

Freedom of information - Guide to information available from CST under the model ICO publication scheme

It is the responsibility of all Cathedral Schools Trust employees, governors and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.

Cathedral Schools Trust

March 2023

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy or website; some information may only be available by inspection)	n/a
Who's who in the school	Individual School and Trust Website	n/a
Who's who on the governing body / board of governors / trustees and the basis of their appointment	Individual School and Trust Website	n/a
Instrument of Government / Articles of Association	Trust Website	n/a
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Individual School's Website	n/a
School prospectus (if any)	Individual School's Website	n/a
Annual Report (if any)	Trust Website	n/a
Staffing structure	Trust Website Individual School's Website	n/a
School session times and term dates	Individual School's Website	n/a

Address of school and contact details, including email address. contact details of the Trust	Individual School and Trust Website	n/a
Class 2 – What we spend and how we spend it (Financial information relating to actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website; some information may only be available by inspection)	n/a
Annual budget plan and financial statements	Trust Website	
Capital funding	Hard copy	Chargeable
Financial audit reports	Trust Website	No charge
Details of expenditure items over £5000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	Chargeable
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	Chargeable
Pay policy	Staff intranet	
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	Chargeable

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	Chargeable
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy	Chargeable
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website; some information may only be available by inspection)	
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 	Individual School's Website	

• Post-inspection action plan		
Performance management policy and procedures adopted by the governing body.	Staff intranet	
Performance data or a direct link to it	Individual School's Website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy	Chargeable
Safeguarding and child protection	Individual School and Trust Website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website; some information may only be available by inspection)	
Admissions policy/decisions (not individual admission decisions) – where applicable	Individual School and Trust Website	
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).	Available on request	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.	(hard copy or website; some information may only be available by inspection)	

<p>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. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<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>Individual School and Trust Website</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>Individual School and Trust Website</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	

Curriculum circulars and statutory instruments	Hard copy	Chargeable
Disclosure logs	Hard copy	Chargeable
Asset register	Hard copy	Chargeable
Any information the school is currently legally required to hold in publicly available registers	Hard copy	Chargeable
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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Individual School's Website	
Out of school clubs	Individual School's Website	
Services for which the school is entitled to recover a fee, together with those fees	Individual School's Website	
School publications, leaflets, books and newsletters	Individual School's Website	

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 @ 4p per sheet (black & white)	Actual cost
	Photocopying/printing @ 6p 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		

Version control

Version	Date	Amended by	Recipients	Purpose
1		CST Trustees	Members of CST, every Trustee, each Local Governor, all Cathedral Schools Trust employees and volunteers and others at the discretion of the Chairman of the Trustees of CST. CST Website updated.	Annual review - school contact details updated
2				
3				

Approvals (Every year)

Version	Date	Approved by
1		CST Trustees
2		