

## Freedom of Information

Guide to information available from Beverley Minster C.E. Primary School under the model publication scheme

Information to be published.	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Age Range: 4-11</li> <li>• Gender: Mixed</li> <li>• Number of pupils: 252</li> <li>• School Capacity: 300</li> </ul> <p><b>Details</b></p> <ul style="list-style-type: none"> <li>• Headteacher: Mr Luke Fletcher</li> <li>• Boarding Provision: No</li> <li>• Type: Primary</li> <li>• Religious: Church of England</li> <li>• Local Authority: East Riding of Yorkshire</li> <li>• Region: Yorkshire and Humber</li> <li>• Address: Beverley Minster C.E. Primary School St Giles Croft Beverley HU17 8LA</li> <li>• Telephone: 01482 869947</li> <li>• Website: <a href="https://www.beverleyminsterprimary.co.uk/">https://www.beverleyminsterprimary.co.uk/</a></li> </ul>	<p><a href="https://www.beverleyminsterprimary.co.uk/">https://www.beverleyminsterprimary.co.uk/</a></p>	

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<p><b>Who's who in the school</b> Staffing Lists are published on the schools website.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36467">https://www.beverleyminsterprimary.co.uk/?page_id=36467</a></p>	
<p><b>Who's who on the governing body / board of governors and the basis of their appointment</b> Full Governor details are on the schools website.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36468">https://www.beverleyminsterprimary.co.uk/?page_id=36468</a></p>	
<p><b>Instrument of Government / Articles of Association</b> Full Governor details are on the schools website.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36468">https://www.beverleyminsterprimary.co.uk/?page_id=36468</a></p>	
<p><b>Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).</b></p> <ul style="list-style-type: none"> <li>• Headteacher: Mr Luke Fletcher</li> <li>• Chair of Governors: Mr Paul Seabourne</li> <li>• Email: <a href="mailto:office@beverleyminsterprimary.co.uk">office@beverleyminsterprimary.co.uk</a></li> <li>• Contact Address: Beverley Minster C.E. Primary, St Giles Croft, Beverley HU17 8AL</li> </ul>		
<p><b>School prospectus</b> Our School prospectus is available on our website.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36472">https://www.beverleyminsterprimary.co.uk/?page_id=36472</a></p>	

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<p><b>Staffing structure</b> Details are on our website and staffing structure is reviewed annually.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36467">https://www.beverleyminsterprimary.co.uk/?page_id=36467</a></p>	
<p><b>School session times and term dates</b> Term dates and start and end times for the school day are published on our website.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36928">https://www.beverleyminsterprimary.co.uk/?page_id=36928</a> <a href="https://www.beverleyminsterprimary.co.uk/?page_id=36470">https://www.beverleyminsterprimary.co.uk/?page_id=36470</a></p>	
<p><b>Address of school and contact details, including email address</b></p> <ul style="list-style-type: none"> <li>• Email: <a href="mailto:office@beverleyminsterprimary.co.uk">office@beverleyminsterprimary.co.uk</a></li> <li>• Contact Address: Beverley Minster C.E. Primary, St Giles Croft, Beverley HU17 8AL</li> </ul>		
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Copies of Financial spend can be produced on request. Please contact the school office for a copy.</p>	

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<p><b>Annual budget plan and financial statements</b></p> <p>Section 151 of the Local Government Act 1972 that's that every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs.</p> <p>The Financial Regulations for Schools are also made under Section 151 of the Local Government Act 1972. The governing body has a strategic role in financial management of the schools and its key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Setting financial priorities through the school improvement plan</li> <li>• 5-year financial plan</li> <li>• Annual budget</li> </ul> <p>The consistent Financial reporting (CFR) framework provides a standard template for schools to collect information about their income and expenditure by financial years, which maintained schools provide to their local authorities in a financial statement each year.</p>	<p>Copies of annual reports can be produced on request. Please contact the school office for a copy.</p> <p><a href="https://www.gov.uk/guidance/consistent-financial-reporting-framework-cfr">https://www.gov.uk/guidance/consistent-financial-reporting-framework-cfr</a></p>	
<p><b>Capital funding</b></p> <p>The consistent Financial reporting (CFR) framework provides a standard template for schools to collect information about their income and expenditure by financial years,</p>	<p><a href="https://www.gov.uk/guidance/consistent-financial-reporting-framework-cfr">https://www.gov.uk/guidance/consistent-financial-reporting-framework-cfr</a></p>	

