



**Minerva**  
Learning Trust

## **Trust Freedom of Information Policy**

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## Changes in this edition

Statement of Intent: changed to school days from working days

Charges: amended to inform that the Trust does not have facility to transfer information on digital media

Scope: updated to state that a person must give their real name and to be valid a request must be in writing

Scope: inserted statement that the information requested may not be provided if it contains personal data that cannot be provided under GDPR

Scope: inserted that the Trust will keep a record of all requests under the FOIA

## 1. Statement of Intent

As an education provider, Minerva Learning Trust has an obligation to publish a freedom of information statement outlining how we will meet our duties under the Freedom of Information Act 2000 and associated regulations. The development and effective implementation of this policy fulfils that requirement.

More specifically, this policy outlines:

- How the Trust will respond to requests from individuals for access to information held about them.
- Our policy and procedures for the release and publication of private data and public records.
- Our policy and procedures for providing applicants with advice and assistance throughout the duration of their requests.
- It also clarifies our position regarding the acceptable limit to the costs incurred in response to any request for information and the charging fees for providing such information.
- References to 'working days' means days where the Trust is operationally open (i.e. school days during term time only).
- In writing means in the form of a letter or electronically through the Trust website contact us page or, email to [enquiries@minervalearningtrust.co.uk](mailto:enquiries@minervalearningtrust.co.uk)

## 2. Scope

Minerva Learning Trust is committed to openness and transparency in the provision of information to all persons or organisations who request it. We will provide information promptly, subject to the following conditions, which are based on our duties under the Freedom of Information Act 2000.

Copies of reference documents, such as policy statements and procedural guidance will be provided free of charge or as published in the Model Publication Scheme from the ICO, which the trust has adopted:

[https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf/](https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf)

The Trust will normally confirm within five working days whether it holds the information you request and, where it is held, will provide it within 20 school days.

To be valid your request must be in writing to ensure that we have a clear statement of what is requested. You must also include your real name and a correspondence address.

In some circumstances information may be withheld under one of the exemptions applicable under the legislation.

If you do not accept the reasons for the Trust declining to disclose the information in your request you should write to the Chair of the Trust in the first instance. If you are not happy with the response, you may wish to contact the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk)

Whilst we will provide most information free of charge, we may charge a fee for photocopying/printing/faxing/postage of longer documents where the required information is not listed in our Publication Scheme as being available either free of charge or at a stated charge. If you ask for information in an expensive alternative format, we may charge for this, subject to legislation, such as the Disabilities Discrimination Act. (See '**Charges**' below).

If we intend to charge for providing information, we will tell you in advance what the charge will be (through a fee notice) and will provide the information when we receive payment. The time allowed for us to provide the information (20 working days) does not include the period between the issuing of the fee notice and the receipt of the payment.

The Trust may not be able to provide the information you request for any of the following reasons:

- Where the information requested relates to an opinion and not matters of fact
- The information contains personal data and cannot be disclosed under GDPR
- We do not hold the information
- We are applying an exemption to the disclosure

- It would cost the Trust more than £450.00 to provide the information (this figure is set by Government and is based on the work exceeding 18.5 staff hours to gather the information).

If we are unable to provide the information we will do all we can to advise you as to how you might obtain the information elsewhere or in a different way to keep the cost down.

The Trust will seek advice as necessary to clarify any points or to help resolve any disputes over information requests.

The trust will keep a record of all requests received under the FOIA

### **3. Charges**

The general charge for photocopying, printing, faxing or emailing information as an attachment is 10p per sheet. Postage charges will be at the appropriate rate. For more substantial items, the fee charged depends on whether we estimate that it would cost more or less than £450.00 to provide the information.

In the vast majority of cases the cost will be under £450.00 and we will then charge only for photocopying, printing, faxing and postage. We may also charge for any work required to put the information into the required format, which could involve, for example:

summarising the information;

translating the information into a different language.

Please note that we do not have facility to transfer any request for information onto digital media e.g. USB, CD.

