HumberEducationTrust
Where everybody counts, every moment matters.

Publication Scheme June 2026

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PUBLICATION SCHEME FOR HUMBER EDUCATION TRUST

1. Introduction: what is a Publication Scheme and why has it been developed

The Trust is responsible for collating and publicising its own Publication Scheme about the work of the Academy.

This Publication Scheme commits us to make information available to the public as part of our normal business activities.

This Scheme commits the Academy to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Academy and falls within the classes of information below
- specify the information which is held by us and falls within the within the classes of information below
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- review and update on a regular basis the information we make available under this scheme
- produce a schedule of any fees charged for access to information which is made proactively available
- make this publication scheme available to the public

The classes of information include:

- **Who we are and what we do -** Organisational information, locations and contacts, constitutional and legal governance
- **What we spend and how we spend it -** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing -** Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions -** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures** - Current written protocols for delivering our functions and responsibilities.
- **Lists and Registers** - Information held in registers by law and other lists and registers relating to the functions of the Academy
- **The services we offer** - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure

- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or it is difficult to access for similar reasons

2. The method by which information published under this Publication Scheme will be made available

Where it is within our capability, information will be provided on the Academy's website.

Where it is impracticable to make information available on the website, this Scheme sets out how information can be obtained.

Where you cannot or do not wish to access the information via the specified means, you should contact the Academy (see below) to discuss an alternative means of viewing the information. In exceptional circumstances information may be available only by viewing in person. You should contact the Academy (see below) to make an appointment to view the information which we will endeavour to accommodate within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. If we are legally required to translate the information, we will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this Scheme.

3. Charges which may be made for information published under this Scheme

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Material which is published and accessed on a website will be provided free of charge. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this Scheme where they are legally authorised, they are justified in all the circumstances and are in accordance with a published

schedule of fees in this Publication Scheme. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

4. Written Requests

Information held by us that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

5. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact us:

T: 01482 755674

E: admin@het.academy

Website: www.humbereducationtrust.co.uk

To help us process requests quickly, any correspondence should be clearly marked

“Publication Scheme Request”.

GUIDE TO INFORMATION AVAILABLE FROM THE HUMBER EDUCATION TRUST UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do **Organisational information, structures, locations and contacts** **This will be current information only**		
Memorandum and Articles of Association	Trust Website	No charge
Master Funding Agreement	Trust Website	No charge
List of the names of the Trustees and Members of the Trust	Trust Website	No charge
Staffing structure - names of key personnel	Trust or Academy Website	No charge
Contact details for the Headteacher and the Board of Trustees	Trust and Academy Website	No charge
Location and contact information – address and telephone number	Trust and Academy Website	No charge
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** **Current and previous two financial years as a minimum**		
Annual budget plan and financial statements	Hard Copy requested via Main Office	Schedule of Charges
Annual Accounts (published by 31 January each year)	Trust Website	No charge
'Value for money statement' from the academy trust's accounting officer, explaining how the trust has secured value for money during the financial year – within the Annual Accounts	Trust Website	No charge

Capital funding – details of capital funding allocated to the Academy along with information on related building projects and other capital projects – within the Annual Accounts	Trust Website	Schedule of Charges
Additional funding – income generation schemes and other sources of funding – within the Annual Accounts	Trust Website	Schedule of Charges
Procurement and contracts – details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard Copy requested via Main Office	Schedule of Charges
Staffing and grading structure	Hard Copy requested via Main Office	Schedule of Charges
Pay policy – a statement of the Academy's policy on procedures regarding teachers' pay	Hard Copy requested via Main Office	Schedule of Charges
Trustees' allowances – Details of allowances and expenses that can be claimed or incurred	Hard Copy requested via Main Office	Schedule of Charges
Class 3 - What our priorities are and how we are doing **(Strategies and plans, performance indicators, audits, inspections and reviews)** **This will be current information only**		
Academy profile including a statement of our ethos and values	Trust or Academy Website	No charge
Appraisal policy and procedures adopted by the Trustees	Hard Copy requested via Main Office	Schedule of Charges
Academy Improvement Plan	Hard Copy requested via Main Office	Schedule of Charges
Safeguarding policies and procedures	Trust or Academy Website	No charge
Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum		
Agendas of Trustee meetings and (if held) its sub-committees	Hard Copy requested via Main Office	Schedule of Charges

