

# Freedom of Information Publication Scheme

## Create Learning Trust



Approved by	Date	Review Schedule	Date of Review
The Board of Trustees	31 March 2023	1 year	March 2024

## 1. Introduction

Create Learning Trust is aware that with the Freedom of Information Act 2000 in mind, Multi Academy Trusts should be aware of the information they are required to make public.

The aim of this policy is to provide examples of the information Create Learning Trust is expected to make public, in line with the information published on the Information Commissioners Officer (ICO) model publication scheme.

To meet the demands of the ICO model publication scheme, we must publish a model publication scheme approved by the Information Commissioners Officer, detailing the following:

- 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 required by law and other lists and registers relating to the functions of the authority.
- The services we offer: Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The ICO would expect academies to make the information in this document available unless:

- We do not hold the information
- The information is exempt under one of the FOI exemptions or Environmental Information Regulations (EIRs) exemptions, or its release is prohibited under another statute
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release
- The information would have safeguarding implications if released

Our published scheme will provide information already available to the general public via the academy trust website or individual school websites within the academy trust. Some items can also be made available via a hard copy upon request to the Create Learning Trust office.

Create Learning Trust does not charge for information if it is accessible via the Create Learning Trust website, or the Cuddington, Sandiway or Little Leigh primary school website. Charges for reproducing information via other formats such as paper copies may be chargeable – any applicable costs are outlined in the Schedule of Charges in the Freedom of Information Publication Scheme Policy.

## 2. Requesting Information

If you would like to request a hard copy of any of the documents within the scheme, please contact the Create Learning Trust central office using the following details:

Email – [operations@createlearning.co.uk](mailto:operations@createlearning.co.uk)  
Telephone - 01270360030

If you would like to request information and it is not available via this publication scheme, the Create Learning Trust website or the individual schools websites, please email [operations@createlearning.co.uk](mailto:operations@createlearning.co.uk) and we will endeavor to process your request as quickly as possible.

### 3. Paying for Information

All information listed on all websites associated with Create Learning Trust is free of charge to download. Information is accessible via any internet browser.

Single copies of information covered by this publications scheme are provided free unless stated otherwise in later in the scheme. In the event of a request requiring a substantial amount of copying or a large postage charge, we will respond via email to inform you of the cost as per individual request. If there is a charge for a particular request in terms of information, this is detailed in the table below under the costs column.

### 4. Classes of Information Currently Published

**Class one** – who are we and what we do (organisational information, structures and contacts) (current information only)

	<b>How the information can be obtained?</b>	<b>Cost</b>
<b>Instrument of Governance</b> A record of the name and category of each and the name and constitution of the Trustees Board	Via the CLT website	Free
<b>Who is who in the school – staffing structure</b>	Via CLT website and schools website	Free
<b>Trust Board</b> The names and contact details of the Directors	CLT website, Companies House, GIAS	Free
<b>Individual Academy Session Times and Term Dates</b>	Individual School Websites	Free
<b>Location and Contact Information</b> The address, telephone number and website for the individual schools with the names of key personnel	School websites and CLT website under 'Our Academies' tab	Free

**Class two** – What we spend and how we spend it (financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous two financial years as a minimum)

	<b>How the information can be obtained?</b>	<b>Cost</b>
<b>Trust Budget</b> Budget distributed via the ESFA Annual income and expenditure returns	Annual Accounts published on CLT website Companies House	Free
<b>Capital Funding and information on related building projects and other capital projects</b>	Annual Accounts published on CLT website Companies House	Free
<b>Additional Funding</b> Income generation and other sources of funding	Annual Accounts published on CLT website Companies House	Free
<b>Procurement and Contracts</b> Procedures for procuring goods and services Details of contracts that have gone through a formal tendering process	Request to CLT central office.	Chargeable

<b>Pay Policy</b>	CLT website	Free
<b>Governors/Trustees Allowances</b>	Request to CLT central office	Chargeable
Allowances and expenses that can be claimed or incurred		
<b>Staff Allowances</b>	Request to CLT central office	Chargeable

**Class three - what are our priorities and how are we doing (strategies and plans, performance indicators, audits, inspections and reviews. Current information as a minimum)**

	<b>How the information can be obtained?</b>	<b>Cost</b>
<b>School Profile</b> Latest Ofsted report School performance data	School websites, GIAS, DfE school performance data websites	Free
<b>Performance Management</b> Policy and procedures adopted by the CLT	Via request to the CLT central office	Chargeable
<b>Future Plans</b> Any major proposals for the future of the Trust/Academies	Via request to the CLT central office	Chargeable
<b>Child Safeguarding Policies and Procedures</b> Documents in place to ensure functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issues by the Secretary of State	Via CLT website under 'policies' tab. Each school in the MAT has an in date safeguarding policy available to view on their school website under 'policies'.	Free

**Class four - how we make decisions (Current and previous three years as a minimum)**

	<b>How the information can be obtained?</b>	<b>Cost</b>
<b>Admission Policy/Decisions</b> Arrangements and procedures including information about the right of appeal	CLT website School websites	Free
<b>Minutes of the Local Governing Body and Trust Board Meetings</b> Minutes, agendas and papers considered at such meetings with the exception of information that is properly considered to be private to the meeting	Request to CLT central office	Chargeable

**Class five - our policies and procedures (written protocols, policies and procedures for delivering our services and responsibilities. Current information only)**

	<b>How the information can be obtained?</b>	<b>Cost</b>
<b>Trust/Academy Policies.</b> Health & Safety Policy Complaints Procedure SEND Policy Charging Regimes and Policies	CLT website School websites	Free
<b>Human Resources Policies and Procedures</b>	Request to CLT central office	Chargeable

## Class six – lists and registers (currently maintained lists and registers only)

	How the information be obtained?	Cost
<b>Curriculum information and statutory instruments</b>	CLT website School websites	Free
<b>Disclosure logs</b> Logs of information provided in response to requests	Inspection only – contact CLT office	Inspection only
<b>Asset Registers</b>	Inspection only – contact CLT office	Inspection only
<b>Any information the Trust is currently legally required to hold in publicly available registers. NOT INCLUDING ATTENDANCE REGISTERS</b>	Request to CLT office	Chargeable
<b>The Services Individual Academies Offer e.g.</b> Extra-curricular activities Academy publications	Request to CLT office	Free
<b>School publications and Newsletters</b>	School websites Request to CLT office	Free

## 5. Feedback and Complaints

At Create Learning Trust, we are always willing to listen to any comments, queries or suggestions that may exist around our Freedom of Information Publication Scheme.

Any comments regarding our Publication Scheme must be initially emailed to Kier Glover (Director of Operations) using the following email: [operations@createlearning.co.uk](mailto:operations@createlearning.co.uk).

If you wish to make a complaint, please follow the Create Learning Trust complaints procedure, made available on the Create Learning Trust websites under the 'policies' tab.

In the event of you feeling unsatisfied with the assistance you have received from us and you have not been able to resolve your complaint and you feel that you would like to make a formal complaint, please address this to:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Enquiry Information Line: 01625 545700  
Email: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)

## 6. Contact details

Chief Executive Officer	Susan Walters <a href="mailto:ceo@createlearning.co.uk">ceo@createlearning.co.uk</a>
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