



Freedom of Information Act 2000 Publication Scheme

Richard Huish Trust



Policy owner	Data Protection Officer
Approving board/ committee	Trust Board
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1. Introduction

1.1 The Richard Huish Trust (the Trust) is established by Richard Huish College to provide governance and oversight to those academies that are part of the Trust. These include:

- i. The Taunton Academy,
- ii. West Buckland Primary
- iii. North Curry CofE Primary
- iv. Nerrols Primary and Nursery
- v. North Town Primary
- vi. Lyngford Park Primary
- vii. Richard Huish College

2. Legal Requirement

Adopting a publication scheme is a requirement of the Freedom of Information Act 2000. This Act promotes greater openness and accountability across the public sector by requiring all 'public authorities' to make information available proactively, through a publication scheme.

'Public authorities' are defined in the Act and includes all schools, including academies and free schools.

3. What is a publication scheme?

A publication scheme is a document which describes the information a public authority publishes, or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the public authority's commitment to make available the information described.

A publication scheme must set out the classes, or categories, of information published. It must also make clear how the information described can be accessed and whether or not charges will be made.

4. The 'model' publication scheme for further education

The Richard Huish Trust has adopted the model publication scheme developed for maintained and other state funded schools in England, including academies and free schools, and is therefore committed to publishing the information it describes.

The purpose of the model is to save institutions duplicating effort in producing individual schemes and to assist the public in accessing information from across the sector. Schools are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt.

The Board of Directors is responsible for the maintenance of the scheme.

5. Who we are

Richard Huish Trust is a charitable company limited by guarantee and is also known as an exempt charity. Company No. 9320523 Registered Office: Richard Huish College, South Road, Taunton, TA1 3DZ.

The Trust has a clear vision ***Delivering Exceptional Education***. The Trust is uniquely placed to enable young people's progression throughout their school career and beyond into further or higher education, training and employment.

The Trust aims to nurture the individuality of its member schools, identifying the areas of strength and distinctive features of the local community in order to promote sustainable improvement. The Multi Academy Trust (MAT) model offers a school the potential to retain its unique characteristics and to maintain its own local governing body; this model also offers head teachers a high degree of autonomy in the work of leading their schools, with the freedom to focus on teaching and learning.

6. Accessing information covered by the publication scheme

The classes of information we publish are described in the second part of the scheme. Under each class we have indicated the manner in which the information described will be available.

Wherever possible, information will be provided on a website. Where this is impracticable or an individual does not wish to access the information via a website, we will indicate how the information can be obtained by other means and provide it by those means.

The purpose of the scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

We have also indicated whether charges apply to material in each class.

To request information available through our publication scheme, please contact **Helen Wells, RHT Governance Specialist** by email hewells@huish.education

7. What about information not covered by the publication scheme?

You have the right, under the Freedom of Information Act 2000, to request any information held by a public authority which it has not already made available through its publication scheme.

Requests have to be made in writing and, in general, public authorities have 20 working days to respond. They may charge a fee, which has to be calculated according to Fees Regulations. They will not be required to release information to which an exemption in the Act legitimately applies. However, public authorities may be required to explain to the applicant why they are not releasing information and they may also have to justify this to the Information Commissioner.

8. Feedback

It is important that this publication scheme meets your needs. If you find the scheme difficult to understand, please let us know. We also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent in writing to Helen Wells, Governance Specialist, hewells@huish.education or Richard Huish College, South Road, Taunton, Somerset TA1 3DZ.

