Freedom of Information Publication Scheme

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Together, pursuing life in all its fullness

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V1.1	February 2022	Louise Beale	Update to AGC terminology, registered office address and minor changes to schedule in section 5.
V1.2	March 2024	Louise Beale	Reviewed with minor updates
V1.3	August 2026	Deb Bacon	Reviewed with minor updates

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1 Introduction

The Diocese of Coventry Multi Academy Trust (the "Trust") and its academies are committed to making information about its operation and organisation generally available to the public, either through published documents (including those published on the Trust's and its academies' websites), or upon request.

In accordance with the Freedom of Information Act 2000, the Trust is required to have an approved Publication Scheme. The Trust has adopted the Model Publication Scheme prepared and approved by the Information Commissioner. The Model Publication Scheme may be adopted without modification by any public authority without further approval and will be valid until further notice.

In addition to the Model Publication Scheme, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the Scheme. This information can be found in the Schedule of Available Information.

This Publication Scheme should be read in conjunction with our Freedom of Information Policy which can be found on the Trust website.

2 How to Obtain Information

The Trust will make available the information it holds whether or not listed in the Publication Scheme unless the information is identified as not being available under one of the exemptions provided for by the legislation.

Requests for information must be made in writing, by email or letter, to the Trust's Head of Operations and Compliance, and should include the enquirers name and correspondence address, state what information is required and marked 'Publication Scheme Request':

Email: dpo@covmat.org

Post: DPO, The Diocese of Coventry Multi Academy Trust
c/o St James CofE Academy, Barbridge Road, Bulkington, Bedworth, CV12 9PF

3 Complaints

If you are unhappy with the response you receive to your request, you should contact the Trust by email or letter at the address given above.

If you are unhappy with the response to your complaint, you may ask the Trust to carry out an internal review by writing to the Chair of the Board of Directors at the address given above. Your complaint or request for an internal review should be made within 40 days of the receipt of the original response and the Trust will reply within 20 working days of receipt.

If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Information Commissioners Office. Their contact information can be found on their website: http://www.ico.gov.uk

4 Publication Scheme

This Publication Scheme commits the Trust to make information available to the public as part of its normal business activities. The information covered is included in the classes of information set out below, where this information is held by the Trust and its academies. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The Scheme commits the Trust and its academies:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and its academies and falls within the classifications below.
- To specify the information which is held by the Trust and its academies and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine information in line with the statements contained within this Scheme.
- To 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.
- To review and update on a regular basis the information the Trust and its academies makes available under this Scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this Publication Scheme available to the public.

The Information we provide falls into the following categories:

CLASS 1	Who we are and what we do	Organisational information, locations and contacts, constitutional and legal governance.
CLASS 2	What we spend and how we spend it	Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
CLASS 3	What our priorities are and how we are doing	Strategy and performance information, plans, assessments, inspections and reviews.
CLASS 4	How we make decisions	Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

CLASS 5	Our policies and procedures	Current written protocols for delivering our functions and responsibilities.
CLASS 6	Lists and registers	Information held in registers required by law and other lists and registers relating to the functions of the Trust and its academies.
CLASS 7	The services we offer	Information about the services the Trust and its academies provide including leaflets, guidance, and newsletters.

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 is difficult to access for similar reasons.

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

- The Trust will indicate clearly to the public what information is covered by this Scheme and how it can be obtained.

- Where it is within the capability of the Trust and its academies, information will be provided on one or more websites. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust and its academies will indicate how information can be obtained by other means and provide it by those means - see Schedule of Available Information.

- In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged 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. Where the Trust and its academies are legally required to translate any information, this will be done.

- 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.

Charges which may be made for Information published under this Scheme:

- The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the

Trust and its academies for routinely published material will be justified and transparent and kept to a minimum. For details of charging, please refer to the document 'Freedom of Information Policy', which can be found on the Trust's website: www.covmat.org

- Material which is published and accessed on a website will be provided free of charge.

- Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:
  (a) Photocopying
  (b) Postage and packaging
  (c) The costs directly incurred as a result of viewing information.

- Charges may also be made for information provided under this Scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

- If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests - Information held by the Trust and its academies 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.

5 Schedule of Available Information

Information to be Published (Please note this is intended as a guide only and is not an exhaustive list)	**How the Information can be obtained**	**Cost**
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Trust Members	Website	Free
Trust Articles of Association	Website	Free
Trust Funding Agreement	Website	Free
Names of key personnel within the Trust including their contact details	Website	Free
Who's who on the Trust board of Directors/Trustees and the basis of their appointment	Website	Free
Contact details for the Chair of the Board of Directors	Available upon request via email: info@covmat.org	Free
Trust Values and Ethos statement	Website	Free
Trust Scheme of Delegation	Website	Free
List of Academy Governance Committee (AGC) Members	Academy websites	Free

Names of key personnel with each Academy and their contact details	Academy websites	Free
Academy prospectus	Academy websites (When issued)	Free
Academy session times and term dates	Academy websites	Free
Names, Addresses and contact details of academies within the Trust.	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Trust Annual budget plan and financial statements	Website	Free
Capital funding (contained within financial audit reports)	Website	Free
Financial audit reports	Website	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical (Contained within financial audit reports)	Website	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 or diocese) (Contained within financial audit reports)	Website	Free
Trust employee Pay Policy	Website	Free
Gender Pay Gap report	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.	Website	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.	Available on request	Free
Directors and AGC Members allowances that can be incurred or claimed, and a record of total payments made to individual Directors or AGC Members	Available on request	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
Academy profiles including performance data supplied to the English Government and OFSTED reports (summary and full report)	Academy websites	Free
Performance management policy and procedures.	Website	Free
Performance data or a direct link to it	Academy websites	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	Academy websites	Free
Safeguarding and child protection	Academy websites	Free

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	Academy websites	Free
Agendas and minutes of meetings of the Directors (NB this will exclude information that is properly regarded as private to the meetings).	Available on request	Free
Agendas and minutes of meetings of the Academy Governance Committees. (NB this will exclude information that is properly regarded as private to the meetings).	Available on request from academies	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Records management and personal data policies, including: Information security policies Records retention, destruction and archive policies Data protection (including information sharing policies)	Website	Free
School policies	Academy websites	Free
Safeguarding and child protection	Academy websites	Free
Policies and procedures	Website	Free
Complaints policy and procedures	Website	Free
Charging regimes and policies	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	Available on request from academies	Free
Asset register	Available on request from academies	Free
Any information the school is currently legally required to hold in publicly available registers	Available on request from academies	Free
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		
Extra-curricular activities	Academy websites	Free
Out of school clubs	Academy websites	Free
Services for which the school is entitled to recover a fee, together with those fees	Academy websites	Free
School publications, leaflets, books and newsletters	Academy websites	Free