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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	(hard copy and/or website)	
Who's who in the school	Website	Free
Who's who on the Local Committee and the basis of their appointment	Website	Free
Instrument of Governance / Articles of Association	Website	Free
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	N/A	N/A
Annual Report (if any)	Website Hard copy	Free 5p/sheet
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free

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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)	(hard copy and/or website)	
Current and previous financial year as a minimum	Hard copy	5p/sheet
Annual budget plan and financial statements	Hard copy	5p/sheet
Capital funding	Hard copy	5p/sheet
Financial audit reports	Hard copy	5p/sheet
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard copy	5p/sheet
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy	5p/sheet
Pay policy	Hard copy	5p/sheet
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	5p/sheet
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy	5p/sheet

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Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	N/A	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	(hard copy or website)	

School profile (if any)
 	
And in all cases:
 	
• Performance data supplied to the English Government or a direct link to the data
 	
• The latest Ofsted / Education and Training Inspectorate report
  - Summary
  - Full report
 	
• Post-inspection action plan
	
	Website
	
	Website
	
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Performance management policy and procedures adopted by the Local Committee.	Hard copy	5p/sheet
Performance data or a direct link to it.	Website	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status.	Hard copy	5p/sheet

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Safeguarding and child protection	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	(hard copy or website) Hard copy	 5p/sheet
Admissions policy/decisions (not individual admission decisions) – where applicable	Website	
Agendas and minutes of meetings of the Local Committee. (NB this will exclude information that is properly regarded as confidential to the meetings).	Hard copy	5p/sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests.	(hard copy or website)	
Records management and personal data policies, including: • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies)	Website www.nestschools.org Hard copy	Free 5p/sheet

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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. If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection)	
Curriculum circulars and statutory instruments	https://www.education-ni.gov.uk/department-education-circulars	Free
Disclosure logs	By inspection	Free
Asset register	By inspection	Free
Any information the school is currently legally required to hold in publicly available registers	By inspection	Free

Freedom of Information

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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	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Website	Free
Out of school clubs	Website	Free
Services for which the school is entitled to recover a fee, together with those fees	Website	Free
School publications, leaflets, books and newsletters	Website	Free

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 5p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred by the public authority