

The  
**Sir John Brunner**  
Foundation

**Document Control Sheet**

Document Type	Policy
Document name	Freedom of Information Policy & Model Publication Scheme
Originator	Director of People and Culture
Approved by	Trustee Board
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Date of last review	March 2021
Date of next review	March 2023
Equality Act 2010 issues fully considered	Yes – information accessible in alternative formats.

**The Sir John Brunner Foundation**  
**Northwich, Cheshire, CW9 8AF**  
**Telephone: 01606 810020**

## **1. INTRODUCTION**

- 1.1 The Freedom of Information Act 2000, commits public authorities to providing information to the public. The Sir John Brunner Foundation is committed to its responsibilities under the Act and information is routinely made available to the public in the following ways:
- Public authorities are required to publish certain information about their activities. The Publication Scheme, detailed within this policy, lists the information routinely available on the websites of the Foundation and of the individual academies
  - Members of the public are entitled to make request for information

## **2. SCOPE**

- 2.1 All Academies will handle Freedom of Information requests in accordance with this policy.
- 2.2 This policy covers non-personal data held by the Foundation.
- 2.3 This policy applies to any member of staff, student, stakeholder and any member of the public.
- 2.3 This policy should be read in conjunction with the Data Privacy Policy and Data Security Policy.

## **3. GENERAL PRINCIPLES**

- 3.1 The Foundation recognises its duty to provide advice and assistance to anyone requesting information.
- 3.2 A significant amount of information is routinely published and made available to the public as a matter of course through the publication scheme.
- 3.3 Requests for information that is not readily available and included in the publication scheme will be dealt with in a timely manner.
- 3.4 Any Freedom of Information request that is covered by an exemption under the Act, will be carefully considered and may not be released.

## **4. RESPONSIBILITIES**

- 4.1 The Board of Trustees, supported by the Executive Leadership Team recognises its corporate responsibilities under the Act to provide a general right of access to information held and for ensuring compliance with the statutory framework.
- 4.2 The Foundation has a named Data Protection Officer who will lead on all matters relating to Freedom of Information requests and will coordinate responses that relate to the Foundation or requests that have a broader scope than a single Academy.

4.3 Each academy will nominate a Data Protection Lead who will manage Data Protection matters and responses under Freedom of Information requests relating to their Academy.

## 5. THE PUBLICATION SCHEME

5.1 The Information Commissioner's Office Model Publication Scheme has been adopted by the Foundation.

5.2 The purpose of the Publication Scheme is to make information readily available to the public without the need for specific written requests. Where possible information within the Publication Scheme will be available on the website. There may be occasions where information is not available on the website, details of how to obtain this will be made clear in the Publication Scheme.

5.3 The full Publication Scheme is at appendix 1.

## 6. SPECIFIC REQUESTS FOR INFORMATION

6.1 Information that is not readily available through the Publication Scheme may be requested in writing, when it will be considered in line with the Freedom of Information Act.

6.2 Requests for information must be made in writing via letter or email to the Data Protection Lead at the relevant academy.

Sir John Deane's Sixth Form College	The County High School, Leftwich	The Sir John Brunner Foundation, Multi-Academy Trust
Monarch Drive Northwich CW9 8AF	Granville Road Northwich CW9 8EZ	Sir John Deane's College Monarch Drive Northwich CW9 8AF

6.3 Specific requests for information will normally be dealt within in 20 working days. The Foundation will endeavour to meet this timescale, however, as the organisation follows the academic calendar, periods of school closure may impact on this deadline, in these circumstances, the deadline will not go beyond 60 days.

6.4 There may be times when the requested information cannot be supplied, or supplied within the initial timescale. You will receive a letter explaining the decision and the reasons for this.

6.5 Information will not normally be given where an exemption within the Act applies, however this will be carefully considered by the Data Protection Officer and Executive Leadership Team.

## **7. FEEDBACK / COMPLAINTS**

- 7.1 The Freedom of Information Policy and Publication Scheme is regularly reviewed and the Foundation welcomes feedback both on the information provided and access to it. Any comments or complaints may be addressed to the relevant Data Protection Lead at the postal addresses above.
- 7.2 The Data Protection Officer will oversee the response to any complaints in respect of requests for information.
- 7.3 If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint may seek an independent review from the Information Commissioner:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **8. FEES**

- 8.1 In cases where significant time and resource investment is required to respond to a request, the Foundation reserves the right to make a charge to cover such expenses. This will be made clear to the requestor with a fees notice and will cover costs such as production expenses, transmission costs and complying with any stated preference about format.
- 8.2 Where a charge is made to respond to a request, the deadline to respond to the request will be halted until payment has been received.
- 8.3 It should be noted that where an unreasonable amount of time is required to respond to a request. The Foundation is not obliged to provide a substantive response.

## Publication Scheme

Information to be published	How the information can be obtained
<b>Who we are and what we do</b>	
Location and contact details Governance Arrangements Names of Trustees, Executive Leadership Team, Governors Articles of Association Prospectus/Subject information Term dates and other essential information	This information is available on the Foundation website, some school specific information may be within individual academies websites
<b>What we spend and how we spend it</b>	
Audited Financial Accounts	Foundation website
<b>What our priorities are and how are we doing</b>	
Ofsted report Foundations future plans Safeguarding Children/Prevent Duty Cultural principles Foundation Strategy Equality Objectives and other statutory reports	This information is available on the Foundation website, some school specific information may be within individual academies websites
<b>How we make decisions</b>	
Governance structure Admissions policy	This information is available on the Foundation website, some school specific information may be within individual academies websites
<b>Our policies and procedures</b>	
Policies that are likely to be needed by members of the public e.g.:  Whistleblowing Policy Complaints policy Admissions policy Freedom of Information Equality and Diversity Recruitment Policies Safeguarding Policies	This information is available on the Foundation website. Information not available on the website may be requested in accordance with this policy.
<b>Lists and registers</b>	
List of governors and their interests List of Members and Trustees, and their interests	This information is available on the Foundation website.
<b>The services we offer</b>	
The Sir John Brunner Foundation Multi Academy Trust Leisure Centre (currently closed)  County High School, Leftwich	This information is available on the Foundation website. Sir John Deane's College Leisure Centre website  County High School, Leftwich website
Any other sector specific statutory requirements now or in the future not listed above will be published on Foundation or Academy websites as appropriate.	