



GREENSHAW
LEARNING TRUST

Publication Scheme

**ALWAYS
LEARNING**

Greenshaw Learning Trust Publication Scheme

June 2022

1. Introduction

1.1 Application

This GLT Publication Scheme applies to the Greenshaw Learning Trust as a whole and to the Trust Shared Service.

The Greenshaw Learning Trust as a whole and the Trust Shared Service, their Trustees, governors and staff must abide by the scheme, which has been adopted in accordance with and pursuant to the GLT Communications Policy and the GLT Freedom of Information Policy.

In implementing this scheme, Trust Shared Service staff must take account of any advice given to them by the CEO or Board of Trustees.

This scheme is subject to the GLT Communications Policy, GLT Freedom of Information Policy and the Trust's Scheme of Delegation. If there is any ambiguity or conflict then the GLT Communications Policy and the Scheme of Delegation takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

Each school in the Greenshaw Learning Trust has its own publication scheme and information about the school is available via that scheme and the school website.

1.2 Approval and review

This scheme is the responsibility of the GLT CEO.

This scheme was approved by the GLT CEO on **1 June 2022**.

This scheme is due for review by: **1 June 2024**.

1.3 Terminology

The Trust means the Greenshaw Learning Trust (GLT).

- School means a school within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the school.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a Headteacher and/or Governing Body.
- Governors and Trustees includes all members of a governing body, Trustees, non-trustee members of Trust Committees and members of the Trust Panel.

In this Scheme references to the Greenshaw Learning Trust will be read as including the Greenshaw Learning Trust Shared Service and all schools in the Greenshaw Learning Trust.

1.4 Responsibilities

It is the responsibility of the Board of Trustees and GLT CEO to ensure Trust as a whole and the Trust Shared Service and its staff adhere to the Publication Scheme.

1.5 How to obtain information

To obtain information from the Greenshaw Learning Trust, please refer to www.greenshawlearningtrust.co.uk.

Alternatively, you can contact the Trust by email to info@greenshawlearningtrust.co.uk or by writing to the main Trust office

Greenshaw Learning Trust
Grennell Road
Sutton
Surrey
SM1 3DY

2. Guide to information available from GLT in accordance with the GLT Communications Policy and Freedom of Information Act

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only
Who's who in Greenshaw Learning Trust and its schools
Who's who on the Board of Trustees and the basis of their appointment
Articles of Association
Scheme of Delegation for Governance Functions
Contact details for the chief executive officer and the Board of Trustees, via the Trust (named contacts where possible).
Annual Report
Staffing structure
Address of Trust and contact details, including email address.

<p>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)</p> <p>Current and previous financial year as a minimum</p>
Annual budget plan and financial statements
Capital funding
Financial audit reports
Details of expenditure items over £5000 for the current year and 2 years' previous
Procurement and contracts the Trust has entered into.
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.
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.
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individual Trustees.

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current information as a minimum</p>
<p>Trust profile, and information about the schools within the Trust</p> <ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data, including school Ofsted reports. • Relevant information about each Trust school is available via the school’s publication scheme and the school website.
<p>The Trust’s future plans</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>
<p>Agendas and minutes of meetings from the Board of Trustees and its committees. (NB this will exclude information that is properly regarded as private to the meetings).</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>This will be current information only</p>
<p>The Trust’s policies and procedures can be found on the Trust website and/or provided on request to the Trust.</p> <p>Each school in the Trust maintains its own policies and procedures, which can be found on the school website and/or provided on request to the school.</p>
<p>Charging regimes</p>

Class 6 – Lists and Registers
Data breach register
Disclosure logs
Asset register
Any information the Trust is currently legally required to hold in publicly available registers
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)
This will be current information only
Support provided by the Trust Shared Service to schools in the Trust.
Outreach work
Newsletters
Relevant information about each Trust school is available via the school’s publication scheme and the school website.

3. Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 2p per A4 side (black & white)	Actual cost
	Photocopying/printing @ 5p per A4 side (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee (disbursement costs and staff time)		<p>In accordance with Freedom of Information Act 2000 Section 9 and Information Commissioner’s Office guidance.</p> <p>The requester will receive a ‘Fee Notice’ in writing if the Trust wishes to charge this statutory fee.</p>