Minutes of meetings (as above) – N.B. This will exclude information that is properly considered to be private	Hard Copy requested via Main Office	Schedule of Charges
Class 5 - Our policies and procedures **(Current written protocols, policies and procedures for delivering our services and responsibilities)** **Current information only**		
Academy wide policies including: • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Equality and diversity (including equal opportunities) policies • Staff recruitment policies	Trust and Academy Website Hard Copy requested via Main Office	No charge Schedule of Charges
Records management and personal data policies, including: • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies)	Hard Copy requested via Main Office Trust and Academy Website	Schedule of Charges No charge
Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated	Hard Copy requested via Main Office	Schedule of Charges
Equality and diversity	Hard Copy requested via Main Office	Schedule of Charges

(Policies, schemes, statements, procedures and guidelines relating to equal opportunities) Policies and procedures for the recruitment of staff and details of vacancies		
Class 6 - Lists and Registers **Currently maintained lists and registers only**		
Asset register	Hard Copy requested via Main Office	Schedule of Charges
Any information the Trust is currently legally required to hold in publicly available registers	Trust Website or Hard Copy requested via Trust's Registered Office	Schedule of Charges
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**		
Academy publications	Academy Website or Hard Copy requested via Main Office	No charge (website) or Schedule of Charges
Services for which the Academy is entitled to recover a fee, together with those fees	Academy Website	No charge
Leaflets, booklets and newsletters	Academy Website or Hard Copy requested via Main Office	No charge (website) or Schedule of Charges

Schedule of Charges

This describes the charges which will be made.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing	Actual cost incurred by the Academy
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation

ANNEX B - EXEMPTIONS

There are two general categories of exemptions:

- **Absolute**: where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest test; and
- **Qualified**: where, even if an exemption applies, there is a duty to consider the public interest in disclosing information.

Even when an exemption applies:

- we will still provide you with reasonable advice and assistance, including suggesting an amended version of your request
- we can decide to ignore the exemption and release the information taking into account all the facts of the case

1. ABSOLUTE EXEMPTIONS

Those which are most likely to be used are marked with an *:

1.1. ***Information accessible to the enquirer by other means*** (Section 21) If information is reasonably accessible to the enquirer by a route other than the FOIA, it is exempt information. This is the case even if the enquirer would have to pay for the information under that alternative route. This exemption will include cases where the information is available via the Publication Scheme or under other legislation, such as the Data Protection Act 2018.

1.2. ***Personal information*** (Section 40) (see also the qualified exemption part of Section 40). Where enquirers ask to see information about themselves, this is exempt under the Act because it is covered by the Data Protection Act.

1.3. ***Court records*** (Section 32) (see also the qualified exemption under Section 30 concerning investigations and proceedings conducted by public authorities) This applies to information related to proceedings in a court or tribunal or served on a public authority for the purposes of proceedings.

1.4. ***Information provided in confidence*** (Section 41) This relates to information obtained from a person if its disclosure would constitute a breach of confidence actionable in law by that, or another, person.

1.5. ***Prohibitions on disclosure*** (Section 44) Information is exempt where its disclosure is prohibited under any other legislation by order of a court or where it would constitute a contempt of court or where it is incompatible with any EC obligation.

1.6. **Information dealing with security matters** (Section 23) (see also qualified exemption under Section 24 on national security) This applies to information directly or indirectly supplied by, or relating to, bodies dealing with security matters such as GCHQ, MI5, MI6, Special Forces and the National Criminal Intelligence Service.

1.7. **Parliamentary Privilege** (Section 34) This exempts information if it is required for the purpose of avoiding an infringement of the Parliamentary privilege.

1.8. **Prejudice to the effective conduct of public affairs** (Section 36) (see also the qualified exemption part of Section 36) This relates to the maintenance of the collective responsibility of Ministers.

