



The  
St Gregory the Great  
Catholic Academy Trust

*'Where love exists, it does great things'*

# Definition Document

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## Freedom of Information

**Reviewed by:** The Audit and Risk Committee

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**Review due:** Periodically

**Version:** 1

# Freedom of Information Definition Document

## Freedom of Information Act 2000

### Definition document for the governing bodies of maintained and other state-funded schools in England

For the avoidance of doubt, this document covers all schools in England that are subject to the Freedom of Information Act 2000 (FOIA), including academies and free schools. Sixth form colleges may opt to use either this definition document or the one for colleges of further education, as appropriate to their constitution, and must make clear which document they are using.

This guidance will be of most use to schools developing their own guide to information. Smaller schools may alternatively use the template Guide to Information for the schools sector.

The guidance is intended to assist schools by giving examples of the kinds of information that we would expect them to provide in order to meet their commitments under the FOIA model publication scheme. Schools should note that they are not expected to routinely publish all information; for example, where they do not hold it or where it is publicly available elsewhere or is exempt. We list such circumstances below.

We would expect schools to make the information in this definition document available unless:

- they do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited under another statute;
- the information is readily and publicly available from an external website; such information may have been provided either by the school or on its behalf. The school must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or
- it would be impractical or resource-intensive to prepare the material for routine release.

If the information is only held by another public authority, the school should provide details of where to obtain it.

The guidance is not meant to give an exhaustive or definitive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and schools should look to provide as much information as possible on a routine basis.

As a minimum we expect schools to make available information that is required by statute or by the Department for Education or by virtue of a funding agreement, for example. For the avoidance of doubt, we would not expect schools that are subject to a funding agreement to provide information contrary to its provisions, although we consider such a conflict to be unlikely to arise.

## **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance on the dataset provisions in FOIA](#). This explains what is meant by "not appropriate" and "capable of re-use".

## **Who we are and what we do**

Organisational information, structures, locations and contacts.

We would expect information in this class to be current information only.

## **Instrument of Government / Articles of Association**

Article of association can be found on the St Gregory the Great Trust website. Link of such is available on the school websites.

## **School prospectus and curriculum**

School prospectus are available as a hard copy in the schools, and are also available of the schools websites.

## **Governing Body**

Details of schools local governing bodies can be found on their websites and GIAS. Details of the Trust Board can be found on the SGTG Trust website, GIAS or companies house. Any queries relating to governors can be directed to [l.edson@sgtgcats.org.uk](mailto:l.edson@sgtgcats.org.uk)

## **School session times and term dates**

Details of school session times and dates of school terms and holiday can be found on the schools website

## **Location and contact information**

The address, telephone number, email address and website for the school together with the names of key personnel can be found on the school website. If you put the school name, and Leeds into google the above information will be available, and it is also publish on the schools websites.

## **What we spend and how we spend it**

The SGTG trust's annual accounts are published online. For any further information please email [finance@sgtgcats.org.uk](mailto:finance@sgtgcats.org.uk)

## **Annual budget plan and financial statements**

The SGTG trust's annual accounts are published online. For any further information please email [finance@sgtgcats.org.uk](mailto:finance@sgtgcats.org.uk)

## **Capital funding**

For information of this nature please email information please email [finance@sgtgcats.org.uk](mailto:finance@sgtgcats.org.uk)

## **Financial audit reports**

For information of this nature please email information please email [finance@sgtgcats.org.uk](mailto:finance@sgtgcats.org.uk)

## **Procurement and contracts**

For information of this nature please email information please email [finance@sgtgcats.org.uk](mailto:finance@sgtgcats.org.uk)

## **Pay policy**

The statement of the school's policy and procedures regarding teachers' pay can be found on the schools websites.

### **Staff allowances and expenses**

For information of this nature please email information please email [finance@sgtgcatholic.org.uk](mailto:finance@sgtgcatholic.org.uk)

### **Staff pay and grading structures**

For information of this nature please email information please email [finance@sgtgcatholic.org.uk](mailto:finance@sgtgcatholic.org.uk)

### **Governors' allowances**

The Trust Governors expenses policy can be found on the schools websites.

## **What our priorities are and how we are doing**

Strategies and plans, performance indicators, audits, inspections and reviews.

The minimum we would expect in this class is current information.

Below is a list of the type of information that we would expect schools to have readily available for publication. Any other reports or recorded information showing the school's planned or actual performance should normally be included. If the information is readily and publicly available via an external website, the school may instead provide a direct link to that, as stated on page two of this document.

### **Performance data supplied to the government**

Links to the school's performance data tables can be found on the schools' websites.

### **Latest Ofsted report**

Links to the school's most recent Ofsted report can be found on the school's websites.

### **Performance management information**

Appraisal policies for teachers and support staff can be found on the school website, alternatively they can be found on the SGTG Trust website.

### **The school's future plans**

Please contact the schools directly for this information. School improvement plans are published on their websites, however if you require some specific information which you are not able to find from their websites, please contact the schools directly.

example, consultation on a change in school status.

## **Safeguarding and child protection**

The policies and procedures that are in place to ensure that that the school exercises its functions with a view to safeguarding and promoting the welfare of children, including child protection, in compliance with legislation and any guidance issued by the Secretary of State.

## **How we make decisions**

The Trust scheme of delegation can be found on the school website. For information relating to specific schools staff structures, please contact the schools directly.

## **Admissions policy / decisions**

Admission policy and procedure can be found on the school's websites.

## **Minutes of meetings of the governing body and its committees**

Minutes, agendas and papers considered at such meetings are published on the Trust website and the school websites (for the Local Governing Board) for the previous academic year.

## **Our policies and procedures**

Current written protocols, policies and procedures for delivering our services and responsibilities are available on the school websites and the SGTG Trust website.

We would expect information in this class to be current only.

## **School policies and other documents**

This must include, as a minimum, policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent. We would expect this information to include the required policies listed on the Department for Education's website. It will also include policies and procedures for handling information requests. All of the above information can be found on the Trust website and or the schools' websites.

## **Records management and personal data policies**

This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.

DP policies can be found on the school website and the SGTG Trust website. If you can not find what you are looking for please contact [finance@sgtgcatholic.org.uk](mailto:finance@sgtgcatholic.org.uk) and we will forward your request to the trust Data Protection Officer.

## **Equality and diversity**

This will also include policies, schemes, statements, procedures and guidelines relating to equal opportunities.

## **Policies and procedures for the recruitment of staff**

If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.

## **Charging regimes and policies**

Charging and remissions policy is published online

## **Lists and registers**

### **Curriculum circulars and statutory instruments**

Information relating to the schools curriculum can be found on the school websites.

### **Disclosure logs**

For information of this nature please email information please email [finance@sgtgcatholic.org.uk](mailto:finance@sgtgcatholic.org.uk)

### **Asset register**

For information of this nature please email information please email [finance@sgtgcatholic.org.uk](mailto:finance@sgtgcatholic.org.uk)

### **Any information the school is currently legally required to hold in publicly available registers**

Please contact the schools directly for this information.

## **The services we offer**

Information about the services the school provides including leaflets, guidance and newsletters can be found on the schools websites.

Generally, this is an extension of part of the first class of information and may also relate to information covered in other classes. Examples of services that could be included here are:

- Extra-curricular activities
- Out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters



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**All policies are written in line with our Trust Mission Statement:**

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

**St Gregory the Great Catholic Academy Trust** is a charity and a company limited by guarantee.

Registered in England and Wales.

Company number 10785982

Registered office Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW

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**CSEL:** Mr Peter Hughes NLE



**Diocese of Leeds**  
**Vicariate of Education**