

**St Francis' Catholic Primary School**  
**Appendix 1: Guide to Information Available**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who in the school	website and in school foyer	none
Who's who on the governing body / board of governors and the basis of their appointment	website and in school foyer	none
Instrument of Government / Articles of Association	from clerk to the governors	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	website	none
School prospectus (if any)	website	none
Staffing structure	business manager	
School session times and term dates	website	none
Address of school and contact details, including email address	website	none

<b>Class 2 – What we spend and how we spend it</b> (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	business manager	
Capital funding	business manager	
Financial audit reports	business manager	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	business manager	
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).	business manager	
Pay policy	chair of governors	
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.	business manager	
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.	business manager	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	chair of governors	

<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current information as a minimum</p>	(hard copy or website)	
<p>School profile (if any)  And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> <li>• The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan</li> </ul>	website	none
<p>Performance management policy and procedures adopted by the governing body</p>	chair of governors	
<p>Performance data or a direct link to it</p>	chair of governors	
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	chair of governors	
<p>Safeguarding and child protection</p>	website	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p>		

Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	website	none
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).	chair of governors	
<p><b>Class 5 – Our policies and procedures</b>  (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 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>		
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> </ul>	business manager	

<ul style="list-style-type: none"> <li>Data protection (including information sharing policies)</li> </ul>		
<p>Charging regimes and policies. 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><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
Curriculum circulars and statutory instruments	business manager	
Disclosure logs	business manager	
Asset register	business manager	
Any information the school is currently legally required to hold in publicly available registers	business manager	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>		
Extra-curricular activities	website	none
Out of school clubs	website	none

Services for which the school is entitled to recover a fee, together with those fees	website	none
School publications, leaflets, books and newsletters	website	