2. QUALIFIED EXEMPTIONS

Where a qualified exemption applies, there is an additional duty to consider the public interest in confirming or denying that the information exists and in disclosing information (see below).

Those which are most likely to be used are marked with an *:

2.1. ***Personal information*** (Section 40) (see also the absolute exemption part of Section 40) Where the information concerns a third party, it is exempt if its disclosure would contravene the Data Protection Act 2018, or the data protection principles; or if the person to whom the information relates would not have a right of access to it because it falls under one of the exemptions to the Data Protection Act 2018. The duty to confirm or deny does not arise in relation to this information if doing so would be incompatible with any of the above.

2.2. ***Legal professional privilege*** (Section 42) Legal professional privilege covers any advice given by legal advisers, solicitors and barristers especially with regard to potential litigation. Generally such information will be privileged. This exemption covers all such information where a claim to legal professional privilege can be maintained in legal proceedings. The duty to confirm or deny does not arise where to do so would involve the disclosure of such information.

2.3. **nformation intended for future publication*** (Section 22) If at the time the request was made, information is held with a view to publication, then it is exempt from disclosure if it is reasonable that it should not be disclosed until the intended date of publication. This could apply for instance to statistics published at set intervals, for example annually or where information is incomplete and it would be inappropriate to publish prematurely. Note the following:

2.3.1. the intended publication does not have to be by the Academy, it can be by another person or body on behalf of the Academy

2.3.2. the date of publication does not have to be known, it could be at some future date (although it is recommended that some idea of a likely date is given)

2.3.3. the duty to confirm or deny does not apply if to do so would involve the disclosure of any of the relevant information

2.4. ***Investigations and proceedings conducted by public authorities*** (Section 30) Information is exempt if it has at any time been held by us for the purposes of criminal investigations or proceedings, such as determining whether a person should be charged with an offence or whether a charged person is guilty, or investigations which may lead to a decision to institute criminal proceedings. The duty to confirm or deny does not apply to such information.

2.5. ***Law enforcement*** (Section 31) Information which is not exempt under Section 30 Investigations and Proceedings, may be exempt under this exemption in the event that disclosure would, or would be likely to, prejudice the following among others:

2.5.1. the prevention or detection of crime
2.5.2. the apprehension or prosecution of offenders
2.5.3. the administration of justice
2.5.4. the exercise of functions such as ascertaining if a person has broken the law, is responsible for improper conduct, whether circumstances justify regulatory action, ascertaining a person's fitness or competence in relation to their profession, ascertaining the cause of an accident or protecting or recovering charities or its properties
2.5.5. any civil proceedings brought by us or on our behalf which arise out of an investigation carried out for any of the purposes mentioned above.

The duty to confirm or deny does not arise where prejudice would result to any of these matters.

2.6. ***Health and Safety*** (Section 38) Information is exempt if its disclosure would or would be likely to endanger the safety or physical or mental health of any individual. The duty to confirm or deny does not arise where prejudice would result.

2.7. **Commercial interests*** (Section 43) Information is exempt if it constitutes a trade secret or would be likely to prejudice the commercial interests of any person or body (including the Academy).

2.8. ***Environmental information*** (Section 39) Information is exempt under FOI where it is covered by the Environmental Information Regulations. Environmental information can cover information relating to: air, water, land, natural sites, built environment, flora and fauna, and health. It also covers all information relating to decisions or activities affecting any of these. However, such requests will normally be dealt with under similar principles to those set out in the policy.

2.9. **Audit Functions** (Section 33) Information is exempt if its disclosure would, or would be likely to, prejudice the exercise of an authority's functions in relation to the audit of the accounts of other public authorities. It does not apply to internal audit reports.

2.10. **Formulation of government policy** (Section 35) Information held is exempt information if it relates to the formulation or development of government policy, ministerial communications, advice by Law Officers (eg Attorney General) and the operation of any Ministerial private office.

2.11. **National security** (Section 24**)** (see also absolute exemption 23) Information is exempt for the purposes of safeguarding national security.

