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Freedom of Information Publication Scheme

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| Policy Reference: | F3 |
| Responsibility: | Full Governing Body |
| Reviewed by: | Mrs Paula Dix |
| This Review: | November 2017 |
| Next Review Due: | November 2019 |
| Cycle: | Two Yearly |
| Ratified by Full Governing Body on: | 4/12/17 |
| Signed: | |

Mr Ged Owens

Chair of Governors

With Christ as our guide and example we celebrate the uniqueness of the individual.

Together we will try to:

Learn from Jesus;

Love like Jesus;

Live like Jesus.

St Patrick's Catholic Primary School – Governors' Policy Document

| Information to be published | How the information can be obtained | Cost |
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| <p>Class 1 - Who we are and what we do</p> <p>Executive Head: Mrs Paula Dix B.Ed (Hons) M.A. N.P.Q.H. St Patricks Catholic Primary School, Whitefriars Avenue Road Farnborough Hampshire GU14 7BW</p> <p>Chair of Governors: Mr Ged Owens T: 01252 542511 E: enquiries@st-patricks.hants.sch.uk W: www.st-patricks.hants.sch.uk</p> | <p>Information about our school can be found on the school website: www.st-patricks.hants.sch.uk, or at http://www3.hants.gov.uk/schooldetails?dfes=3551</p> | |
| Who's who in the school | A full list of staff and their roles in school can be found on the school website and in our school prospectus. | |
| Who's who on the Governing Body and the basis of their appointment | A full breakdown of Governors at the school can be found on the school website / by application at the school office. This list details the type of appointment and term of office. All Governors can be contacted via the school office (contact details above). | |
| Instrument of Government | A copy of the Instrument of Government can be found by application at the school office. This records the constitution of the school in accordance with school governance regulations. | |
| School Information (England) (Amendment) Regulation 2012 | <p>The following information is publish on the school website:</p> <ul style="list-style-type: none"> ➤ Admission Arrangements ➤ Link to recent Ofsted Reports ➤ Most recent KS1 & KS2 results and links to other performance data ➤ Information about the curriculum and subject curriculum content ➤ School's Pupil Premium allocation, spend and its impact ➤ Policies relating to Behaviour, SEN, disability and charging | |
| Contact details for the Head teacher and for the Governing Body (named contacts where possible with telephone number and email address) | See above | |
| School prospectus | A copy of the school prospectus can be found on the school website, or in paper form by application at the school office. | |

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| Staffing structure | This can be found by application at the school office and on the school website. | |
| School session times and term dates | Details of school holiday dates can be found by application at the school office or at http://www3.hants.gov.uk/education/schools/schoolholidays | |
| 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) | Financial information about projected and actual income and expenditure, procurement, contracts and financial audit can be found by application at the school office. | |
| Current and previous financial year as a minimum | | |
| Annual budget plan and financial statements | Details of the Individual School's Budget is distributed by the Local Authority and the school's annual income and expenditure returns can be found in Governors' minutes by application at the school office. | |
| Capital funding | Details of the capital funding allocated to the school together with information on related building projects and other capital projects can be found by application at the school office. | |
| Additional funding | Income generation schemes and other sources of funding can be found by application at the school office. | |
| Procurement and projects Details of procedures used for the acquisition of goods and services | Details of contracts that have gone through a formal tendering process can be found by application at the school office in the Governors' minutes. | |
| Pay policy | The statement of the school's policy and procedures regarding teachers' pay can be found by application at the school office. | |
| Staffing and grading structure | Details of allowances and expenses that can be claimed or incurred can be found by application at the school office. | |
| Governors' allowances | Details of allowances and expenses that can be claimed or incurred can be found by application at the school office. | |
| Class 3 – What our priorities are and how we are doing | The Governing Body papers and the school strategic plan can be found by | |

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| (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum. | application at the school office. | |
| Government supplied performance data | A link to the Ofsted Data Dashboard is available via the school website. | |
| The latest Ofsted reports and letters to children | Copies of Ofsted Inspections (whole school inspections and subject inspections) can be obtained from the Ofsted website. http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/116390 | |
| Performance management policy and procedures adopted by the Governing Body. | Performance management policy and procedures adopted by the Governing Body can be read on application at the school office. | |
| Schools future plans | The school's future plans can be found in the School Strategic Development Plan upon application from the school office. | |
| Every Child Matters Safeguarding policies and procedures | Policies and procedures in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State can be found by application at the school office. | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum | The Governing Body papers can be found by application at the school office. These demonstrate the decision making processes adopted by the school. | |
| Admissions policy / decisions (not individual admission decisions) | The Admission Arrangements can be found by application at the school office and on the school website. | |
| Agendas of meetings of the Governing Body and its sub-committees | Minutes, agendas and associated papers can be found by application at the school office. | |
| Minutes of meetings (as above) –N.B. this will exclude information that is properly regarded as private to the meetings | Minutes, agendas and associated papers can be found by application at the school office. | |

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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</p> | <p>Current written protocols, policies and procedures can be found by application at the school office with some also on the school website.</p> <p>Policies are regularly updated according to the Governing Body and school schedule.</p> | |
| <p>School policies including:</p> <ul style="list-style-type: none"> ➤ Charging ➤ Health and Safety ➤ Complaints procedure ➤ Equality ➤ Child Protection ➤ Safeguarding ➤ ICT Acceptable Use | <p>Current school policies can be found by application at the school office and most are on the website.</p> <p>The Governing Body adopts Hampshire County Council Manuel of Personnel Practice and Diocesan Staff Grievance Procedure (to include: employment, contracts, safe recruitment practice, and health)</p> | |
| <p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> ➤ Home-school agreement ➤ Curriculum ➤ Sex education ➤ Special Educational Needs ➤ Accessibility ➤ Equality ➤ Religious Education and Collective worship ➤ Pupil Behaviour Code and Discipline | <p>Current school policies can be found by application at the school office and most are on the website.</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>Current school policies can be found by application at the school office and most are on the website.</p> | |

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| <p>Class 6 – Lists and Registers Currently maintained lists and registers only (SIMs)</p> | <p>These are held by the school office.</p> | |
| <p>Curriculum circulars and statutory instruments</p> | <p>Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher / Governing Body concerning the curriculum are held by the school office.</p> | |
| <p>Asset register</p> | <p>An Asset Register is maintained by the school and held by the school office.</p> | |
| <p>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</p> | <p>Information about the services we offer can be found on the school website and by application to the school office.</p> | |
| <p>Extra-curricular activities :</p> | <p>Information can be obtained from the school office and the website.</p> | |
| <p>Out of school clubs</p> | <p>Information can be found in the school prospectus, on the school website and by application at the school office.</p> | |
| <p>School publications</p> | <p>By application at the school office and the on the school website.</p> | |
| <p>Services for which the school is entitled to recover a fee, together with those fees, ie clubs, peripatetic music, trips.</p> | <p>Available on application at the school office, on the school website and in the school prospectus.</p> | |
| <p>Leaflets books and newsletters</p> | <p>Available on application at the school office and the website.</p> | |

Contact details:

Mrs Paula Dix B.Ed (Hons) M.A. N.P.Q.H.

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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 @ ..p per sheet (black & white) | Actual cost |
| | Photocopying/printing @ ..p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation. |

* the actual cost incurred by the public authority.