



63 – FREEDOM OF INFORMATION

Agreed Spring 2021

Signed by Chair of Trustees

A handwritten signature in black ink, written over a horizontal teal line.

NEXT REVIEW SPRING 2024
MINSTER TRUST FOR EDUCATION
RUFFORD COURT, WELLOW ROAD, EAKRING, NG22 0DF

This MITRE (the authority) model publication scheme is in line with the approved publication scheme of the Information Commissioner.

The model publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the authority makes 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 the authority that has been requested, and any updated versions it holds, unless the authority is 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 not generally included are:

- 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 is below, along with details of how it can be obtained, and any charges associated with this.

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. Much of the information relating to MITRE and individual academies is available on the MITRE website and academy websites.

Charges may be made for the following and details are listed below:

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

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.

**Minster Trust for Education (MITRE) Publication Scheme
Guide to Information Available and how this information can be obtained:**

Who are we and what do we do	
Organisation Information, structures, locations and contacts.	MITRE website and individual school websites (linked on MITRE website)
Multi Academy Funding Agreement	MITRE website
Supplementary Funding Agreement	MITRE website
Academy Order	Hard copy on request from MITRE
MITRE staff structure and key personnel	MITRE website
Local Governing Body details	Individual school websites
School term dates	Individual school websites
MAT Members and Trustees	MITRE website
Key Stage 2 data	Link to DFE from MITRE website
GCSE Results	Link to DFE from MITRE website
A Level results	Link to DFE from MITRE website
School prospectus and curriculum	Individual school websites
What we spend and how we spend it	
Financial Statements	MITRE website
Summary of individual school budgets	MITRE website
Capital Funding	Hard copy on request from MITRE
Procurement Procedures	Detailed in finance policy, available on request from MITRE
Pay Policy	MITRE website
Governors allowances policy	Individual school websites
Finance policy	Hard copy on request from MITRE
Staffing and grading structures	Hard copy on request from MITRE
What our priorities are and how we are doing	
Government performance data	DFE link from MITRE website
Latest Ofsted Report	Individual school websites
MITRE major plans	Hard copy from MITRE
How we make decisions	
Admissions Policies	Individual school websites
Information on application numbers and number of successful applicants	Hard copy from individual schools
Minutes of Local Governing Body meetings	Either copy from individual schools or school website.
Minutes of MITRE Trustees meetings	Hard copy from MITRE
Minutes of MITRE Members meetings	Hard copy from MITRE
Our Policies and Procedures	
School policies including <ul style="list-style-type: none"> • Health and Safety • Complaints • Remission and Charging • Safeguarding • Staff policies • Home School Agreement • Behaviour • Sex Education 	Individual school websites or hard copy from the individual school

<ul style="list-style-type: none"> • Special Education Needs • Privacy Statements 	
School procedures	Hard copy from the individual school
MITRE policies including <ul style="list-style-type: none"> • Health and Safety • Data Retention and Destruction • Equality • Safer Recruitment • Safeguarding 	MITRE website or hard copy from MITRE
MITRE procedures	Hard copy from MITRE
Lists and Registers	
Asset Register	Hard copy from MITRE
Any information we are legally obliged to hold in publicly available registers	Inspection only by appointment with the Head Teacher
The Services we Offer	
Extra – curricular activities	Individual school websites
School publications	Individual school websites
Leaflets and Newsletters	Hard copies or individual school websites

Charges for Providing Information:

Information available from websites is free of charge.

Hard copies are provided at our current copy rates which are

10 pence per single side for colour copies and 5 pence per single side for black and white copies.