

Policy Procedures – Trust requirements



This document accompanies the main policy to inform specific details that are required for the Trust.

Policies connected to this document

Freedom of Information	Privacy Notices
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Date updated	Spring 2021
Responsibility	Executive Administrator
Next Review	Autumn 2022

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Freedom of information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the Trust	Website: https://www.themast.co.uk/about-us Hard copy: available upon request - contact Trust	Free Will be advised on request
Who's who on the governing body and the basis of their appointment	Website: https://www.themast.co.uk/governance/governance-structure Hard copy: available upon request - contact Trust	Free Will be advised on request
Articles of Association	Website: https://www.themast.co.uk/governance/legal-documents Hard copy: available upon request – contact the Trust	Free Will be advised on request
Contact details for the Head teacher and for the governing body, via the Trust (named contacts where possible).	Website: https://www.themast.co.uk/contact Hard copy: available upon request - contact Trust	Free Will be advised on request
Staffing structure	Website: https://www.themast.co.uk/governance/governance-structure Hard copy: available upon request - contact Trust	Free Will be advised on request
Trust session times and term dates	Not applicable	Not applicable

Address of Trust and contact details, including email address	Trust Website: https://www.themast.co.uk/contact Hard copy: available upon request - contact Trust	Free Will be advised on request
Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)		
Annual budget plan and financial statements	Hard copy: available upon request - contact	Will be advised on request
Capital funding	Hard copy: available upon request - contact Trust	Will be advised on request
Financial audit reports	Hard copy: available upon request - contact Trust	Will be advised on request
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: available upon request - contact Trust	Will be advised on request
Procurement and contracts the Trust 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: available upon request - contact Trust	Will be advised on request
Pay policy	Website: https://www.themast.co.uk/policies Hard copy: available upon request - contact Trust	Free Will be advised on request
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose	Hard copy: available upon request - contact Trust	Will be advised on request

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.	Hard copy: available upon request - contact Trust	Will be advised on request
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy: available upon request - contact Trust	Will be advised on request
Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
Trust profile (if any) And in all cases: <ul style="list-style-type: none"> performance data supplied to the English Government or a direct link to the data the latest Ofsted report post-inspection action plan 	Hard copy: available upon request - contact Trust	Will be advised on request
Performance management policy and procedures adopted by the governing body	Website: https://www.themast.co.uk/policies Website: https://www.themast.co.uk/governance/scheme-of-delegation Hard copy: available upon request - contact Trust	Free Will be advised on request
Performance data or a direct link to it	Not applicable	Not applicable

The Trust's future plans; for example, proposals for and any consultation on the future of the Trust, such as a change in status	Hard copy: available upon request - contact Trust	Will be advised on request
Safeguarding and child protection	Website: https://www.themast.co.uk/policies Hard copy: available upon request - contact Trust	Free Will be advised on request
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions policy/ decisions (not individual admission decisions)	Website: https://www.themast.co.uk/policies Hard copy: available upon request - contact Trust	Free Will be advised on request
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Website: https://www.themast.co.uk/governance/minutes-of-meetings Hard copy: available upon request - contact Trust	Free Will be advised on request
Class five: 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 Trust is required to have by statute or by its funding agreement or equivalent, or by the English government. These will include policies and procedures for handling information requests)		
Records management and personal data policies, including: <ul style="list-style-type: none"> • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	Website: https://www.themast.co.uk/policies Hard copy: available upon request - contact Trust	Free Will be advised on request
Charging regimes and policies	Website: https://www.themast.co.uk/policies	Free

<i>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 Trust 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').</i>	Hard copy: available upon request - contact Trust	Will be advised on request
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Not applicable	Not applicable
Disclosure logs	Inspection only - contact Trust	Will be advised on request
Asset register	Inspection only - contact Trust	Will be advised on request
Any information the Trust is currently legally required to hold in publicly available registers	Inspection only - contact Trust	Will be advised on request
Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)		
Extra-curricular activities	Not applicable	Not applicable
Out of Trust clubs	Not applicable	Not applicable
Services for which the Trust is entitled to recover a fee, together with those fees	Website: https://www.themast.co.uk/policies Hard copy: available upon request - contact Trust	Free Will be advised on request

Trust publications, leaflets, books and newsletters	Website: https://www.themast.co.uk/news Hard copy: available upon request - contact Trust	Free Will be advised on request
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Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost [^]	Will be advised on request
	Photocopying/ printing @ pence per sheet (colour)	Actual cost [^]	Will be advised on request
	Postage	Actual cost of Royal Mail standard 2 nd class	Will be advised on request
Statutory Fee	In accordance with the relevant legislation		not applicable

[^]the actual cost incurred by the Trust/trust

Privacy Notices

Section	Required	Detail
4 Workforce Visitors and contractors; Governors and Trustees	Storing workforce information – linked with Data Protection Policy section 8	https://www.themast.co.uk/policies
5 Pupils	Storing pupil data– linked with Data Protection Policy section 8	https://www.themast.co.uk/policies