

# Freedom of Information

## Guide to information available from South Somerset Partnership School under the model publication scheme



### Who we are and what we do

Organisational information, structures, locations and contacts

Information to be published.	How the information can be obtained	Cost
Who's who on the governing board of governors and the basis of their appointment	From SSPS directly or via our website	£0
Instrument of Government/Articles of Association	From Clerk to Management Committee via SSPS	£0
Contact details for the key personnel including Head teacher and for the governing body, via the school (named contacts where possible).	Via our website Sam Crabb – Chair of Management Committee Headteacher/ SENCo - Jo Simons Deputy Head/DSL – Rebecca Bennett Assistant Heads – Jacky Walsh & Richard Lucas Business Manager – Claire Brand	£0
School prospectus	Currently in preparation and will be available From SSPS directly or via our website	£0
Annual Report	From SSPS directly (Governor's Annual Report)	£0
Staffing structure	From SSPS directly	£0
School session times and term dates	From SSPS directly or via our website Term dates (exc inset days are as per Somerset County Council publication)	£0
Address of school and contact details, including email address.	From SSPS directly or via our website. Telephone number is 01935 410793	£0

22/01/2018



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### 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	From SSPS directly	£0
Capital funding	From SSPS directly	£0
Financial audit reports	From SSPS directly	£0
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	From SSPS directly	£0
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).	From SSPS directly	£0
Pay policy	From SSPS directly	£0
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.	From SSPS directly. Pay Policy is available on our website. There are no staff with salary £60,000 at January 2018	£0
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.	Pay is as per National Scales for Support Staff, Teaching staff and Leadership grades. Salaries per £10,000 band: Up to £10,000 13 posts £10- £20,000 13 posts £20-£30,000 14 posts £30-£40,000 4 posts £40-£50,000 8 posts £50-£60,000 3 posts	£0
Governors' allowances that can be incurred or claimed and a record of total payments made to individual governors.	From SSPS directly	£0

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### What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published.	How the information can be obtained	Cost
School profile and in all cases: <ul style="list-style-type: none"><li>• Performance data supplied by the government, or a direct link to the data</li><li>• The latest Ofsted<ul style="list-style-type: none"><li>- Summary</li><li>- Full report</li></ul></li><li>• Post-inspection action plan</li></ul>	<ul style="list-style-type: none"><li>• N/A –PRUs are not included in DfE information however an outcome statement is available from SSPS directly or via our website</li><li>• Directly from Ofsted (<a href="https://reports.ofsted.gov.uk/">https://reports.ofsted.gov.uk/</a>), from SSPS directly or via our website</li><li>• From SSPS directly</li></ul>	£0
Performance management policy and procedures adopted by the governing body.	From SSPS directly	£0
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	From SSPS directly	£0
Safeguarding and child protection	From SSPS directly or via our website	£0

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### How we make decisions

Information to be published.	How the information can be obtained	Cost
Admissions policy/decisions (not individual admission decisions) – where applicable	From SSPS directly or via our website	£0
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).	From the Clerk to the Management Committee contactable via SSPS	£0

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### Our policies and procedures

Information to be published.	How the information can be obtained	Cost
School Policies and other documents	From SSPS directly or via our website for Statutory Policies	£0
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><li>• Data protection (including information sharing policies)</li></ul>	From SSPS directly	£0
Equality and diversity policies	From SSPS directly or via our website	£0
Policies and procedures for the recruitment of staff	From SSPS directly however SSPS uses the Somerset County Council Model policies for recruitment	£0
Charging regimes and policies. Freedom of Information requests	From SSPS directly or via our website As per Schedule of Charges	

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### Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register).

Information to be published.	How the information can be obtained	Cost
Curriculum circulars and statutory instruments	From SPSS directly	£0
Disclosure logs	From SPSS directly	£0
Asset register	From SPSS directly	£0
Any information the school is currently legally required to hold in publicly available registers	From SPSS directly	£0

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### The services we offer

SSPS has a website ([ssps.org.uk](http://ssps.org.uk)) containing information about our school and services. A school prospectus is currently in preparation. Regular Newsletters are produced and distributed to student, parent and stakeholders and are available to view and/or download from the website

Information to be published.	How the information can be obtained	Cost
Extra-curricular activities	Infrequent and not always open to all groups	£0
Out of school clubs	Infrequent and not always open to all groups	£0
Services for which the school is entitled to recover a fee, together with those fees	Year 11 Prom	Agreed annually, 2018 = £25
School publications, leaflets, books and newsletters	From SSPS directly or via our website	£0

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### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying/printing @ 2p per sheet (black & white)	Actual cost
	Photocopying/printing @ 6p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£25 per hour after the 'acceptable' limit of £450	In accordance with the relevant legislation from ICO
<b>Other</b>		

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