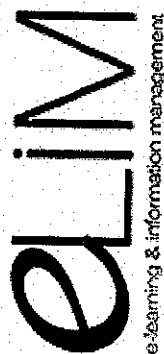


Freedom of Information scheme

Baltonsborough CE VC Primary School



Approved by:	Policy Reading Group	Date: January 2023
Last reviewed on:	January 2023	
Next review due by:	January 2027	



Freedom of Information Publication Scheme for Baltonsborough CE VC Primary School and Little Pips

Who we are and what we do

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	Prospectus and Website	NA
Instrument of Government/Articles of Association	Available through School Office	
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	Prospectus and Website	
School prospectus	Website and School Office	
Annual Report	Prospectus and Website	
Staffing structure	School Office	
School session times and term dates	Full Governing Body Minutes	
Address of school and contact details, including email address.	Prospectus and Website	

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What we spend and how we spend it

Information to be published.	How the information can be obtained	Cost
Annual budget plan and financial statements	Business and Finance Committee Minutes	NA
Capital funding	Business and Finance Committee Minutes	
Financial audit reports	Business and Finance Committee Minutes	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Business and Finance Committee Minutes	
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).	School Office	
Pay policy	School Office	
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.	NA	
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.	School Office	
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	Policy available through School Office	

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What our priorities are and how we are doing

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: • Performance data supplied by the government, or a direct link to the data • The latest Ofsted - Summary - Full report • Post-inspection action plan Performance management policy and procedures adopted by the governing body. The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status Safeguarding and child protection	Full Governing Body Minutes Website Ofsted site School Office Website FGB Minutes Website	

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How we make decisions

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	NA
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).	School Office	

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Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	Website and School Office	NA
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website and School Office	
Equality and diversity policies	Website and School Office	
Policies and procedures for the recruitment of staff	Website and School Office	
Charging regimes and policies.	Website and School Office	

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Lists and Registers

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	Available via School Office	NA
Disclosure logs	Available via School Office	
Asset register	Available via School Office	
Any information the school is currently legally required to hold in publicly available registers	Available via School Office	

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The services we offer

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Prospectus and Website	NA
Out of school clubs	Prospectus and Website	
Services for which the school is entitled to recover a fee, together with those fees	Prospectus and Website	
School publications, leaflets, books and newsletters	Prospectus and Website	
Services for which the school is entitled to recover a fee, together with those fees	Prospectus and Website	

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @0.26p per sheet (black & white)	Actual cost
	Photocopying/printing @ 2.3p per sheet (colour)	Actual cost
	Postage 56P	Actual cost of Royal Mail standard 2 nd class