If we are unable to resolve any complaint, you can complain to the Information Commissioner, the independent body who oversees the Freedom of Information Act:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

e:mail: <https://ico.org.uk/global/contact-us/email/>

website: <https://ico.org.uk/>

9. Further information

More information about the Freedom of Information Act is available on the Information Commissioner's website at: www.informationcommissioner.gov.uk

10. Sources

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>

<https://ico.org.uk/media/for-organisations/documents/1235/definition-document-schools-in-england.pdf>

**GUIDE TO INFORMATION AVAILABLE FROM THE RICHARD HUIST TRUST AND ITS SCHOOLS
UNDER THE PUBLICATION SCHEME**

Class 1: Who we are and what we do - Organisational information, structures, locations and contacts (current information only)	
Information Available	How the Information can be Obtained
Articles of Association Memorandum of Association	RHT website https://www.huish.education/governance-documents/
RHT Master Funding Agreement Supplemental Funding Agreements	Available on request Individual schools' websites and RHT website
School prospectus and curriculum	Individual schools' websites
Who's who on the Richard Huish Trust and the basis of their appointment	RHT website
School session times, term dates and holidays	Individual schools' websites
Location and contact information - address, telephone number and website	Individual schools' websites

Class 2: What we spend and how we spend it – Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts (current and previous 2 financial years)	
Information Available	How the Information can be Obtained
Company accounts that have been filed with Companies House – Directors' Report and Financial Statements	RHT website https://www.huish.education/governance-documents/
Annual budget plan and financial statements, including items of expenditure over £5,000	Available on request
Capital funding – building and other capital projects	Available on request
Additional funding – income generation schemes and other sources of funding	Available on request
Financial audit reports	Available on request
Procurement procedures and contracts which have gone through a formal tendering process	Available on request
Pay policy for teachers' pay	Available on request
Staff allowances and expenses	Available on request
Staff pay and grading structure, including salaries for senior staff earning £60,000 or above	Available on request
Governors' allowances – details of allowances or expenses that can be claimed	Available on request

Class 3: What are priorities are and how we are doing – Strategies and plans, performance indicators, audits, inspections and reviews (current information only)	
Information Available	How the Information can be Obtained
Performance data supplied to the government	Available on request

Class 3: What are priorities are and how we are doing – Strategies and plans, performance indicators, audits, inspections and reviews (current information only)	
Information Available	How the Information can be Obtained
Latest Ofsted report	Ofsted website http://www.ofsted.gov.uk/inspection-reports/find-inspection-report Individual schools' websites
SIAMS report (if applicable)	Individual schools' websites (where applicable)
Performance management information – policy and procedures adopted by the Trust	Individual schools' websites
The Trust's future plans, including Strategic Plan	Available on request – if not confidential
Safeguarding and child protection – policies and procedures and government guidance	Individual schools' websites https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
Annual Send Report	Individual schools' websites

Class 4: How we make decisions – decision making processes and record of decisions (current and previous 3 years)	
Information Available	How the Information can be Obtained
Admissions policy/decisions – admission arrangements, including right of appeal	Individual schools' websites
Minutes of meetings of the Trust Board and its committees – minutes, agendas and papers, with the exception of confidential information	Available on request

Class 5: Our Policies and Procedures – current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	
Information Available	How the Information can be Obtained
Trust statutory policies and procedures School statutory policies and procedures	RHT website Individual schools' websites
Records management and personal data policies, including information security, record retention, data protection and data sharing	Individual schools' websites
Equality and diversity, including policies relating to equal opportunities	RHT website Individual schools' websites
Staff recruitment policies and procedures	Individual schools' websites
Charging regime and policies	Individual schools' websites

Class 6: Lists and Registers (current information only)	
Information Available	How the Information can be Obtained
Curriculum circulars and statutory instruments sent to the Head Teacher/Governing Body concerning the curriculum	Available on request
Disclosure logs – log of disclosures made under freedom of information	Available on request
Asset register	Available on request
Any information a school is currently legally required to hold in publicly available registers	Available on request
Register of Interests	On RHT website

Class 7: The services we offer – information about the services the Trust schools provide, including leaflets, guidance and newsletters (current information only)	
Information Available	How the Information can be Obtained
Extra curricular activities	Individual Schools' websites
Out of school clubs	Individual Schools' websites
School publications	Individual Schools' websites
Services for which the school is entitled to charge a fee	Individual Schools' websites
Leaflets, books and newsletters	Individual Schools' websites

Schedule of Charges

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

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying/printing @10p per sheet (black and white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		

*The actual cost incurred by the public authority