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<p>which maintained schools provide to their local authorities in a financial statement each year. Capital funding and spend is incorporated within the CFR.</p>		
<p><b>Financial audit reports</b> The following documents are produced, in conjunction with the LA, as part of the year end processes:</p> <ul style="list-style-type: none"> <li>• Final Funding Outturn Statement</li> <li>• CFR return</li> <li>• Analysis of Balances</li> </ul> <p>Monthly reconciliation is undertaken in line with transaction and budget reports produced by LA. Audit reports are available for the School Fund.</p>	<p>Copies of the Annual reports can be produced on request. Please contact the school office for a copy.</p>	
<p><b>Details of expenditure items over £2000</b> Procedures for this expense is documented in the Local Authority Financial Procedures. Any expenditure over £2000 is subject to a procurement process.</p>	<p>Details of school expenditure available on request. Please contact the school office.</p>	
<p><b>Procurement and contracts the school has entered into:</b> Section 8 of the LA Financial Procedures documents the process for purchasing. This includes obtaining written quotations, obtaining tenders and contract specifications.</p>	<p>A copy of the LA financial Procedures is available on request. Please contact the school office for a copy.</p>	

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<p><b>Pay policy:</b> This policy sets out the framework for making decisions on teachers' pay. All teachers employed at Beverley Minster CE VC primary school are paid in accordance with this policy which has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD).</p>	<p>A copy of the Pay Policy is available on request. Please contact the school office for a copy.</p>	
<p><b>Staff Allowances and Expenses:</b> 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.</p>	<p>A copy of the Travel and Subsistence Policy is available on request. Please contact the school office for a copy.</p>	
<p><b>Staffing, pay and grading structure:</b> 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.</p>	<p>A copy of the Pay Policy is available on request. Please contact the school office for a copy.</p> <p><a href="https://www.gov.uk/government/publications/school-teachers-pay-and-conditions">https://www.gov.uk/government/publications/school-teachers-pay-and-conditions</a></p>	
<p><b>Class 3 – What our priorities are and how we are doing</b></p>		

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<p><b>School Development Plan:</b> School development planning is a continuous process with evaluation and review an essential part of the process. This plan sets out how we aim not only to maintain performance but also to raise overall school standards, individual pupil achievement and to place staff development at the heart of the school improvement.</p> <p><b>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive:</b> The data can be viewed and downloaded from the performance tables section of the Department for Education website.</p> <p><b>The latest Ofsted inspection report</b></p>	<p>A copy of School Development Plan is available on request. Please contact the school office for a copy.</p> <p><a href="https://www.find-school-performance-data.service.gov.uk/school/117971/beverley-minster-church-of-england-voluntary-controlled-primary-school">https://www.find-school-performance-data.service.gov.uk/school/117971/beverley-minster-church-of-england-voluntary-controlled-primary-school</a></p> <p><a href="https://reports.ofsted.gov.uk/provider/21/117971">https://reports.ofsted.gov.uk/provider/21/117971</a></p>	
<p><b>Performance management policy and procedures adopted by the governing body.</b> A copy of the policy and procedures can be produced on request.</p>	<p>A copy of the Appraisal Policy and procedures available on request. Please contact the school office for a copy.</p>	
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p>	<p>Not Applicable</p>	

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<p><b>Safeguarding and child protection</b> Our School community fully recognises the contribution it can make to protect and support pupils. The Child Protection Policy details the aims of Beverley Minster CE VC Primary School to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. Pupil safety is of paramount importance in our aspirations to achieve the best outcomes for our children. The School's commitment to Child Protection is reflected in the award of the School Safeguarding Accreditation by the East Riding Safeguarding Children Board (ERSCB) and East Riding of Yorkshire Council (ERYC). Your child's welfare is our responsibility and concern.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36716">https://www.beverleyminsterprimary.co.uk/?page_id=36716</a></p>	
<p><b>Class 4 – How we make decisions</b> Decision making processes and records of decisions Current and previous three years as a minimum</p>		
<p><b>Admissions policy/decisions</b> The Admissions Policy is agreed in consultation with the Local Authority and a copy can be found on the schools' website.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36705">https://www.beverleyminsterprimary.co.uk/?page_id=36705</a></p>	



