# Freedom of Information Publication Scheme

## Create Learning Trust



| Approved by | Date | Review Schedule | Date of Review |
|---|---|---|---|
| The Board of Trustees | 07 March 2025 | 1 year | March 2026 |

## 1. Introduction

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools and academies, should be clear and proactive about the information they will make public. This guidance gives examples of the kinds of information that the Information Commissioners Officer (ICO) would expect academies to provide in order to meet their commitments under the model publication scheme.

To do this we must produce a publication scheme, setting out:

1. The classes of information which we publish or intend to publish
2. The manner in which the information will be published
3. Whether the information is available free of charge or on payment

The ICO would expect academies to make the information in this document available unless:

• We do not hold the information
• The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute
• The information is archived, out of date or otherwise inaccessible
• It would be impractical or resource-intensive to prepare the material for routine release

The scheme covers information already published and information which is to be published in the future. All information in our publication scheme is either available to you on our website, to download and print off or available in paper form on request from the Trust or one of its academies.

Some of the information which we may hold may not be public, for example personal information.

This publications scheme confirms to the latest model scheme for Academies, approved by the Information Commissioner.

We endeavour to make as much information as possible available online. If any of the information is not available online, the scheme will explain how it can be accessed. We will continue to develop this scheme to increase the amount of information that can be accessed through it.

The Trust does not charge for information that can be accessed from any of its websites. However, we may pass on costs for reproducing information or providing it in alternative formats. We do charge for some specialist information services. Details of these costs are listed in the Schedule of Charges.

### How to Request Information

If you require a paper version of any of the documents within the scheme, please contact the Trust or relevant academy by email or letter. Contact details are set out below.

Contact addresses are available via the Trust or individual academy websites. To help us process your request quickly please clearly mark any correspondence 'Freedom of Information Publication Scheme Request'. If the information you are looking for is not available via the scheme and is not on our website, you can still contact the Trust to ask if we have it.

### Paying for Information

Information published on our websites is free, although you may incur costs from your internet service provider. If you do not have internet access you can access our websites using a local library or internet café.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in later in the scheme. If your request means we have to do a lot of photocopying or printing pay a large postage charge or is for a priced item such as some printed publications or recordings we will let you know the cost and expect it to be met, before fulfilling your request. Where there is a charge, this will be indicated in the Schedule of Charges box in the table below.

## Classes of Information Currently Published

**Class 1** – who are we and what we do (current information only) How can information be obtained?

| | How the information can be obtained? | Cost |
|---|---|---|
| **Instrument of Governance** <br> A record of the name and category of each and the name and constitution of the Trustees Board | Via the CLT website | Free |
| **Who is who in the school – staffing structure** | Via CLT website and school's websites | Free |
| **Trust Board** <br> The names and contact details of the Directors | CLT website, Companies House, GIAS | Free |
| **Individual Academy Session Times and Term Dates** | Individual School Websites | Free |
| **Location and Contact Information** <br> The address, telephone number and website for the individual schools with the names of key personnel | School websites and CLT website under 'Our Academies' tab | Free |

## Class 2 – What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum)

| | How the information can be obtained? | Cost |
|---|---|---|
| **Trust Budget** <br> Budget distributed via the ESFA <br> Annual income and expenditure returns | Annual Accounts published on CLT website <br><br> Companies House | Free |
| **Capital Funding and information on related building projects and other capital projects** | Annual Accounts published on CLT website <br><br> Companies House | Free |
| **Additional Funding** <br> Income generation and other sources of funding | Annual Accounts published on CLT website <br> Companies House | Free |
| **Procurement and Contracts** Procedures for procuring goods and services <br> Details of contracts that have gone through a formal tendering process | Request to CLT central office. | Chargeable |
| **Pay Policy** | CLT website | Free |
| **Governors/Trustees Allowances** | Request to CLT central office | Chargeable |
| **Staff Allowances** | Request to CLT central office | Chargeable |

## Class 3 – what are our priorities and how are we doing (strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum)

| | How the information can be obtained? | Cost |
|---|---|---|
| **School Profile**<br>Latest Ofsted report<br>School performance data | School websites, GIAS, DfE school performance data websites | Free |
| **Performance Management**<br>Policy and procedures adopted by the CLT | Via request to the CLT central office | Chargeable |
| **Future Plans**<br>Any major proposals for the future of the Trust/Academies | Via request to the CLT central office | Chargeable |
| **Child Safeguarding Policies and Procedures**<br>Documents in place to ensure functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issues by the Secretary of State | Via CLT website under 'policies' tab.<br>Each school in the MAT has an in date safeguarding policy available to view on their school website under 'policies'. | Free |

## Class four – how we make decisions (Current and previous three years as a minimum)

| | How the information can be obtained? | Cost |
|---|---|---|
| **Admission Policy/Decisions**<br>Arrangements and procedures including information about the right of appeal | CLT website<br>School websites | Free |
| **Minutes of the Local Governing Body and Trust Board Meetings**<br>Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting | Request to CLT central office | Chargeable |

## Class 5 – our policies and procedures (written protocols, policies and procedures for delivering our services and responsibilities. Current information only)

| | How the information can be obtained? | Cost |
|---|---|---|
| **Trust/Academy Policies.** Health & Safety<br>Policy Complaints Procedure<br>SEND Policy<br>Charging Regimes and Policies | CLT website<br>School websites | Free |
| **Human Resources Policies and Procedures** | Request to CLT central office | Chargeable |

## Class 6 – lists and registers (currently maintained lists and registers only)

| | How the information be obtained? | Cost |
|---|---|---|
| **Curriculum information and statutory instruments** | CLT website<br>School websites | Free |
| **Disclosure logs**<br>Logs of information provided in response to requests | Inspection only – contact CLT office | Inspection only |
| **Asset Registers** | Inspection only – contact CLT office | Inspection only |
| **Any information the Trust is currently legally required to hold in publicly available registers. NOT INCLUDING ATTENDANCE REGISTERS** | Request to CLT office | Chargeable |
| **The Services Individual Academies Offer e.g.**<br>Extra-curricular activities Academy publications | Request to CLT office | Free |
| **School publications and Newsletters** | School websites<br>Request to CLT office | Free |

## Complaints

At Create Learning Trust, we are always willing to listen to any comments, queries or suggestions that may exist around our Freedom of Information Publication Scheme.

Any comments regarding our Publication Scheme must be initially emailed to Kier Glover (Director of Operations) using the following email: operations@createlearning.co.uk.

If you wish to make a complaint, please follow the Create Learning Trust complaints procedure, made available on the Create Learning Trust websites under the 'policies' tab.

In the event of you feeling unsatisfied with the assistance you have received from us and you have not been able to resolve your complaint and you feel that you would like to make a formal complaint, please address this to:

Information Commissioner
Wycliffe House
Water
Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry Information Line:     01625 545700
Email:                                    publications@ic-foi.demon.co.uk

## 2. Contact details

| Chief Executive Officer | Susan Walters ceo@createlearning.co.uk |
|---|---|
| Chair of the Trust | Mark Butcher mbutcher@createlearning.co.uk |
| Chief Finance Officer | Jenni Goodwin cfo@createlearning.co.uk<br>01270 360030 |
| Director of Operations | Kier Glover operations@createlearning.co.uk<br>01270 360030 |
| Trust Solicitor | Cook Lawyers www.cooklawyers.co.uk / 01625 725 000 |