

Freedom of Information

Guide to information available from Manchester Enterprise Academy under the model publication scheme

Information to be published. This includes datasets where applicable – please see “How to complete the Guide to Information”.	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) https://www.manchesterenterpriseacademy.org.uk/	No charge
Who's who in the school	https://www.manchesterenterpriseacademy.org.uk/	No charge
Who's who on the governing body / board of governors and the basis of their appointment	https://www.manchesterenterpriseacademy.org.uk/	No charge

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Instrument of Government / Articles of Association	Hard copy available from the school	See page 11
Contact details for the Chief Executive Officer and for the governing body, via the school (named contacts where possible).	https://www.manchesterenterpriseacademy.org.uk/	No charge
School prospectus (if any)	https://www.manchesterenterpriseacademy.org.uk/	No charge
Annual Report (if any)	N/A	
Staffing structure	https://www.manchesterenterpriseacademy.org.uk/	No charge
School session times and term dates	https://www.manchesterenterpriseacademy.org.uk/	No charge
Address of school and contact details, including email address.	https://www.manchesterenterpriseacademy.org.uk/	No charge

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<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>	Hard copy available from the school	See page 11
Annual budget plan and financial statements	Hard copy available from the school	See page 11
Capital funding	Hard copy available from the school	See page 11
Financial audit reports	Hard copy available from the School and/or website	See page 11
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 from the school	See page 11
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 available from the school	See page 11

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Pay policy	Hard copy available from the school	No charge
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 available from the school	See page 11
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 from the school	See page 11
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy available from the school	See page 11
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy available from the school and/or website	See page 11

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Current information as a minimum		
<p>School profile (if any) and in all cases:</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 • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	<p>https://www.manchesterenterpriseacademy.org.uk/</p>	<p>No charge</p>
Performance management policy and procedures adopted by the governing body.	Hard copy available from the school	No charge

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Performance data or a direct link to it	N/A	
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 available from the school	See page 11
Safeguarding and child protection	https://www.manchesterenterpriseacademy.org.uk/ (policies)	No charge
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous three years as a minimum	Hard copy available from the school and/or website)	See page 11
Admissions policy/decisions (not individual admission decisions) – where applicable	Via Local Authority	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy available from the school	See page 11

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<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>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. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>https://www.manchesterenterpriseacademy.org.uk/</p>	<p>No charge</p>

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<p>Charging regimes and policies.</p> <p>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.</p> <p>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”).</p>	<p>https://www.manchesterenterpriseacademy.org.uk/</p>	<p>No charge</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>Hard copy or website; some information may only be available by inspection</p>	
<p>Curriculum circulars and statutory instruments</p>	<p>N/A</p>	

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Disclosure logs	Hard copy available from the school	See page 11
Asset register	Hard copy available from the school	See page 11
Any information the school is currently legally required to hold in publicly available registers	Hard copy available from the school	See page 11
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	https://www.manchesterenterpriseacademy.org.uk/	No charge
Out of school clubs	N/A	

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Services for which the school is entitled to recover a fee, together with those fees	Hard copy available from the school	See page 11
School publications, leaflets, books and newsletters	Hard copy available from the school and/or website	No charge
Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 1p per sheet (black & white)	A4 – 1p A3 – 2p
	Photocopying/printing @ 2p per sheet (colour)	A4 – 4p A3 – 8p
	Postage (As per Royal Mail costs) Actual cost of postage will be charge if above standard size Envelope 50p	Actual cost of Royal Mail standard 2 nd class Large Letters start from 72p Cost of envelope 50p

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Statutory Fee		<p>Maximum cost limit cannot exceed £450 and will only be charged if the work exceeds the 18 hour threshold. Any work involved over 18 hours will be charged at £25 per hour per person involved in locating, collating and retrieving information requested.</p> <p>All requests for information will be subject to charges where appropriate to cover the costs of photocopying and postage.</p>
Other		

* the actual cost incurred by the public authority