

Publication Scheme

Fairfax Multi-Academy Trust

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1. Freedom of Information Act

- 1.1. This publication scheme commits then Trust to make information available to the public as part of its normal business activities.
- 1.2. The information covered is included in the classes of information mentioned below, where this information is held by the Trust.
- 1.3. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.
- 1.4. The scheme commits the Trust to:
 - 1.4.1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
 - 1.4.2. To specify the information which is held by the Trust and falls within the classifications below.
 - 1.4.3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
 - 1.4.4. 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.
 - 1.4.5. To review and update on a regular basis the information the Trust makes available under this scheme.
 - 1.4.6. To produce a schedule of any fees charged for access to information which is made proactively available.
 - 1.4.7. To make this publication scheme available to the public.
 - 1.4.8. To publish any dataset¹ held by the Trust that has been requested, and any updated versions it holds, unless the Trust is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work² and the Trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

¹ The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.

² The term 'relevant copyright work' is defined in section 19(8) of the Freedom of Information Act.



2. Classes of information

- 2.1. **Appendix A** details the information available through this publication scheme, this includes;
- 2.1.1. **Who we are and what we do.** Organisational information, locations and contacts, constitutional and legal governance.
 - 2.1.2. **What we spend and how we spend it.** Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.
 - 2.1.3. **What our priorities are and how we are doing.** Strategy and performance information, plans, assessments, inspections, and reviews.
 - 2.1.4. **How we make decisions.** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
 - 2.1.5. **Our policies and procedures.** Current written protocols for delivering our functions and responsibilities.
 - 2.1.6. **Lists and registers.** Information held in registers required by law and other lists and registers relating to the functions of the Trust.
 - 2.1.7. **The services we offer.** Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.
- 2.2. The classes of information will not generally include:
- 2.2.1. 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.
 - 2.2.2. Information in draft form.
 - 2.2.3. 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.

3. The method by which information published under this scheme will be made available

- 3.1. The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 3.2. Where it is within the capability of the Trust, information will be provided on a website. 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



will indicate how information can be obtained by other means and provide it by those means.

- 3.3. 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.
- 3.4. Information will be provided in the language in which it is held or in such other language that is legally required. Where the Trust is legally required to translate any information, it will do so.
- 3.5. 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.

4. Charges which may be made for information published under this scheme

- 4.1. 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 for routinely published material will be justified and transparent and kept to a minimum.
- 4.2. Material which is published and accessed on a website will be provided free of charge.
- 4.3. Charges may be made for actual disbursements incurred such as:
 - 4.3.1. Photocopying.
 - 4.3.2. Postage and packaging.
 - 4.3.3. The costs directly incurred as a result of viewing information.
- 4.4. Charges are as follows;
 - 4.4.1. Photocopies for black and white A4 paper are 10p per page (single sided), 20p per A4 colour page (single sided). Photocopies of black and white A3 paper will be charged at 20p per page (single sided) and 30p per colour page (single sided). Accumulated charges under £5 will not be charged per request.
 - 4.4.2. Postage for standard letters will not be charged. For larger postage charges will be advised and agreed prior to completion of the request.
 - 4.4.3. In accordance with the relevant legislation, administration fees can be charged where a request will take a significant amount of staff time. Such



charges are calculated at £25 per hour with a maximum limit of £450.

- 4.4.4. We are within our statutory rights to refuse to comply with a request where the cost to provide it will exceed 18 hours. Guidance will be given to the requester on how they could refine their request to make it less onerous.
- 4.4.5. Alternatively, we may comply with the request for an extra charge which will be advised to you prior to starting the work. The fee will be payable in full before supplying the information.
- 4.5. Charges may be made for information subject to a charging regime specified by Parliament.
- 4.6. 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.
- 4.7. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the Trust.
- 4.8. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

5. Written requests

- 5.1. Information held by the Trust 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.
- 5.2. To request information not available through this publication scheme detailed in **Appendix A**, you can contact the Trust by sending an email to the Trust's Data Protection Officer (DPO) at dpo@fmat.co.uk.
- 5.3. Alternatively, you can contact the Trust by post, by writing to: **FAO Data Protection Officer (DPO), Fairfax Multi-Academy Trust, Fairfax Road, Sutton Coldfield, Birmingham, West Midlands, B75 7JT.**
- 5.4. The Trust has an internal review procedure for reviewing any disputes or complaints arising from completed requests for information. You can request an internal review by emailing dpo@fmat.co.uk.



Appendix A - Information available under the Publication Scheme

Information to be published	How the information can be obtained	Cost
2.1.1. Who we are and what we do.		
Articles of Association	On request	Refer to section 4
Board Membership and Senior Team Members	Online	No charge
Governance Structure Overview	Online	No charge
Location and Contact Details	Online	No charge
Master and Supplemental Funding Agreements	On request	Refer to section 4
Member and Trustee Register	Online	No charge
2.1.2. What we spend and how we spend it.		
Annual Report and Financial Statements	Online	No charge
Capital Projects	On request	Refer to section 4
Procurement and Contracts	On request	Refer to section 4
2.1.3. What our priorities are and how we are doing.		
Ofsted Inspection Reports	Online	No charge
Performance Tables and Results	Online	No charge
2.1.4. How we make decisions.		
Minutes and Agendas of Board of Trustees (excluding information properly considered as private to the meeting)	On request	Refer to section 4
Minutes and Agendas Sub-committee Meetings (excluding information properly considered as private to the meeting)	On request	Refer to section 4
Scheme of Delegated Authority	Online	No charge
Scheme of Financial Delegation	Online	No charge
2.1.5. Our policies and procedures.		
Trust Statutory Policies, including: Operational, Parent and Students, Health & Safety, Employment, Data Protection and Complaints	Online	No charge
2.1.6. Lists and Registers.		
Registers of Interests	Online	No charge
Register of Gifts and Hospitality provided to Board Members and Senior Staff	On request	Refer to section 4
2.1.7. The services we offer.		
Details of Company Services	Online	No charge
News and Newsletters	Online	No charge

