

GUIDE TO INFORMATION AVAILABLE FROM THE VENN ACADEMY TRUST UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Organisational information, structures, locations and contacts		
This will be current information only		
Memorandum and Articles of Association	Trust Website	No charge
Master Funding Agreement	Trust Website	No charge
Annual Return	Trust Website	No charge
List of the names of the Trustees and Members of the Trust	Trust Website	No charge
Staffing structure - names of key personnel	Academy Website	No charge
Academy Prospectus (if applicable)	Academy Website	No charge
Contact details for the Headteacher and the Board of Trustees	Trust and Academy Website	No charge
Location and contact information – address and telephone number	Trust and Academy Website	No charge
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 two financial years as a minimum		
Annual budget plan and financial statements	Hard Copy requested via Main Office	Schedule of Charges
Annual Accounts (published by 31 May each year)	Trust Website	No charge
‘Value for money statement’ from the academy trust’s accounting officer, explaining how the trust has secured value for money during the financial year	Trust Website	No charge
Capital funding – details of capital funding allocated to the Academy along with information on related building projects and other capital projects	Hard Copy requested via Main Office	Schedule of Charges
Additional funding – income generation schemes and other sources of funding	Hard Copy requested via Main Office	Schedule of Charges
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard Copy requested via Main Office	Schedule of Charges
Staffing and grading structure	Hard Copy requested via Main Office	Schedule of Charges
Pay policy – a statement of the Academy’s policy on procedures regarding teachers’ pay	Hard Copy requested via Main Office	Schedule of Charges
Trustees’ allowances – Details of allowances and expenses that can be claimed or incurred	Hard Copy requested via Main Office	Schedule of Charges



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Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) This will be current information only		
Academy profile including a statement of our ethos and values	Academy Website	No charge
Performance management policy and procedures adopted by the Trustees	Hard Copy requested via Main Office	Schedule of Charges
Academy Improvement Plan	Hard Copy requested via Main Office	Schedule of Charges
Safeguarding policies and procedures	Academy Website	No charge
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Agendas of Trustee meetings and (if held) its sub-committees	Hard Copy requested via Main Office	Schedule of Charges
Minutes of meetings (as above) – N.B. This will exclude information that is properly considered to be private	Hard Copy requested via Main Office	Schedule of Charges
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Academy wide policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Academy Website Hard Copy requested via Main Office	No charge Schedule of Charges
Records management and personal data policies, including: <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard Copy requested via Main Office Academy Website	Schedule of Charges No charge

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	Hard Copy requested via Main Office	Schedule of Charges
Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff and details of vacancies	Hard Copy requested via Main Office	Schedule of Charges
Class 6 - Lists and Registers Currently maintained lists and registers only		
Asset register	Hard Copy requested via Main Office	Schedule of Charges
Any information the Trust is currently legally required to hold in publicly available registers	Trust Website or Hard Copy requested via Trust's Registered Office	Schedule of Charges
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		
Academy publications	Academy Website or Hard Copy requested via Main Office	No charge (website) or Schedule of Charges
Services for which the Academy is entitled to recover a fee, together with those fees	Academy Website	No charge
Leaflets, booklets and newsletters	Academy Website or Hard Copy requested via Main Office	No charge (website) or Schedule of Charges

Schedule of Charges

This describes the charges which will be made.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ [6p] per sheet (black & white)	Actual cost incurred by the Academy
	Photocopying/printing @ [10p] per sheet (colour)	Actual cost incurred by the Academy
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation