St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

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Other relevant policies:	
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1.1	6.2.23		Reviewed by KH 07.11.22 and subsequently by PWP. Minor grammatical amendment plus addition of first paragraph re vision	Feb 2024
1.2	5.2.24	FGB Mins 5.2.24	Date/version numbers updated	Feb 2025
1.3		S&C 29.4.25 FGB 19.5.25	Update version number and dates	May 2026
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St John and St Nicolas Schools Federation
Freedom of Information Publication Scheme

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community. The governing board is responsible for maintenance of this scheme.

1: Introduction: what a publication scheme is and why it has been developed
This publication scheme commits St John and St Nicolas Schools Federation to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the federation.
The scheme commits the federation:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the federation and falls within the classifications below
- To specify the information which is held by the federation and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- 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
- To review and update on a regular basis the information the federation makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public
- To publish any dataset held by the federation that has been requested, and any updated versions it holds, unless the federation 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 but not modification; and, if any information in the dataset is a relevant copyright work and the federation 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. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act

2: Classes of information currently published

2.1 Who the federation are and what they do

Organisational information, locations and contacts, constitutional and legal governance.

Information to be published	Description	How it can be obtained
Federation Website	General information about the federation organisation; the curriculum; admission information etc. Contains information about the governing board's policy on pupils with special educational needs (SEN) and a description of the policies relating to disabled pupils, including facilities to improve access and the accessibility plan. Includes statutory information on the schools.	The federation website is available online: www.stjohnandstnicolasschools.org.uk
Instrument of Government and Standing Orders	Documents that record the name and category of the federation and its schools and the name and constitution of its governing board.	Hard Copy or PDF available – enquire at either school office (this may be chargeable)
Board of Governors	The names and contact details of the governors and the basis on which they have been appointed.	Federation website
Annual Statement of Governance	A description about what the governing board has done each year, its main challenges and objectives for the future.	Federation website
School session times and term dates	Details of both schools' session times and dates of school terms and holidays.	Hard Copy or available on federation website
Location and contact information	The address, telephone number and website for both schools, together with the names of key personnel.	Federation Website
Staffing structure	Details of the structure of staffing and support staff for the current year.	Hard Copy or PDF available – enquire at either school office (this may be chargeable)

2.2 What the federation spend and how they spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts for the current and previous two financial years.

Information to be published	Description	How it can be obtained
Annual budget plan and financial statements	Details of the federation's budget distributed by the Local Authority and the federation's annual income and expenditure returns, including information relating to Pupil Premium allocation, its use and impact on attainment.	Hard Copy or PDF available – enquire at either school office (this may be chargeable)
Capital funding	Details of the capital funding allocated to the schools together with information of related building projects and other capital projects.	Hard Copy of PDF available – enquire at either school office (this may be chargeable)

Additional funding	Income generation schemes and other sources of funding.	Hard Copy or PDF available – enquire at either school office (this may be chargeable)
Procurement and contracts	Details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process.	Hard Copy or PDF available – enquire at either school office (this may be chargeable)
Pay policy	The statement of the federation's policy and procedures regarding teachers' pay.	Federation website
Governors' allowances	Details of allowances and expenses that can be claimed.	Federation website

2.3 What the federation's priorities are and how they are doing

Strategy and performance information, plans, assessments, inspections and reviews.

Information to be published	**Description**	**How it can be obtained**
School profiles	- Government supplied performance data. - Latest report following Ofsted inspection. A summary will be issued to all visitors and new parents free of charge. The report is available on the Ofsted website. - The required narrative sections covering areas such as successes during the year, areas of improvement, efforts to meet the individual needs of every child, pupils' health, safely and support, post-Ofsted action plan, and links with parents and the community. - Section 23: Report on Religious Education and worship in the schools. Usually carried out at the same time or around the time of an Ofsted inspection.	Ofsted IDSR (Inspection Data Summary Report) website and on the federation website
Appraisal information	Performance management policy and procedures adopted by the governing board.	Federation website
School's future plans	Any major proposals for the future of the school involving, for example, consultation or a change in school status. The Federation Development Plan summary.	Hard Copy Or PDF available – enquire at either school office (this may be chargeable)
Child protection	The School Information report.	Federation Website

2.4 How the federation make decisions

Policy proposals and decisions relating to the current and previous three years. Decision making processes, internal criteria and procedures, consultations.

Information to be published	**Description**	**How it can be obtained**
Admissions policy/decisions	The schools' admission arrangements and procedures, together with information about the right of appeal.	Federation Website
Minutes of meetings of the full governing board	Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.	FGB minutes on Federation Website or Hard Copy or PDF

		available – enquire at either school office

2.5 The federation's policies and procedures
Current written protocols for delivering the federation's functions and responsibilities. Some policies are available on the federation website, but those that aren't can be requested from either school office and a hard copy provided.

The current policies agreed by the federation are listed below:

2.6 Lists and registers
Information held in currently maintained registers required by law and other lists and registers relating to the functions of the authority.

Information to be published	**Description**	**How it can be obtained**
Asset Register	Information on the assets held at both schools.	Hard Copy or PDF available – enquire at either school office (this may be chargeable)
Registers	Any information the federation is legally required to hold in publicly available registers (this does not include the attendance register).	Hard Copy or PDF available – enquire at either school office (this may be chargeable)

2.7 The services the federation offer
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

Information to be published	**Description**	**How it can be obtained**
Extra curricular activities	Information on the activities held outside of the schools (i.e. clubs).	Hard Copy or PDF available – enquire at either school office (this may be chargeable)
Newsletters	Copies of the schools' newsletters.	Usually emailed or sent to parents through pupil post, but a Hard Copy is available – enquire at either school office (this may be chargeable)

The classes of information will not generally include:

- 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
- 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
The federation will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the federation, information will be provided on our 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, we will indicate how information can be obtained by other means and provide it by those means, this may be chargeable.

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.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

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
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 federation for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

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.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.