KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM

Freedom of Information Publication Scheme

Responsible Board/Committee	Academy Trust Board
Policy Type	AT Policy
Policy Owner	Risk and Compliance
Statutory	Yes
Publish Online	Yes
Last Review Date	November 2026
Next Review Date	November 2027
Version	1

1. Introduction: what a publication scheme is and why it has been developed

The Freedom of Information Act 2000 (FOIA) promotes openness and accountability within public authorities.

As an academy trust, the Trust is subject to the Freedom of Information Act 2000 and is committed to making information about its activities readily available to stakeholders and the wider public.

This Publication Scheme has been adopted in accordance with the Information Commission (ICO) Model Publication Scheme. It sets out the information that the Trust routinely publishes, how that information can be accessed, and whether any charge will apply.

The Trust aims to make as much information as possible available proactively through its website and the websites of its academies, reducing the need for individual requests under the Freedom of Information Act.

Information published under this scheme will be reviewed on a regular basis to ensure that it remains accurate, relevant, and up to date.

2. About this scheme

This Publication Scheme:

- identifies the classes of information that the Trust publishes;
- explains how information can be obtained;
- sets out any charges that may apply;
- supports the Trust's commitment to openness and accountability; and
- complies with the Information Commissioner's Office Model Publication Scheme.

The scheme covers information held by the Trust in both paper and electronic formats.

Information may be withheld where an exemption applies under the Freedom of Information Act 2000 or where disclosure would breach another legal obligation, including data protection legislation.

3. Availability of Information

Information covered by this scheme will normally be available through:

the Trust website;

- individual academy websites;
- published reports and statutory disclosures;
- printed documents available on request; and
- information provided upon request.

Where information is not already available through this scheme, a separate Freedom of Information request may be submitted in writing.

4. Charges

Information published on the Trust website is available free of charge.

The Trust reserves the right to charge for:

- photocopying;
- printing;
- postage and packaging;
- reproduction of documents; and

- the provision of information in alternative formats where additional costs are incurred.

Any charge will be communicated before the information is provided.

Charges will be calculated in accordance with the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

5. Classes of Information.

Class 1 – Who we are and what we do: Information about the Trust's structure, governance, and responsibilities.
• Articles of Association; • Funding Agreements; • Trust governance structure; • information about Members and Trustees; • committee structures and terms of reference; • Trust leadership structure; • executive and senior leadership teams; • organisation charts; • academy contact details; • academy opening times and term dates; • Trust vision, mission and values; and • Information about the academies operated by the Trust. **How available:** • Trust website • Academy websites • Available on request

Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure.
• annual reports and audited accounts; • annual budgets; • financial statements; • ESFA and Department for Education financial disclosures; • procurement and purchasing procedures; • contract information where publication is appropriate; • capital investment projects; • financial audit reports; • executive pay disclosures; • staff pay and grading structures; • grant funding information; • pupil premium reporting; and • other financial transparency information required by legislation or regulation.

How available:

- Trust website
- Available on request

Class 3 – What our priorities are and how we are doing

Information about strategic planning, performance, and outcomes.

- Trust strategic plans;
- annual objectives;
- school improvement priorities;
- educational performance data;
- examination and assessment information;
- Ofsted reports;
- self-evaluation information where publication is appropriate;
- annual performance reports;
- quality assurance information;
- consultation documents; and
- annual impact reporting

How available:

- Trust website
- Academy websites
- Available on request

Class 4 – How we make decisions.

Information about the decision-making processes and governance arrangements of the Trust

- Trust Board agendas;
- Trust Board minutes;
- committee agendas and minutes;
- local governing body minutes where applicable;
- consultation papers;
- reports considered by trustees;
- governance decisions suitable for publication;
- admissions arrangements;
- consultation outcomes; and
- Governance framework documents.

Confidential information and information exempt from disclosure will not be published.

How available:

- Trust website
- Available on request

Class 5 – Our policies and procedures
Current policies, procedures, and protocols.

Governance and Accountability

- Scheme of Delegation
- Terms of Reference
- Trustee Code of Conduct
- Governor Code of Conduct

Human Resources

- Recruitment Policies
- Pay Policies
- Capability Procedure
- Disciplinary Procedure
- Grievance Procedure
- Whistleblowing Policy

Education

- Admissions Policy
- Behaviour Policy
- Attendance Policy
- SEND Policy
- Curriculum Policies

Safeguarding and Welfare

- Child Protection and Safeguarding Policies
- Health and Safety Policy
- First Aid Policy

Information Governance

- Data Protection Policy and Retention Schedule
- Information Security Policy
- CCTV Policy

Equality and Inclusion

- Equality Information and Policies
- Accessibility Information

How available:

- Trust website
- Academy websites
- Available on request

Class 6 – Lists and Registers
Information contained in publicly available registers maintained by the Trust.

- Register of Interests for Trustees and Governors;
- asset registers where disclosure is appropriate;
- statutory registers;
- publications and circulars; and
- any other public register maintained by the Trust.

Where disclosure restrictions apply, appropriate redactions will be made.

How available:
- Trust website
- Available on request

Class 7 – Services We Offer
Information about the services provided by the Trust and its academies

- educational provision;
- curriculum information;
- extracurricular activities;
- careers education and guidance;
- community facilities;
- lettings information;
- academy prospectuses;
- newsletters;
- parental engagement services;
- support services; and
- services for which a charge may be made.

How available:
- Trust website
- Academy websites

6. Requests for Information

If the information you are seeking is not available through this Publication Scheme, you may make a request for information under the Freedom of Information Act 2000.

Requests should:

- clearly describe the information requested;
- include the name and correspondence address of the applicant (an email address is acceptable); and
- be submitted in writing, either by email to riskandcompliance@kevibham.org or by post to:

Information Governance and Data Protection Lead
Foundation Office
Edgbaston Park Road
Birmingham
B15 2UD

The Trust will respond to requests in accordance with the requirements of the Freedom of Information Act 2000, normally within 20 school days or 60 working days, whichever is sooner.

7. Complaints and Internal Review

If you are dissatisfied with the Trust's response to a request for information, you may request an internal review.

Requests for an internal review should normally be submitted within 40 working days of the date of the Trust's response.

The Trust will conduct an internal review of the handling of your request and will notify you of the outcome in writing. The Trust aims to complete internal reviews within 20 working days, although more complex cases may take up to 40 working days.

If you remain dissatisfied following the outcome of the internal review, you have the right to complain to the Information Commission (ICO).

8. Information Commission (ICO)

Information Commission
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

Appendix : Guide to Published Information

Information	Location
Governance Structure	Trust Website
Trustees and Members	Trust Website
Register of Interests	Trust Website
Articles of Association	Trust Website
Funding Agreement	Trust Website
Annual Report and Accounts	Trust Website
Key Trust Policies	Trust Website
School Policies	Academy Websites
Ofsted Reports	Academy Websites
Admissions Arrangements	Academy Websites
Performance Information	Academy Websites
Contact Information	Trust Website