



## Embark Federation Publication Scheme

This is a list of the information we hold. Not all will be released as part of an FoI request. All requests will be considered in line with our policy and obligations.

Information available	How the information can be obtained
<b>Information, structure, locations and contacts</b> Current information only	
Who's who in Embark	Trust & Individual School Websites
Governing body – names and contact details of the governors and the basis of their appointment	Individual School websites
Register of Business Interests – All Embark Staff	Trust Website
Instrument of Government –Funding Agreements	Trust Website
Staffing structure	Trust & Individual School Websites
School Session times, term dates and holidays	Trust & Individual School Websites
Location & Contact information – address, telephone numbers & website	Trust & Individual School Websites
Contact details for the Headteacher and the Local Governing Teams	Individual School Websites
<b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> (Minimum of current and the previous two years financial year)	
Trust Annual financial statements, capital funding and income generation for prior years	Hard copy and on Trust website
Executive pay (detail how many employees have salary and benefits of 100,000+ in 10,000 increments)	Trust website

Information available	How the information can be obtained
Statutory Accounts	Trust / Companies House website
Details of capital funding allocated to the school along with information on related building projects and other capital projects or sources of funding for current year	Electronic copy through request to DPO.
Gender Pay Gap	Trust Website
Procurement and contracts, subject to the commercial/confidential public interest test	Electronic copy through request to DPO
Pay Policy – statement on general procedures	Hard copy
Staff grading and structure	Hard copy
Governors' allowances – details if allowances/expenses that can be claimed/incurred	Hard copy
<b>Strategies and plans, performance indicators, audits, inspections and reviews</b> Current information as a minimum	
School Profile -Government supplied data	DfE Website
-Latest OFSTED report – summary and full report	<a href="#">Ofsted website</a>
-Examination results	School website
Performance Management policy and procedures	Hard copy
Future Plans	Hard copy
Safeguarding policies and procedures	Trust & Individual School Websites
<b>Decision making processes and records of decisions</b> Current and previous three years as a minimum	
Admissions policy and decisions (not individual decisions)	Individual School Websites
Local Governing Team meeting agendas and minutes – (this will exclude information that is properly regarded as confidential to the meeting)	Hard copy

Information available	How the information can be obtained
<b>Current written protocols, policies and procedures for delivery of our services and responsibilities</b> Current information as a minimum	
<b>Policies including:</b> Charging and remission policy Health and Safety and Risk Assessment Complaints Procedure Staff discipline, grievance, pay and conduct Policies staffing structure implementation plan Equal opportunities policies – including equality and diversity Staff Recruitment and Selection Child Protection Values and Ethos	Trust & Individual School Websites
<b>Pupil/student and curriculum policies including:</b> Home school agreement Curriculum Policy Relationships Education Policy Special Needs Educational Policy / Information Report Accessibility Policy Exclusion policy Accessibility Plan Behaviour Admissions Policy Pupil Premium and Recovery Premium Careers Guidance (secondary) Y7 Lit & Numeracy Catchup Premium Schools Website Performance Measures	Trust & Individual School Websites
<b>Records Management and Personal Data Policies:</b> Data Protection, including privacy notices Information Security Records Retention	Trust Websites
List and Registers Only	
Curriculum circulars and statutory instruments	Hard copy

Information available	How the information can be obtained
Disclosure logs	Hard copy
Asset register	Hard copy
Any information the Trust are currently legally required to hold in publicly available registers	Hard copy
Information services Current information only	
Extra-circular activities Out of School Clubs	Individual school websites
School publications	Individual school websites
Services for which the school is entitled to recover a fee, together with those fees	Individual school websites
Leaflets, booklets and newsletters	Individual school websites