

Freedom of Information: Guide to information available from Sola Fide Multi Academy Trust (SFMAT) under the publication scheme

Information to be published	How the information can be obtained	Charge
Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Academy Funding Agreement – a link to the document on the Department for Education’s website	On the SFMAT website	Nil
Articles of Association	On the SFMAT website	Nil
Academies staff and structure – names of key personnel	On each Academy’s website	Nil
Trustees – names and contact details of the Trustees and the basis of their appointment	On the SFMAT website	Nil
Academies session times, term dates and holidays	On each Academy’s website	Nil
Location and contact information – address, telephone number and website	On each Academy’s website	Nil
Contact details for Headteacher and Advocate Teams (via the school)	On each Academy’s website)	Nil
Academy Prospectus	On each Academy’s website	Nil
Address of academies and contact details, including email address		
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) This should be a minimum of current and previous financial year as a minimum (accounts that have been filed with the Charity Commission and Companies House).	(hard copy and/or website) On the SFMAT website	None
Annual budget plan and financial statements	On the SFMAT website. Other budget plans by request.	None
Capital funding – details of capital funding allocated to the Academies with information on related building projects and other capital projects.	By request	According to FOI Policy

Additional funding – income generation schemes and other sources of funding.	By request	According to FOI Policy
Procurement and contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	By request	According to FOI Policy
Staffing, pay and grading structure	By request	According to FOI Policy
Pay policy – a statement of the Academies’ policy on procedures regarding teacher’s pay.	By request	According to FOI Policy
Trustees’ allowances – details of allowances and expenses that can be incurred or claimed.	By request	None
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website) On the SFMAT website and by request	According to FOI Policy
Academies profile <ul style="list-style-type: none"> • Government supplied Performance data, or a direct link to the data • The latest Ofsted report – Summary and full report 	On each Academy’s website	None
Performance management information	By request	According to FOI Policy
Trust Academies future plans; for example, proposals for and any consultation on the future of the academy;	By request	According to FOI Policy
Safeguarding and child protection – policies and procedures	On each Academy’s website	None
How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website)	
Admissions policy – arrangements and procedures and right of appeal. Include information on application numbers and number of successful applicants by each oversubscription criteria.	On each Academy’s website	None
Trust Board Meeting Agendas, papers and minutes. (NB this will exclude information that is properly regarded as private to the meetings).	By request	According to FOI Policy

<p>Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.</p>	(hard copy or website)	
<p>Academies' policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety and risk assessment • Complaints procedure • Admissions policy • Staff conduct policy • Discipline and grievance policies • Pay policy • Staffing structure implementation plan • Information request handling policy • Staff recruitment policies 	A number of policies are on each Academy's website, otherwise by request	None
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special education needs • Accessibility • Race equality • Collective worship • Careers education • Pupil discipline 	All on each academy's website	None
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	A number of policies are on each Academy website, otherwise by request. SFMAT Website	None
<p>Equality and Diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p>	By request	According to FOI Policy

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.	Charging and Remissions Policy on each Academy's website.	None
Lists and Registers Currently maintained lists and registers only	(hard copy or website: Some information may only be available for inspection).	
Curriculum circulars and statutory instruments	By request	According to FOI policy
Disclosure logs	By request	According to FOI policy
Asset register	By request	According to FOI policy
Any information the Academies are currently legally required to hold in publicly available registers	By request	According to FOI policy
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 each Academy website	Nil
Out of school clubs	On each Academy website	Nil
Academy publications, leaflets, books and newsletters	On each Academy website and occasional hard copy to parent/carers	Nil
Services for which the Academies are entitled to recover a fee, together with those fees	Charging and Remissions Policy on Academy websites	Nil