

# **Freedom of Information**

## **Publication Scheme**

*Jesus grew in wisdom and stature*

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## **TRUST PRAYER**

We thank you God of Love, for the gift of children.

Bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come to know you,  
to love you and  
to serve you as Jesus did.

We make our prayer in his name who is God  
with you and the Holy Spirit now and forever.

Amen

## INTRODUCTION

This publication scheme commits Liverpool Diocesan Schools Trust (LDST) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by LDST.

The scheme commits LDST:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by us and falls within the classifications below.
- To specify the information which is held by us 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 we make 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.
- To publish any dataset held by us that has been requested, and any updated versions we hold, unless we are satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the [Re-use of Public Sector Information Regulations 2015](#), if they apply, and otherwise under the terms of the Freedom of Information Act [section 19](#).
- The term 'dataset' is defined in [section 11\(5\)](#) of the Freedom of Information Act. The term 'relevant copyright work' is defined in [section 19\(8\)](#) of that Act.

## Classes of information

### Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

### What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

### How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

### Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

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.

## The method by which information published under this scheme will be made available

LDST will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority 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. An appointment to view the information will be arranged within a reasonable timescale.

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

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 in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority 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 Parliament.

Charges may be made for actual disbursements incurred such as:

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

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

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 [section 11B of the Freedom of Information Act](#), or with other statutory powers of the public authority.

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.

## **Written requests**

Information held by a public authority 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.



**APPENDIX A: Information available from our Trust and schools under the Publication Scheme.**

<b>CLASS 1 - WHO WE ARE AND WHAT WE DO</b>	<b>Available from</b>	<b>Charge</b>
Multi-Academy Trust Funding Agreement & Deed of Variation	Trust website	Free
School supplement funding agreement	School website	Free
Memorandum and Articles of Association of Trust	Trust website	Free
Details of the Directors of the Trust and their experience.	Trust website	Free
The name of the Chair of the Board of Directors and contact details.	Trust website	Free
Names of key personnel in our Trust, including the Chief Executive	Trust website	Free
The name of the Chair of the Local Governing Body of each school and their contact details.	School websites	Free
A list of Governors on each school's Local Governing Body	School websites	Free
Names of key personnel in each school	School websites	Free
Values and Vision	Trust website and school websites	Free
School session times, term dates and holidays	School websites	Free
Locations, contact information, addresses, telephone numbers and email addresses	Trust & school websites	Free
School Prospectus (note - some schools do not produce a prospectus as such but will provide the same information on the website)	School websites	Free
Performance Results – including Ofsted and SIAMS	School websites	Free
The remit and terms of reference of the Board and its committees (Scheme of Delegation)	Trust website	Free
A list of governors that have served on Local Governing Bodies and Directors that have served on the Board in the last academic year and their declared interests	Trust website & school websites	Free
The attendance records of Directors at Board meetings in the last academic year	Trust website and in the Annual Report & Financial Statements	Free
The attendance records of Governors at Local Governing Body meetings in the last academic year	School websites	Free

<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>	<b>Available from</b>	<b>Charge</b>
Trust Annual Report and Financial Statements – containing details of various funding and income streams, expenditure types and audit reports	Trust website	Free
Executive Pay	Trust website	Free
Gender Pay Gap Report	Trust website	Free
The amount of pupil premium our Trust receives for each school and how it is spent	School websites	Free
The amount of Year 7 Literacy and Numeracy Catch-up our Trust receives for each secondary school	School websites	Free
The amount of Primary PE/Sport funding our Trust receives for each primary school	School websites	Free
Our Trusts' employees pay policy	Upon request	Charge
<b>CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>	<b>Available from</b>	<b>Charge</b>
School profile Government supplied performance data. OFSTED report – summary and full report.	Links from school websites	Free
Performance management policy and procedures	Upon request	Charge
Any major proposals on safeguarding and promoting the welfare of children	Upon request	Charge
Child protection – policies and procedures on safeguarding and promoting the welfare of children	Trust and school websites	Free
<b>CLASS 4 – HOW WE MAKE DECISIONS</b>	<b>Available from</b>	<b>Charge</b>
Admissions policy - arrangements and procedures and right of appeal	School websites	Free
Details of the number of applications, number of places offered and appeals for places at each school	Upon request	Charge
Trust Board of Directors meeting agendas, papers and minutes – information that is properly considered to be private will be excluded	Upon request	Free
School Local Governing Body meeting agendas, papers and minutes – information that is properly considered to be private will be excluded	Upon request	Free



<b>CLASS 5 – OUR POLICIES AND PROCEDURES – CURRENT INFORMATION ONLY</b>	<b>Available from</b>	<b>Charge</b>
Please see our Trust website and each school’s website for a full list of all current policies (some policies are uploaded to the website – if you cannot find a policy please contact the school office or our Trust’s central administrative team [see contact information]).	Trust and school websites (or via the school office/central team)	Free
<b>CLASS 6 – LISTS AND REGISTERS - CURRENT INFORMATION ONLY</b>	<b>Available from</b>	<b>Charge</b>
Curriculum circulars and statutory instruments	Upon request	Charge
Any information our Trust is legally required to hold in publicly available registers.	For inspection upon request	Free
<b>CLASS 7 – THE SERVICES WE OFFER</b>	<b>Available from</b>	<b>Charge</b>
Extra-curricular activities.	School websites	Free
Out of academy clubs.	School websites	Free
School publications and newsletters.	School websites	Free
School leaflets, booklets and magazines.	School websites	Free
Services for which the academy is entitled to recover a fee, together with those fees e.g. hiring of academy facilities.	School websites	Free

**SCHOOLS IN OUR TRUST:**

<https://www.ldst.org.uk/academies-in-liverpool-diocesan-schools-trust/>