

## Freedom of Information

Guide to information available from Exeter Mathematics School under the model publication scheme  
 Definitions for each section available here: [definition-document-colleges-of-further-education.pdf \(ico.org.uk\)](https://ico.org.uk/definition-document-colleges-of-further-education.pdf)

<b>Information to be published.</b>	<b>How the information can be obtained</b> Hard copy/ Electronic/Website	<b>Cost</b>
<b>1 - Who we are and what we do</b> This will be current information only		
Who's who in the school	Website	Free
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus	Website	Free
Annual Report	Website	Free
Staffing structure	Electronic	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

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<b>2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	<b>How obtained</b>	<b>Cost</b>
Annual budget plan and financial statements	Electronic	Free
Capital funding	Electronic	Free
Financial audit reports	Website	Free
Details of individual expenditure items over £2000 – published at least annually	Electronic	Free
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority).	Electronic	Free
Pay policy	Website	Free
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Electronic	Free
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Electronic	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Electronic	Free

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<b>3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections, and reviews) Current information as a minimum	<b>How obtained</b>	<b>Cost</b>
School profile And in all cases:	Website	Free
<ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	Website Website	Free Free
Performance management policy and procedures adopted by the governing body.	Electronic	Free
Performance data or a direct link to it	Electronic	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Electronic	Free
Safeguarding and child protection	Website	Free

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<b>4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum	<b>How obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Electronic	Free

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only. 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. These will include policies and procedures for handling information requests.	<b>How obtained</b>	<b>Cost</b>
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Electronic	Free
Charging regimes and policies. 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.	Datasets are made available for re-use under the open government licence. All charges are set out in the Schedule of Charges below, ensuring actual costs are recovered. Any charges are not-for-profit.	

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<b>6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	<b>Cost</b>
Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Electronic	Free
FOI Disclosure logs	Electronic	Free
Asset register overview	Electronic	Free
Any information the school is currently legally required to hold in publicly available registers	Electronic	Free
<b>7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website	Free

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### SCHEDULE OF CHARGES

**This describes how the charges have been arrived at and should be published as part of the guide.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Estimate of actual cost
	Photocopying/printing @ 5p per sheet (colour)	Estimate of actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		