



Horizon Academy Trust

Where anything is possible

FREEDOM OF INFORMATION POLICY (including Publication Scheme)

Approved and signed by the Board of Trustees
17 July 2018

SUMMER 2018

Date of next review: Summer 2021

Introduction

Horizon Academy Trust is a public authority that must comply with the Freedom of Information Act (FOI). This policy outlines our approach to dealing with FOI requests. Requests relating to air, water, land, the natural world or the built environment are subject to the Environmental Information Regulations (EIR) and will also be dealt with under this policy.

The information the Trust and its academies already make available to the public is included in our Publication Scheme which can be found here www.horizonacademytrust.co.uk/policies

Publication Schemes

Information which the MAT and its Academies routinely make available to the public is included in our Publication Schemes. The Publication Schemes are based on the model scheme approved by the Information Commissioner.

The Board of Trustees for the MAT is responsible for collating and publicising its own Publication Scheme about the work of the multi academy trust. A copy of the MAT Publication Scheme is attached at Annex A.

The Academies have delegated responsibility from the Board of Trustees to collate and publish their own Publication Scheme relating to the work of their individual Academy.

The respective Publication Schemes and the materials covered in those Schemes will be available from the MAT or Academy offices and on the MAT or Academies' websites.

Requests

Any person has a legal right to ask for access to information held by the Trust or one of its academies and requests do not need to make specific reference to FOI or EIR in order to be valid.

FOI requests must be made in writing and this can include email, requests for environmental information may also be made verbally.

The Trust or Academy will respond to all requests within 20 school days, where school holidays mean this period would exceed 60 working days the Academy will instead respond within 60 working days.

The requestor is entitled to be informed whether the Trust or Academy holds the information and to be provided with a copy unless there is a relevant legal exemption within the Act. Where the Academy finds it is necessary to withhold information in accordance with an exemption this will be explained in writing and details of how to appeal against the decision will be provided.

The Trust or Academy may refuse to supply information where the cost of doing so exceeds the statutory limit. In such cases the refusal notice will clearly explain how completing the request would exceed the limit. Where possible the Trust or Academy will try to work with the applicant to refine the scope of their request with a view to providing some level of useful information.

Where a person wishes to access information about themselves or their children the details will normally be exempt from disclosure under FOI. Information of this type can instead be accessed through the Data Protection Act and/or the Pupil Information Regulations please see our Data Protection Policy www.horizonacademytrust.co.uk/policies for details.

Responsibilities

The Board of Trustees has delegated responsibility for responding to FOI requests at the Trust to the

Chief Financial Officer and at an Academy to the Head Teacher of that Academy. The Headteacher at each Academy has nominated the first point of contact to be the named person below:

Horizon Academy Trust – Claire Purdue (Chief Financial Officer) – cpurdue@horizonacademytrust.co.uk

Biggin Hill Primary School – Grace Sleightholme (Business Manager) – gsleightholme@bigginhill.hull.sch.uk

Cleeve Primary School – Susan Curwood (Business Manager) – admin@cleeve.hull.sch.uk

Spring Cottage Primary School – Sarah Whiteley (Chief Operations Manager) – swhiteley@springcottage.hull.sch.uk

Thanet Primary School - Jo de-Vries (Business Manager) – jdevries@thanet.hull.sch.uk

Appeals Process

Appeals or complaints about the administration of an FOI or EIR request will be dealt with through the Trust's complaints procedure; we will aim to respond within 20 working days.

Where the requestor remains dissatisfied with the outcome of their appeal the school will inform the complainant of their right to appeal to the Information Commissioner's Office (ICO), see below. The ICO will not normally consider complaints if the requestor has not first attempted to use the Trust's appeals process.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Email: casework@ico.org.uk

(If writing or emailing ICO requests that a contact telephone number is included)

Information on FOI and EIR is available on the ICO's website ico.org.uk

Review

This policy and the associated Publication Scheme will be agreed by the Board of Governors and reviewed every 3 years.

ANNEX A

Publication scheme for Horizon Academy Trust

Introduction: what is a Publication Scheme and why has it been developed

The Board of Trustees of Horizon Academy Trust (the MAT) is responsible for collating and publicising its own Publication Scheme about the work of the MAT. The Academies run by the MAT have delegated responsibility from the Board of Trustees to collate and publish their own Publication Scheme relating to the work of their individual Academy.

