


Publication

SCHEME

Date written	Authorised by	Review Date
Autumn 2023	Governors	As needed



<i>R</i>esponsibility	<i>R</i>espect	<i>R</i>esilience
<i>K</i>indness	<i>H</i>onesty	<i>C</i>ooperation



Contents

Class 1 - Who we are and what we do.....	2
Class 2 – What we spend and how we spend it.....	3
Class 3 – What our priorities are and how we are doing.....	4
Class 4 – How we make decisions.....	4
Class 5 – Our policies and procedures.....	5
Class 6 – Lists and Registers.....	6
Class 7 – The services we offer.....	6

Class 1 - Who we are and what we do

Information to be published	How the information can be obtained	Cost
Who's who in the school	School website – key people Full staff list available on request	Free
Who's who on the governing body / board of governors and the basis of their appointment	School website – governor page	Free
Instrument of Government and Articles of Association This details:		
<ul style="list-style-type: none"> The name of the school 	Heronsgate Primary School	Free
<ul style="list-style-type: none"> The category of the school 	Local Authority Maintained	Free
<ul style="list-style-type: none"> The name of the governing body 	Heronsgate Primary School Governing Board	Free
<ul style="list-style-type: none"> The manner in which the governing body is constituted 	By Instrument of Governance	Free
<ul style="list-style-type: none"> The term of office of each category of the governor must not exceed 4 years 	School website – governor page	Free
<ul style="list-style-type: none"> The name of the body entitled to appoint a category of governor 	Staff – elected by staff Parents – elected by parents LA – nominated by LA Co-opted – agreed by Governing Board	Free
<ul style="list-style-type: none"> The date the instrument took effect 	22 nd October 2014	Free
Contact details for the Executive Headteacher and for the governing body, via the school (named contacts where possible)	School website	Free
Staffing structure	School website – key people Full staff list available on request	Free
School session times and term dates	School website – school day School website – term dates	Free
Address of school and contact details, including email address	School website – contact details	Free



Class 2 – What we spend and how we spend it

Information to be published	How the information can be obtained	Cost
Annual budget plan and financial statements	Hard copy available on request. See Schools financial benchmarking for more information.	Free
Capital funding	Hard copy available on request.	Free
Financial audit reports	Hard copy available on request.	Free
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 on request.	Free
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 on request.	Free
Pay policy	Hard copy available on request.	Free
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 on request.	Free
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 on request.	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	School website – policies	Free



Class 3 – What our priorities are and how we are doing

Information to be published	How the information can be obtained	Cost
School profile: Performance data supplied to the English government The latest Ofsted report	See Government benchmarking site for attainment data. See latest Ofsted Report .	Free
Performance management policy and procedures adopted by the governing body	Hard copy available on request.	Free
Performance data or a direct link to it	See Government benchmarking site for attainment data.	Free
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 on request.	Free
Safeguarding and child protection	School website	Free

Class 4 – How we make decisions

Information to be published	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	School website – admission arrangements	Free
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 on request.	Free



Class 5 – Our policies and procedures

Information to be published	How the information can be obtained	Cost
Statutory policies: <ul style="list-style-type: none"> • Capability of staff • School behaviour • Sex and relationships • Special educational needs • Teacher appraisal • Teachers' pay • Health and safety 	Hard copy available School website – policies School website – policies School website – policies Hard copy available Hard copy available Hard copy available	Free Free Free Free Free Free Free
Other statutory documents: <ul style="list-style-type: none"> • Admissions arrangements • Accessibility plan • Complaints procedure statement • Freedom of information • Governors' allowances • Home-school agreement document • Instrument of government • Minutes of, and papers considered at, meeting of the governing body and its committees • Premises management documents • Equality information and objectives (public sector equality duty) statement for publication • Register of business interests of headteachers and governors • Charging regimes and policies 	School website – admission arrangements School website – policies School website – policies School website – policies School website – policies School website – home school agreement Hard copy available Hard copy available Hard copy available School website – policies School website – governor page School website – policies	Free Free Free Free Free Free Free Free Free Free Free



Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	School website - curriculum	Free
Disclosure logs	Hard copies available	Free
Asset register	Hard copies available	Free
Any information the school is currently legally required to hold in publicly available registers	Hard copies available	Free

Class 7 – The services we offer

Information to be published	How the information can be obtained	Cost
Extra-curricular activities	Hard copies available	Free
Out of school clubs	Hard copies available	Free
Services for which the school is entitled to recover a fee, together with those fees	School website – policies	Free