



Good Shepherd Trust
life in all its Fullness

Publication Scheme (part of Freedom of Information Policy)

Date of Adoption	September 2018
Date of Next Review	September 2023

Publication Scheme – (using ICO model).

<u>Class 1 - Who we are and what we do</u> ~ (Organisational information, structures, locations and contacts - current information only).		How the information can be obtained
<u>Central Trust</u>	<u>Individual Schools</u>	
Who's who in the Trust	Who's who in the school	W
Who's who on the Board of Directors and members of the Trust	Who's who on the Local Governing Body(LGB) and the basis of their appointment	W
Memorandum and Articles of Association	N/A	HC
Names of the CEO and Chair of the Board of Directors, with contact details for via the Trust.	Names of the Headteacher and LGB Chair, with contact details via the school.	W
Trust Prospectus	School Prospectus (if any)	HC & W
Trust Annual Report and Accounts	Annual Report for each individual school is within the Trust Annual Report and Accounts	W – can also be found on Companies House website
Central Trust Staffing Structure (if appropriate)	School Staffing structure (if appropriate)	HC
N/A	School session times and term dates	W
Address of Trust and contact details, including email address.	Address of school and contact details, including email address.	W

<u>Class 2 – What we spend and how we spend it.</u> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit - current and previous financial year information only)		How the information can be obtained
<u>Central Trust</u>	<u>Individual Schools</u>	
Annual budget plan and financial statements	Annual budget plan and financial statements	HC
Capital funding	Capital funding	HC
Financial audit reports	Financial audit of schools is part of the Trust Annual Report and Accounts	W - see Trust Annual Report and Accounts

Procurement and contracts – details of procedures used for the acquisition of goods and services	See Trust website	W – procedure is within Finance manual on Trust website
Details of contracts that have gone through formal tendering process		HC
Teachers Pay Policy incl grading structure Support Staff Pay Policy incl grading structure	See Trust website	W HC
Expenses policy for staff, directors, LGB members and volunteers	See Trust website	W - procedure is within Finance manual on Trust website
Record of total expenses payments made to individual directors.	See Trust website	See Trust Annual Report and Accounts

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews – current information only)		How the information can be obtained
<u>Central Trust</u>	<u>Individual Schools</u>	
N/A	School profile (if any) <ul style="list-style-type: none"> • Performance data supplied to the Government or a direct link to the data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	W W HC
Appraisal Procedure for Teachers Appraisal Process for Support Staff	See Trust website See Trust website	W W
Trust future plans, plus any proposed changes at Trust schools – as appropriate	The school's future plans – as appropriate	W &/or HC as appropriate
Safeguarding & Child Protection Policy - template	Safeguarding and Child Protection Policy – school version	W

Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous three years information only)		How the information can be obtained
<u>Central Trust</u>	<u>Individual Schools</u>	
Overarching Admissions Policy	School Admissions Policy	HC W
Agendas and minutes of meetings of the Board and its committees.	Agendas and minutes of meetings of the Local Governing Body and its committees.	HC

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities - current information only) <i>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent.</i>		How the information can be obtained
<u>Central Trust</u>	<u>Individual Schools</u>	
Trust Complaints Policy	Trust Complaints Policy	W
Overarching Equality Policy	School Equality Objectives	W
Trust H&S Policy	School H&S Policy	HC
Records management and personal data policies: <ul style="list-style-type: none"> • Online Safety Policy • Records Management Policy • Data Protection Policy • FOI Policy incl. Publication Scheme 	See Trust website	HC HC HC W
Charging and Remissions Policy N/A	Charging and Remissions Policy Behaviour Policy	W W

Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		How the information can be obtained
<u>Central Trust</u>	<u>Individual Schools</u>	
N/A	Curriculum circulars and statutory instruments	I
Disclosure logs (FOI requests)	N/A	I
Asset register	Asset register	I
Any information the Trust is currently legally required to hold in publicly available registers	Any information the school is currently legally required to hold in publicly available registers	I

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)		How the information can be obtained
<u>Central Trust</u>	<u>Individual Schools</u>	
N/A	Extra-curricular activities	W
N/A	Out of school clubs	W
N/A	Services for which the school is entitled to recover a fee, together with those fees	W
Trust publications, leaflets, books and newsletters	School publications, leaflets, books and newsletters	W &/or HC as appropriate