We will not normally charge for providing information in an alternative format where this is requested on grounds of disability

## 4. Publication Scheme

### Classes of information

Information that is available under this scheme includes:

- Who we are and what we do
- What we spend and how we spend it
- What are our priorities and how we are doing?
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

Information which **will not** be made available under this scheme includes:

- 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.
- Information in draft form, or notes, documents in older versions, emails or other correspondence.
- 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.
- Information that contains personal data and cannot be published under GDPR

### How to request information

Information will be delivered electronically where possible to reduce cost but, paper copies can be provided by contacting the Trust using the following contact details.

To enable us to process your request quickly, please mark all correspondence:

“FREEDOM OF INFORMATION REQUEST” and address to;  
Minerva Learning Trust  
7 Shay House Lane  
Stocksbridge  
Sheffield  
S36 1FD

### Information Guide

This is not an exhaustive list but, outlines the types of information available and where to find it. If the information you require is not listed, you should make contact with the Trust at the address given above.

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
Who's who in the Trust/School	Website (Trust) Hard or electronic copy (Schools)	Free or 10p per page
Who's who on the governing body / board of governors and the basis of their appointment	Website	Free
Articles of Association	Trust website statutory information	Free
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	Website	Free
Staffing structure	Electronic copy	Free
School session times and term dates	Electronic copy or hard copy(Schools)	Free or 10p per page
Address of school and contact details, including email address.	Website	
<b>Class 2 – What we spend and how we spend it</b>		
Finance Policy and financial scheme of delegation	Electronic copy or hard copy(Schools)	Free or 10p per page
Current and prior year Annual Accounts and financial statements	Website	Free
Pupil Premium	Website (School)	Free
Audit reports (Trust)	Electronic copy or	Free or

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
	hard copy(Schools)	10p per page
Procurement and contracts	Electronic copy or hard copy(Schools)	Free or 10p per page
Pay policy	Electronic	Free
Remuneration of key personnel	Annual Accounts – website	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Annual Accounts – website	Free
<b>Class 3 – What our priorities are and how we are doing</b>	Website, electronic or hard copy	Free
School profile <ul style="list-style-type: none"> <li>• Performance data</li> <li>• The latest Ofsted report</li> <li>• Post-inspection action plan</li> </ul>	Website and hard/electronic on request	Free download or 10p per page if printed
Performance management policy and procedures adopted by the Trust/Governing body.	Hard or electronic copy	Free download or 10p per page if printed
Performance data or a direct link to it	Website	Free
The Trust's future plans; for example, proposals for and any consultation on the future growth of the Trust	Website (strategic plan)	Free
Safeguarding and child protection	Website	Free
<b>Class 4 – How we make decisions</b>		

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
(Decision making processes and records of decisions)		
Admissions policy	Website	Free
Agendas and minutes of meetings of the Trust Board/Governing Body and its committees. (excludes information that is properly regarded as private to the meetings).	Electronic	Free
<b>Class 5 – Our policies and procedures</b>		
Statutory policies	Website	Free
All other non-statutory policies	Electronic	Free
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Electronic	Free
Charging and Remissions policy	Website	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (excludes attendance registers).		
Admissions register	Available by inspection only	Free
Curriculum circulars and statutory instruments		
Disclosure logs	Electronic	Free
Asset register	Electronic	Free
Any information the school is currently legally required to hold in publicly available registers	Electronic	Free
<b>Class 7 – The services we offer</b>		

<b>Information</b>	<b>How the information can be obtained</b>	<b>Cost</b>
(Information about the current services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Extra-curricular activities	Website, electronic or hard copy	Free download or 10p per page if printed
Services for which the school is entitled to recover a fee, together with those fees	Charging and remissions policy – website	Free
School publications, leaflets, books and newsletters (note: newsletters and other relevant communications are free to parent/carer)	Website, electronic or hard copy	Free download or 10p per page if printed

## **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 10p per sheet (mono)	Cost per contract copy plus cost of paper plus preparation cost
	Photocopying/printing @ 10p per sheet (colour)	Cost per contract copy plus cost of paper plus preparation cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Maximum Fee</b>	£450	In accordance with ICO and based on 18.5 hours of work