2.12. **Defence** (Section 26) Information is exempt if its disclosure would prejudice the defence of the UK.

2.13. **International relations** (Section 27) Information is exempt if its disclosure would or would be likely to, prejudice relations between the UK and any other state, international organisation.

2.14. **Relations within UK** (Section 28**)** Information is exempt if its disclosure would or would be likely to, prejudice relations between any administration in the UK

i.e. the Government, Scottish Administration, Northern Ireland Assembly, or National Assembly of Wales.

2.15. **The economy** (Section 29) Information is exempt if its disclosure would, or would be likely to, prejudice the economic or financial interests of the UK

2.16. **Prejudice to the conduct of public affairs** (Section 36) (excluding matters covered by the absolute exemption part of Section 36) Information likely to prejudice the maintenance of the convention of the collective responsibility of Ministers or likely to inhibit the free and frank provision of advice or exchange of views.

2.17. **Communications with the King** (Section 37) Information is exempt if it relates to communications with the King, the Royal Family or Royal Household or if it relates to the award of honours. The duty to confirm or deny does not arise where this exemption applies.

3. PUBLIC INTEREST TEST

3.1. Having established that a qualified exemption(s) definitely applies to a particular case, we are then required to carry out a public interest test to identify whether the public interest in applying the exemption outweighs the public interest in disclosing it. Unless it is in the public interest to withhold the information, we are required to release it.

3.2. What is in the public interest is not necessarily the same as that which may be of interest to the public. It may be irrelevant that a matter may be the subject of public curiosity.

3.3. Factors that might be taken into account when weighing the public interest include:

<u>For disclosure</u>

3.3.1. Is disclosure likely to increase access to information held by us?
3.3.2. Is disclosure likely to give the reasons for a decision or allow individuals to understand decisions affecting their lives or assist them in challenging those decisions?
3.3.3. Is disclosure likely to improve our accountability and transparency in the use of public funds and help to show that we obtain value for money?
3.3.4. Is disclosure likely to contribute to public debate and assist the understanding of existing or proposed policy?
3.3.5. Is disclosure likely to increase public participation in decision-making?
3.3.6. Is disclosure likely to increase public participation in political processes in general?
3.3.7. Is disclosure likely to bring to light information affecting public safety?
3.3.8. Is disclosure likely to reduce further enquiries on the topic?

Against disclosure

3.3.1. Is disclosure likely to distort public reporting or be misleading because it is incomplete?
3.3.2. Is premature disclosure likely to prejudice fair scrutiny, or release sensitive issues still on the internal agenda or evolving?

3.3.3. Is disclosure likely to cause unnecessary public alarm or confusion?
3.3.4. Is disclosure likely to seriously jeopardise our legal or contractual position?
3.3.5. Is disclosure likely to infringe other legislation e.g. Data Protection Act?
3.3.6. Is disclosure likely to create a controversial precedent on the release of information or impair our ability to obtain information in the future?
3.3.7. Is disclosure likely to adversely affect our proper functioning and discourage openness in expressing opinions?
3.3.8. If a large amount of information on the topic has already been made available, would further disclosure shed any more light or serve any useful purpose?

3.4. In considering the above, we acknowledge that:

3.4.1. potential or actual embarrassment to, or loss of confidence in, to the Academy trustees or staff is NOT a valid factor
3.4.2. the fact that the information is technical, complex to understand and may be misunderstood may not of itself be a reason to withhold information
3.4.3. the potential harm of releasing information will reduce over time and will therefore be considered at the time the request is made rather than by reference to when the relevant decision was originally taken
3.4.4. the balance of the public interest in disclosure cannot always be decided on the basis of whether the disclosure of particular information would cause harm, but on certain higher order considerations such as the need to preserve confidentiality of internal discussions
3.4.5. a decision not to release information may be perverse i.e. would a decision to withhold information because it is not in the public interest to release it, itself result in harm to public safety, the environment or a third party?

3.5. Where the balance of the public interest lies in disclosure or the factors are equally-balanced, we will normally favour disclosure and the information requested made available.