard copy   |
| Schools future plans  | Hard copy / website   |
| Policies and procedures   | Hard copy / website   |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br>Current and previous three years as a minimum   | (Hard copy or website)  |
| Admissions policy/decisions (not individual admission decisions)  | Hard copy / website   |
| Agendas of meetings of the governing body and (if held) its sub-committees  | Hard copy / Governor Hub  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.   | Hard copy   |
| FGB Minutes   | Hard copy / website   |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only   | (Hard copy or website)  |
| School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul> | Hard copy / website<br>Hard copy<br>Hard copy / website<br>Hard copy<br>Hard copy<br>Hard copy<br>Hard copy<br>Hard copy / website<br>Hard copy                           |
| Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Pupil discipline</li> </ul>   | Hard copy / website<br>Hard copy/ website<br>Hard copy / website<br>Hard copy / website<br>Hard copy / website<br>Hard copy<br>Hard copy / website<br>Hard copy / website |
| Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>   | Hard copy<br>Hard copy<br>Hard copy   |
| Charging regimes and policies.<br><br>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.   | Hard copy / website   |
| <b>Class 6 – Lists and Registers</b><br><br>Currently maintained lists and registers only   | (hard copy or website; some information may only be available by inspection)  |
| Curriculum circulars and statutory instruments  | Hard copy   |
| Disclosure logs   | Hard copy   |
| Asset register  | Hard copy   |

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| Any information the school is currently legally required to hold in publicly available registers <b>(THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)</b>  | Hard copy  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | (hard copy or website; some information may only be available by inspection) |
| Extra-curricular activities  | Hard copy / website  |
| Out of school clubs  | Hard copy / website  |
| School publications / newsletters  | Hard copy / website  |
| Services for which the school is entitled to recover a fee, together with those fees   | N/A  |
| Leaflets books and newsletters   | Hard copy / website  |
| <b>Additional Information</b><br>This will provide schools with the opportunity to publish information that is not itemised in the lists above   |  |