BDMAT
Birmingham Diocesan
Multi-Academy Trust

Freedom Of Information Act Policy

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Next Review Due: Autumn 2029

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1.0 Introduction: What is a publication scheme is and why it has been developed?

This publication scheme commits the Birmingham Diocesan Multi-Academy Trust (BDMAT) 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 trust.

The scheme commits the trust:

- to proactively publish, or otherwise make available as a matter of routine, information, which is held by the trust and its schools and falls within the classifications below.
- to specify the information that is held by the trust and its schools 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 trust and its schools 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.

2.0 Classes of Information

The classes of information are:

2.1 Who we are and what we do

Information about us; our structures, locations and contacts.

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts and financial audit for the current and previous financial year as a minimum.

2.3 What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum.

2.4 How we make decisions

Decision making processes and records of decisions for the current and previous three years as a minimum.

2.5 Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.

2.6 Lists and registers

Currently maintained lists and registers only (this does not include the attendance register).

2.7 The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.

The classes of information will not generally include:

- the disclosure of information that 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 and/or is difficult to access for similar reasons, and will result in the cost of time associated to providing that information exceeding the statutory cap.

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

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

3.2 Where it is within the capability of the trust, statutory information will be provided on the 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, the trust 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.

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

3.4 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.

4.0 Charges which may be made for information published under this scheme

4.1 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 trust for routinely published material will be justified and transparent and kept to a minimum.

4.2 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.

4.3 Charges may be made for actual disbursements incurred such as:

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

4.4 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.

4.5 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.

5.0 Written Requests

Information held by the trust 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.

6.0 Contact Details

If you require a paper version of any information, or want to ask whether information is available, please contact BDMAT by telephone, email or letter. Contact details are set out below or you can visit the Trust website at:

Tel:	0121 828 3523
Email:	enquiries@bdmat.org.uk
Address:	BDMAT Central Office Christ Church, Church of England Secondary Academy Daleview Road Yardley Wood Birmingham B14 4HN

To help us process requests quickly, any correspondence should be clearly marked "PUBLICATION SCHEME REQUEST".

7.0 Monitoring, Evaluation and Review

BDMAT will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the trust and its schools.

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Annex 1: GUIDE TO INFORMATION AVAILABLE FROM BDMAT UNDER THE PUBLICATION SCHEME

Information to be published	**How the information can be obtained** (hard copy and/or website)	**Cost**
Class 1 – Who we are and what we do Information about us; our structures, locations and contacts This will be current information only		
Contact details for the practice, postal and email address (if used). Where possible, named contacts with telephone number and email address	BDMAT website https://bdmatschools.com/	No Charge
Head teacher's contact details	BDMAT website https://bdmatschools.com/	No Charge
Who's who in the school/academy/MAT	BDMAT website https://bdmatschools.com/	No Charge
Who's who on the governing body / board of governors and selection criteria for appointment Governing body's contact details	BDMAT website https://bdmatschools.com/	No Charge
Trustees' contact details	BDMAT website https://bdmatschools.com/	No Charge

Trustee who's who	BDMAT website https://bdmatschools.com/	No Charge
Instrument of Government / Articles of Association	MAT website https://bdmatschools.com/	No Charge
School prospectus	MAT website https://bdmatschools.com/	No Charge
School session times and term dates	MAT website https://bdmatschools.com/	No Charge
Class 2 – What we spend and how we spend it **Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit** Current and previous financial year as a minimum		
Annual budget and financial statements	Hard copy	Schedule of Charges
Annual accounts	MAT website https://bdmatschools.com/	No Charge
Capital funding	Hard copy	Schedule of Charges
Financial Audits reports	Hard copy	Schedule of Charges
Details of expenditure items over £2000 (published at least annually, where practical, at a more frequent quarterly or six-monthly interval)	Hard copy	Schedule of Charges

Staff pay – details of senior staff salaries in bands of £ 5,000. For all other posts, identify levels of pay by salary range	Hard copy	Schedule of Charges
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members	Hard copy	Schedule of Charges
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual trustees	Hard copy	Schedule of Charges
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	Schedule of Charges
Procurement and contracts we have entered into	Hard copy	Schedule of Charges
Details of any premiums we receive such as Pupil premium.	MAT website https://bdmatschools.com/	No Charge
Class 3 – What our priorities are and how we are doing		
Information to be published	**How the information can be obtained** (hard copy and/or website)	**Cost**
Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum		