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<p><b>Agendas and minutes of meetings of the governing body and its committees.</b> Agendas and minutes of the Part A meetings of the Full Governing Body and its Committee's, are available on request.</p>	<p>Copies of Agendas and minutes available on request from the school office.</p>	
<p><b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Complaints Policy</li> <li>• Conduct Policy</li> <li>• Discipline and grievance policies</li> <li>• Equality and Diversity</li> <li>• Safer Recruitment policy</li> <li>• Curriculum</li> <li>• Collective Worship</li> <li>• Behavioural Policy</li> </ul>	<p>Copies of policies and procedures available on request from the school office.</p>	
<p><b>Records management and personal data policies, including:</b> The school as appointed East Riding of Yorkshire Council to be the Data Protection Officer as part of a traded service. To contact the school regarding any data protection matters please email <a href="mailto:office@beverleyminsterprimary.co.uk">office@beverleyminsterprimary.co.uk</a></p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36710">https://www.beverleyminsterprimary.co.uk/?page_id=36710</a></p>	

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<p>The following policies and procedures can be found on the school's website:</p> <ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Data Protection Policy Appendix</li> <li>• Freedom of Information Policy</li> <li>• Freedom of Information Publication scheme</li> <li>• Pupil Privacy Notice</li> <li>• Workforce Privacy Notice</li> <li>• Photography and Media consent form</li> <li>• Records Management and Data Quality Policy</li> </ul>		
<p><b>Charging regimes and policies.</b> Fees that are Chargeable are within the charging values framework. Details of which can be seen in our Charging Policy.</p>	<p>A copy of the Charging Policy is available on request. Please contact the school office for a copy.</p>	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		

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<p><b>Curriculum circulars and statutory instruments</b></p> <ul style="list-style-type: none"> <li>• Curriculum statement</li> <li>• Areas of learning</li> </ul>	<p><a href="https://www.beverleyminsterprimary.co.uk/wp-content/uploads/2020/01/Our-Curriculum-2020.pdf">https://www.beverleyminsterprimary.co.uk/wp-content/uploads/2020/01/Our-Curriculum-2020.pdf</a></p> <p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36839">https://www.beverleyminsterprimary.co.uk/?page_id=36839</a></p>	
<p><b>Disclosure logs</b> The schools' disclosure log, FOI, lists responses to requests made under the Freedom of Information Act 2000.</p>	<p>Details are available on request from the School Office.</p>	
<p><b>Asset register</b> The school's asset log records IT and school property.</p>	<p>Details are available on request from the School Office.</p>	
<p><b>Any information the school is currently legally required to hold in publicly available registers:</b> The school holds a number of records related to premises, health &amp; safety and system operations, e.g. Fire/alarm Systems, Asbestos, COSHH, legionella, Water Management.</p>	<p>Details are available on request from the School Office.</p>	

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<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>School Newsletter, sports news and activities are published on our website.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36922">https://www.beverleyminsterprimary.co.uk/?page_id=36922</a></p>	
<p><b>Out of school club</b> JFK (before and after school club) is on our school site. Information regarding opening times and costs are published on our website.</p>	<p><a href="https://www.beverleyminsterprimary.co.uk/?page_id=36979">https://www.beverleyminsterprimary.co.uk/?page_id=36979</a></p>	
<p><b>Services for which the school is entitled to recover a fee, together with those fees:</b> Fees that are chargeable are within the charging values framework, Details of which can be seen in our Charging Policy.</p>	<p>A copy of the Charging Policy is available on request. Please contact the school office for a copy.</p>	
<p><b>School publications, leaflets, books and newsletters:</b> The following publications/leaflets and or newsletters for parents are published on the schools' website:</p> <ul style="list-style-type: none"> <li>• School Newsletter</li> <li>• School Menus</li> </ul>	<p><a href="https://www.beverleyminsterprimary.co.uk/">https://www.beverleyminsterprimary.co.uk/</a></p>	

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<ul style="list-style-type: none"> <li>• SEND information</li> <li>• Medical Advice</li> <li>• School Uniform</li> </ul> <p>Additional funding:</p> <ul style="list-style-type: none"> <li>• Pupil Premium Report</li> <li>• Sports and PE Premium</li> </ul>		
<p><b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above</p>		

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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.**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ £0.03p per sheet (black & white)	
	Photocopying/printing @ £0.21p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class