



FREEDOM OF INFORMATION ACTION (2000) THE PUBLICATION SCHEME



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The following information sets out the information which the Trust makes routinely available for members of the public. Much of this is available on the Trust's website [www. www.tcat.uk.com](http://www.tcat.uk.com). However, if you cannot find something you think should be available, please contact the Director of Finance (Damian McGuire) on 01925 633591 Ext 264; email d.mcguire@priestley.ac.uk).

Some information is not available to members of the public. This is where it is exempt from disclosure, for example, under the Data Protection Act or where the information is commercially sensitive.

The information available falls into seven different classes and the classifications will enable individuals to navigate around the information easily:

Classes of Information	Details	Where it is available
Who we are and what we do	Organisation information, locations and contacts, constitutional and legal governance	<ul style="list-style-type: none"> • Copy of the Memorandum and Articles of Association, together with the Governing Body Handbook (containing Code of Conduct, Code of ethics, Standing Orders and Terms of Reference of all committees) are available from the Clerk to the Governing Body • The Trust is located at Priestley College on Loushers Lane, Warrington, with reception opening times of 8.30am- 4.30pm (4.00pm on Fridays). The full address is "The Challenge Academy Trust, c/o Priestley College, Loushers Lane, Warrington, Cheshire, WA4 6RD" and the reception telephone number is 01925 6333591. • The Trust's website www. www.tcat.uk.com Details all the schools that are part of the Trust and provide links to each one. Details of term times, Head Teachers, Governing Bodies are available on the websites.
What we spend and how we spend it	Financial information relating to projected and actual income and expenditure,	<ul style="list-style-type: none"> • Governing Body (and its Finance and General Purposes Committees) agendas and minutes contain key financial information; which can be obtained from the website or are available from the Clerk in hard or electronic format. Annual (audited) accounts are available from the website

	tendering procurement and contracts	<ul style="list-style-type: none"> • A list of suppliers of key contracted services is available from Director of Finance • Procurement procedures are detailed in the Trust's Financial Regulations. Hard copy or electronic copy available from the Director of Finance • The main source of funding is that received from the Education Funding Agency. Hard or electronic copy of the annual Financial Agreement (between the Trust and the EFA) available from the Director of Finance
What our priorities are and how we are doing	Strategy and performance information, plans, assessments, inspections and reviews	<ul style="list-style-type: none"> • Audit reports are presented to the Audit Committee. Meeting papers of the Audit Committee are available (hard copy) from the Clerk. Minutes are available on the website. • The Annual Report is available on the website. This document provides information on: <ul style="list-style-type: none"> Strategies and objectives (including Mission, Vision and Values) Strategic Plan objectives and performance Financial objectives Ofsted Inspection Curriculum Developments Resources Risk management Stakeholder Relationships • The most recent Ofsted Inspection reports for any member of the Trust is available in full on the Ofsted website (www.ofsted.gov.uk)
How we make decisions	Policy proposals and decisions, decision making processes, internal criteria and procedures, consultations	<ul style="list-style-type: none"> • Key Trust policies are reviewed and approved by the Governing Body, as is the decision-making process. The minutes and agendas of the Governing Body (and its Committees) are available (hard or electronic copy) from the Clerk. Governing Body minutes are available on the College Website (under 'Governance') • Annual Report (see under 'What our priorities are...' section above) • All relevant policies are available on the website of the Trust and also on the websites of the member institutions of the Trust.

Our policies and procedures	Current written protocols for delivering our functions and responsibilities	<ul style="list-style-type: none"> • Publication of Information Policy – available on the Trust website • Public Access to Governing Body Papers Policy – available on Trust Website • Public Values Statement – available on Trust Website • Welcoming new students with a disability or a difficulty - available on member institutions’ Website • Single Equality Scheme and Race Equality Policy – available on the Trust Website • Equality & Diversity Annual Report – available on the Trust Website • Equality Objectives – available on website • Disability Statement – available from the Student Support Manager • Safeguarding Policy (including Child Protection Policy) – available on individual institutions’ Website • SEND Policy – available on individual institutions’ Website • Data Protection Policy – available on the Trust website • Retention of Records – available on the individual institutions’ Website
Lists and registers	Information held in registers required by law and other lists and registers relating to the functions of the College	<ul style="list-style-type: none"> • The College maintains a Register of Interests which is completed by members of the Governing Body and senior staff. The Register may be inspected during office hours (contact the Clerk)
The services we offer	Advice and guidance, booklets and leaflets, transactions and media releases, a description of the services offered	<ul style="list-style-type: none"> • Individual institutions’ websites