• Annual Report	MAT website https://bdmatschools.com/	No charge
Latest reports from regulators (Ofsted / Estyn / Education and Training Inspectorate) - Summary - Full report - Post-inspection action plan	School websites	No charge
Exam and assessment results	School website	No charge
Performance tables	School websites	No Charge
Careers programme information	School websites	No Charge
The school's/trusts future plans. e.g. proposals for and any consultation on the future of our school/academy/trust, such as a change in status.	Hard copy	Schedule of Charges
School profile and performance data supplied to the English or Welsh Government or to the Northern Ireland Executive (or a direct link to the data)	School websites	No Charge
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	Schedule of Charges

Class 4 – How we make decisions **Decision making processes and records of decisions** Current and previous three years as a minimum		
Admissions Policy/decisions (not individual admission decisions)	School website	No charge
Agendas and minutes of meetings of the governing body and its committees, unless an exemption applies to the information or parts of it.	Hard copy	Schedule of Charges
Class 5 – Our policies and procedures **Current written protocols, policies and procedures for delivering our services and responsibilities** Current information only		
Academy policies including: • Complaints procedure • Health and Safety • Equality and diversity (including equal opportunities) • Staff recruitment and HR • Values and ethos • Pay • Data Protection including FOI and Subject Access Requests • Records retention • IT (including e-safety)	BDMAT website	No charge
• Staff conduct policy • Discipline and grievance policies	BDMAT website	No charge

Pupil and curriculum policies, including: • Child Protection and Safeguarding • Curriculum • Charging and remissions • Sex education • Special Educational Needs • Accessibility • Race equality • Collective worship • Behaviour and anti-bullying	School website	No charge
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register) (hard copy or website; some information may only be available by inspection)		
Curriculum circulars and statutory instruments	MAT website https://bdmatschools.com/	No Charge
CCTV Details of the locations of any overt CCTV surveillance cameras operated by us or on our behalf	Hard copy	Schedule of Charges

Disclosure logs, ie information provided in response to FOIA/EIR requests	Inspection only	No Charge
Asset register and Information Asset register	Inspection only	No Charge
Any information we are currently legally required to hold in publicly available registers	Hard copy	Schedule of Charges
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	On individual school websites	No Charge
Out of school/academy clubs	On individual school websites	No Charge

Services for which we are entitled to recover a fee, together with those fees	On individual school websites	No Charge
Requests for paper copies of information	On individual school websites	No Charge
Our publications, leaflets, books and newsletters	On individual school websites	No Charge
Additional Information Any information that is not itemised in the lists above		

Websites:

Organisation	Website
Birmingham Diocesan Multi-Academy Trust	http://www.BDMATschools.com
St. Clement's Primary Academy	http://www.stclemce.bham.sch.uk/website
St. George's Primary Academy (Edgbaston)	http://www.stgeorgesb16.com/
St. George's Primary Academy (Newtown)	http://www.stgnewtown.bham.sch.uk/
St. Michael's Primary Academy, Handsworth	http://www.stmich21.bham.sch.uk/
Holy Trinity CE Primary Academy (Handsworth)	https://www.htcepa.bham.sch.uk/home
Coleshill CofE Primary	http://www.coleshillprimary.org.uk/
The Nethersole CofE Academy	http://www.thenethersoleceacademy.co.uk/
Austrey CofE Primary School	https://austrey.bdmat.org.uk/
Newton Regis CofE Primary School	http://www.newtonregis-ce-school.co.uk/
Warton Nethersole's CofE Primary School	warton.bdmat.org.uk

Woodside CofE Primary School	https://www.woodside-ce-school.co.uk/index.html/
Hawkesley Church Primary Academy	http://www.hawkesley.bham.sch.uk/
Nonsuch Primary School	http://www.nonsuch.bham.sch.uk/
Quinton Church Primary School	http://www.quintonchurchprimary.co.uk/
St Margaret's CofE Primary School	http://st-margarets-school.co.uk/
St. Michael's CofE Primary School (Bartley Green)	http://www.stmicb32.bham.sch.uk/index.php
Lady Katherine Leveson CofE Primary School	https://ladyk.bdmat.org.uk/
Christ Church CofE Secondary Academy	www.christchurchsecondary.org.uk

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Schedule of charges

Charges will be made according to the actual costs incurred.