This Publication Scheme commits us to make information available to the public as part of our normal business activities.

This Scheme commits the MAT to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the MAT and falls within the classes of information below
- specify the information which is held by us and falls within the within the classes of information below
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- 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
- review and update on a regular basis the information we make available under this scheme
- make this publication scheme available to the public

The classes of information include:

- **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 by law and other lists and registers relating to the functions of the MAT
- **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 it is difficult to access for similar reasons

The method by which information published under this Publication Scheme will be made available

Where it is within our capability, information will be provided on our website www.horizonacademytrust.co.uk/policies

Where it is impracticable to make information available on the website, this Scheme sets out how information can be obtained.

Where you cannot or do not wish to access the information via the specified means, you should contact the MAT (see below) to discuss an alternative means of viewing the information. In exceptional circumstances information may be available only by viewing in person. You should contact the MAT (see below) to make an appointment to view the information which we will endeavour to accommodate 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. If we are legally required to translate the information, we 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.

Written Requests

Information held by us 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.

Contact details

If you require a paper version of any information, or want to ask whether information is available please contact us:

Mrs Claire Purdue
Chief Financial Officer
Horizon Academy Trust
c/o Biggin Hill Primary School
Biggin Avenue
Bransholme
Hull
HU7 4RL

Tel: 01482 825377

Website: www.horizonacademytrust.co.uk

To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request".

Information to be published	Information obtained from
Class 1 – Who we are and what we do Organisational information, structures, locations and contacts This will be current information only	
Memorandum and articles of association	Website
Master Funding Agreement	Website
List of names of the Members and Directors of the MAT	Website
Staffing structure – names of key personnel	Website
Contact details for Chief Executive Officer and the Board of Directors	Website
Location and contact information – address and telephone number	Website
Class 2 – What we spend and how we spend it Financial information relating to the projected and actual income and expenditure, procurement, contracts and financial audit Current and previous two financial years as a minimum	
Annual budget plan	Hard Copy requested via MAT Office
Annual Audited Financial Statements (published by 31 December each year)	Website
'Value for Money statement' from the academy trust's accounting officer, explaining how the trust secured value for money during the financial year. (Included within Financial Statements above)	Website
Additional funding – income generation schemes and other sources of funding	Hard Copy requested via MAT Office
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard Copy requested via MAT Office
Staffing and grading structure	Hard Copy requested via MAT Office
Pay Policy – a statement of the MAT's policy on procedures regarding teachers' pay	Hard Copy requested via MAT Office
Directors' allowances – details of allowances and expenses that can be claimed or incurred	Hard Copy requested via MAT Office
Class 3 – What our priorities are and how we are doing (Strategies, plans, performance indicators, audits, inspections and reviews) This will be current information only	

MAT profile including a statement of our ethos and values	Website
Performance management policy and procedures adopted by the MAT Board	Hard Copy requested via MAT Office
MAT Improvement Plan	Hard Copy requested via MAT Office
Safeguarding Policy and procedures	Website
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous three years as a minimum	
Agendas of Main Board meetings and (if held) its sub-committees	Hard Copy requested via MAT Office
Minutes of meetings (as above) – NB This will exclude information that is properly considered to be private	Hard Copy requested via MAT Office
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Main Board / MAT-wide policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Data Protection • Equality and diversity (including equal opportunities) policies • Anti-Fraud, Corruption and Bribery • Whistleblowing • Accounting Policies • Competitive Tendering • Investment • Reserves • Critical Incidents • Education Visits 	Website in most cases. Hard Copy requested via MAT Office where not published on website
Records management and personal data policies including: <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing) policies 	Hard Copy requested via MAT Office

<p>Charging regimes and policies</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated</p>	Website
<p>Equality and diversity</p> <p>(Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p>	Website and Hard Copy requested via MAT Office
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	
Asset register	Hard Copy requested via MAT Office
Any information an Academy is currently legally required to hold in publicly available registers	Website or Hard Copy requested via MAT Office
<p>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</p>	
MAT publications	Website or Hard Copy requested via MAT Office
Services for which the MAT is entitled to recover a fee, together with those fees	Website or Hard Copy requested via MAT Office
Leaflets, booklets and newsletters	Website or Hard Copy requested via MAT Office