

## FREEDOM OF INFORMATION ACT 2000 GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME

The Heart of Mercia Multi-Academy Trust (HoM) was established in April 2019. Hereford Sixth Form College, Worcester Sixth Form College, King Edward VI College, Stourbridge, John Kryle High School and Sixth Form Centre, and the Chantry School, are managed by the Trust.

The Trust adheres to its Governance Procedures and Scheme of Delegation and is registered on Companies House.

- Business name: Heart of Mercia MAT
- Place of registration: UK
- Registered number: 10499174, registered on 28/11/2016.
- Registered office: Hereford Sixth Form College, Folly Lane, Hereford. HR1 1LU

Many documents can be found electronically on the Trust/College/School websites and are included in the Publication Schemes of individual academies of the Trust.

<b>Academy</b>	<b>Website</b>	<b>Principal</b>
Hereford Sixth Form College	<a href="http://www.hereford.ac.uk">www.hereford.ac.uk</a>	Mrs Catherine Brearey
John Kryle High School and Sixth Form Centre	<a href="http://www.jkhs.org.uk">www.jkhs.org.uk</a>	Mr Julian Morgan
Worcester Sixth Form College	<a href="http://www.wsfc.ac.uk">www.wsfc.ac.uk</a>	Mr Edward Senior
King Edward VI Sixth Form College	<a href="http://www.kedst.ac.uk">www.kedst.ac.uk</a>	Mrs Holly Bembridge
The Chantry School	<a href="http://www.chantryschool.com">www.chantryschool.com</a>	Mrs Nicola Clear

**Please note:**

- This document and those of individual academies of the Trust have been produced using guidance from the Information Commissioner’s Office. Details can be found here [What information do we need to publish? | ICO](#)
- Academies of the Trust will follow the model publication scheme available from the Information Commissioner’s Office when producing and reviewing the FOI Publication Scheme [model-publication-scheme.pdf \(ico.org.uk\)](#)

- The Publication Scheme will allow requests to be made for the following 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 list of Trust information below is not exhaustive but indicative of the types of documents held.
  - If a document you require is not shown in this guide or those of academies of the Trust, please contact the Trust or appropriate HoM academy as needed.
  - Some information may, in some circumstances, be exempt from disclosure.

<b>Who we are and what we do</b>	
<b>Class</b>	<b>Name of Document/Description</b>
Legal framework	<ul style="list-style-type: none"> <li>• Governance Procedures</li> </ul>
How the institution is organised	<ul style="list-style-type: none"> <li>• Trust Board Operating Principles</li> <li>• Scheme of Delegation</li> <li>• Trust and Academy Organisation Charts</li> <li>• Calendar and term dates of the Trust's Academies</li> <li>• Job descriptions of Trust staff</li> </ul>
Lists of and information relating to organisations it works in partnership with and any companies wholly owned by it.	<ul style="list-style-type: none"> <li>• List of Trust Agreements</li> <li>• Funding agreements</li> <li>• Ofsted reports</li> <li>• Examining Boards</li> <li>• Employers</li> </ul>

	<ul style="list-style-type: none"> <li>• Local Authorities</li> <li>• Universities</li> <li>• List of contractors and providers</li> <li>• <i>NB: The Trust does not own any companies.</i></li> </ul>
Location and contact details.	<ul style="list-style-type: none"> <li>• Trust website</li> <li>• Academy websites</li> </ul>
Student activities	<ul style="list-style-type: none"> <li>• Records at individual academies – Student Handbooks, Student Unions, Student Governors</li> </ul>
<b>What we spend and how we spend it</b>	
Funding / income Budgetary and account information Financial audit reports Capital programme. Trust Financial regulations and procedures	<ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Financial Regulations</li> <li>• Insurance Certificates</li> <li>• Remuneration of senior staff</li> <li>• Regularity Audit Report</li> <li>• Internal Audit Report</li> <li>• Premises/Property Reporting</li> <li>• Pay Policy</li> <li>• Salary grades and pay.</li> <li>• Details of the allowances and expenditure that can be claimed.</li> <li>• Details of staff/trustee/governor allowances and expenses paid.</li> <li>• List of approved suppliers</li> <li>• Register of tenders</li> </ul>
<b>What are our priorities and how are we doing</b>	
<ul style="list-style-type: none"> <li>• Strategic Development Plan</li> <li>• Vision, Values and Mission statements</li> <li>• Trust/College/ School Improvement Plans/Self-Assessment reports</li> <li>• Academy Ofsted reports</li> <li>• Annual accounts</li> <li>• Achievement and Attainment Tables (available on DfE website)</li> <li>• Value Added: Six Dimensions and Level 3 Value Added reports.</li> <li>• Assessment Policies</li> <li>• Student feedback</li> <li>• Strategic planning</li> <li>• Equal opportunities monitoring data, objectives, and action plan.</li> <li>• Risk Register</li> </ul>	
<b>How we make decisions</b>	
Minutes/Papers	<ul style="list-style-type: none"> <li>• Board of Trustees Meeting Agendas, Minutes and Papers</li> </ul>

	<ul style="list-style-type: none"> <li>• Local Governing Body agendas, minutes, and papers</li> <li>• Trust Executive Team Meeting Agendas, Minutes and Papers.</li> <li>• Equality and Diversity, Health and Safety and Safeguarding Meetings.</li> </ul> <p>Minutes and Papers - Many papers and minutes of such meetings are confidential under data protection or commercial sensitivity issues.</p>
<b>Our policies and procedures</b>	
	<ul style="list-style-type: none"> <li>• All Trust/Academy Staff and Student/Pupil Policies</li> </ul>
<b>Lists and registers</b>	
	<ul style="list-style-type: none"> <li>• Registers of Interest</li> <li>• Asset register</li> <li>• FOI requests log</li> <li>• Register of gifts or hospitality</li> <li>• CCTV location reports</li> </ul>
<b>The services we offer</b>	
	<ul style="list-style-type: none"> <li>• Academy Prospectuses</li> <li>• Trust and Academy websites</li> <li>• Student handbooks</li> <li>• Examinations Policy</li> <li>• Bursary Information</li> <li>• Lettings Information/Facilities</li> <li>• Press Releases</li> </ul>

### **Charging Policy**

Where information is not available on the Trust/Academy website, they will, if possible be emailed on request at no cost. If this is not possible, or if the enquirer wishes to receive them by post, they will be copied and posted.

In this case, for requests for Trust information, the charge levied will be 5p per A4 sheet copied, plus postage at the prevailing rate. An estimate of the charge in any case will be provided prior to undertaking the copying so that the enquirer can decide if s/he wishes to proceed. Details of charging for individual HoM academies will be found in their FOI Publication Scheme.

The exception to the above is full copies of papers for the Trust Board or Local Governing Body and its Committees. Minutes of meetings for the current and previous academic year are accessible via the website. Minutes for the previous three years will be emailed at no cost. Full papers are available for inspection by appointment at the registered address of the Trust or the individual academy. If an enquirer wishes for copies of full papers to be posted, this can be done, and a charge levied as described above.

