



## ADMAT Publication Scheme

### *An Daras Multi Academy Trust*

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

Status: <b>Approved</b>	
Recommended	
Statutory	Yes
Version	v1.1
Adopted v1.0	<b>May 2015</b>
First Review v1.1	<b>May 2017</b>
Next Review	<b>May 2019</b>
Advisory Committee	ADMAT TLA Committee
Linked Documents and Policies	ADMAT Freedom of Information Policy ADMAT Data Protection Policy



## An Daras Multi Academy Trust – Publication Scheme 2017

Access the following links to find full information.

An Daras Multi Academy Trust (ADMAT) website link - [www.andaras.org](http://www.andaras.org)

St Stephens Community Academy website link [www.ststephenscornwall.co.uk](http://www.ststephenscornwall.co.uk)

Windmill Hill Academy website link [www.windmill-hill.eschools.co.uk](http://www.windmill-hill.eschools.co.uk)

St Catherines Primary website link [www.stcatherinescofe.co.uk](http://www.stcatherinescofe.co.uk)

Federation of North Petherwin and Werrington Primaries website link [www.northpetherwinandwerringtonschools.co.uk](http://www.northpetherwinandwerringtonschools.co.uk)

Lew Trenchard Primary website link [www.lewtrenchardschool.org.uk](http://www.lewtrenchardschool.org.uk)

Information to be Published	How the Information can be Obtained	Charge
<b>Class 1 – Who we are and what we do</b>		
Organisational information, structures, locations and contacts		
Instrument of Government / Articles of Association	ADMAT Website	No charge
An outline of the academy curriculum	Individual School Websites	No charge
The names of the local governors, the basis on which they have been appointed and details of how to contact them via the academy	Individual School Websites	No charge
School session times and term dates	Individual School Websites	No charge
The address, telephone number, email address and website for the academy together with the names of key personnel	ADMAT and Individual School Websites	No charge
Information to be Published	How the Information can be Obtained	Charge
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
Annual budget plan and financial statements	ADMAT Website	No charge
Details of items of expenditure over £5000, including costs, supplier and transaction information	ADMAT and Individual School Main Offices	2p per sheet + postage

Capital funding	ADMAT Main Offices	2p per sheet + postage
Financial audit reports	ADMAT Website	No charge
Details of procedures used for the acquisition of goods and services	ADMAT Website In the Financial Management Policies	No Charge
Details of contracts that have gone through a formal tendering process	ADMAT Main Offices	2p per sheet + postage
The academy policy and procedures regarding teachers' pay	ADMAT Main Offices/Website	2p per sheet + postage
Details of the allowances and expenses that can be incurred or claimed by staff	ADMAT Website In the Financial Management Policies	No charge
<b>Information to be Published</b>	<b>How the Information can be Obtained</b>	<b>Charge</b>
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts		
The total of the allowances and expenses paid to individual senior staff members	ADMAT Main Offices	2p per sheet + postage
Staff pay and grading structures	ADMAT Main Offices	2p per sheet + postage
Details of allowances and expenses that can be incurred or claimed by local governors/directors	ADMAT Website	No charge
A record of total payments made to individual local governors/directors	ADMAT Main Offices	2p per sheet + postage
<b>Information to be Published</b>	<b>How the Information can be Obtained</b>	<b>Charge</b>
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Performance data supplied to the government	Individual School Main Offices/Websites	2p per sheet + postage
Latest OFSTED report	OFSTED website <a href="http://www.ofsted.gov.uk">http://www.ofsted.gov.uk</a>	No charge
Performance management information	Individual School Main Offices Main Offices	2p per sheet + postage
Academy future planning	ADMAT/Individual School Main Offices	2p per sheet + postage
Policies and procedures for safeguarding and child protection		2p per sheet + postage

	ADMAT/Individual School Websites	
<b>Information to be Published</b>	<b>How the Information can be Obtained</b>	<b>Charge</b>
<b>Class 4 – How we make decisions</b> Decision-making processes and records of decisions		
The academy admission arrangements and procedures	Individual School Websites Cornwall Local Authority Admissions <a href="http://www.cornwall.gov.uk/admissions">www.cornwall.gov.uk/admissions</a>	No charge
Minutes of meetings of the Local Governing Body	Individual School Websites	No charge
<b>Information to be Published</b>	<b>How the Information can be Obtained</b>	<b>Charge</b>
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
Academy policies and other documents	ADMAT/Individual school Website	No charge
<b>Information to be Published</b>	<b>How the Information can be Obtained</b>	<b>Charge</b>
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities		
Records management and personal data policies	ADMAT/Individual School Websites	No charge
Equality and diversity policies	ADMAT/Individual School Websites	No charge
Policies and procedures for the recruitment of staff	ADMAT Main Office	No charge
Charging regimes and policies	ADMAT/Individual School Websites	No charge
<b>Information to be Published</b>	<b>How the Information can be Obtained</b>	<b>Charge</b>
<b>Class 6 – Lists and registers</b> Information on currently maintained lists and registers		
Curriculum circulars and statutory instruments	Individual School Main Office	2p per sheet + postage

Disclosure logs	Individual School Main Office	2p per sheet + postage
Asset register	ADMAT/Individual School Main Office	2p per sheet + postage
Any information the academy is currently legally required to hold in publicly available registers	ADMAT/Individual School Main Office	2p per sheet + postage
<b>Information to be Published</b>	<b>How the Information can be Obtained</b>	<b>Charge</b>
<b>Class 7 – The services we offer</b>		
Information about the services the school provides including leaflets, guidance and newsletters		
Extra-curricular activities	Individual School Websites	No charge
Out of school clubs	Individual School Websites	No charge
Academy publications	Academy/Individual School Websites	No charge
Services for which the academy is entitled to recover a fee together with those fees	Individual School Main Office	2p per sheet + postage
Leaflets, booklets and newsletters	Individual School Websites	No charge