

# Freedom of Information

## Guide to information available from Pathfinder Schools under the model publication scheme for schools

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>  Company structure	<p>Pathfinder Schools is a Multi-Academy Trust registered as a private company limited by guarantee (07670511). Our company registration details can be found at:</p> <p><a href="https://beta.companieshouse.gov.uk/company/07670511">https://beta.companieshouse.gov.uk/company/07670511</a></p> <p>Our Trust structure can be found on the Trust website at:</p> <p><a href="https://www.pathfinderschools.org.uk/about-us/statutory-information">https://www.pathfinderschools.org.uk/about-us/statutory-information</a></p>	Free
Who's who in the trust	<p>The trustees/directors of the trust and the headteachers of each of the schools can be found on the trust website at:</p> <p><a href="https://www.pathfinderschools.org.uk/our-approach/our-trust-board">https://www.pathfinderschools.org.uk/our-approach/our-trust-board</a> <a href="https://www.pathfinderschools.org.uk/our-approach/meet-our-teams">https://www.pathfinderschools.org.uk/our-approach/meet-our-teams</a></p> <p>More detailed staff lists are contained on respective school websites all of which can be reached through the trust website at:</p> <p><a href="https://www.pathfinderschools.org.uk/our-schools/meet-our-schools">https://www.pathfinderschools.org.uk/our-schools/meet-our-schools</a></p>	Free
Who's who on the governing body and the basis of their appointment	<p>There is a dedicated section on governors on each respective school website which can be reached through the trust website.</p>	Free

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Instruments of Government	Articles of Association, Memorandum of Association and our Master Funding Agreement are on the Trust website:  <a href="https://www.pathfinderschools.org.uk/about-us/statutory-information">https://www.pathfinderschools.org.uk/about-us/statutory-information</a>	Free
Contact details for the Trust and for the governing body (named contacts where possible with telephone number and email address (if used))	Trustees may be contacted through the Clerk to the Trust as follows:  Telephone – 01536 714045 E-mail – <a href="mailto:clerk@pathfinderschools.org.uk">clerk@pathfinderschools.org.uk</a> In writing – Clerk to the Trust, Pathfinder Schools, Greening Road, Rothwell, Northants, NN14 6BB  Any member of our staff or governors may be contacted by using the "contact us" page on respective school websites.	Free
School prospectus	Each school will have a copy of its prospectus available on their website.	Free
Annual Report	The annual report of the trustees is available on the trust's website at:  <a href="https://www.pathfinderschools.org.uk/about-us/statutory-information">https://www.pathfinderschools.org.uk/about-us/statutory-information</a>	
Staffing structure	A copy of our staffing structure is available on request.	Free
School session times and term dates	Each school publishes the academic calendar and the school day information on their respective websites.	Free
School locations and contact details	Pathfinder Schools offices are located at Greening Road, Rothwell, Northants, NN14 6BB. Contact details for the trust are given on the	

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	<p>website at: <a href="#">Contact us</a></p> <p>The addresses and contact details for all of our schools are on the respective website which you can get to via the trust website at:</p> <p><a href="#">Our Schools</a></p> <p>Havelock Infant School - <a href="#">HIS - Location</a></p> <p>Havelock Junior School – <a href="#">HJS - Location</a> Hawthorn Community Primary School - <a href="#">HCPS - Location</a></p> <p>Loatlands Primary School – <a href="#">LPS - Location</a></p> <p>Montsaye Academy – <a href="#">MA - Location</a></p> <p>Rothwell Junior School – <a href="#">RJS - Location</a></p> <p>Rothwell Victoria Infant School- <a href="#">RVIS - Location</a></p> <p>Rushton Primary School – <a href="#">RPS - Location</a></p> <p>Wilbarston C of E Primary School – <a href="#">WPS - Location</a></p>	
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<b>Class 2 – What we spend and how we spend it</b>	<p>The trust publishes its consolidated accounts and Trustees' Report on the website at:</p> <p><a href="https://www.pathfinderschools.org.uk/about-us/statutory-information">https://www.pathfinderschools.org.uk/about-us/statutory-information</a></p> <p>The last two financial reporting periods are available. Historic information covering the last four financial years is available in hard copy on request..</p>	Free
Annual budget plan and financial statements	The current financial year budget and forecast of outturn are available on request from the trust and constituent schools.	Free
Capital funding	<p>All capital funding is identified separately within the consolidated accounts with a narrative in the Trustees' Report. This information is available at:</p> <p><a href="https://www.pathfinderschools.org.uk/about-us/statutory-information">https://www.pathfinderschools.org.uk/about-us/statutory-information</a></p>	Free
Additional funding	Montsaye Community Sports Centre generates income from the use of the facilities by our community. This information is contained in the consolidated accounts and is reported on as trading activities.	Free
Financial Audit Reports	The trust is audited annually by an independent audit company. The audit company require express permission to share their reports outside of the trust. We would therefore seek this permission on a case by case basis.	Free (TBC)
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly	These reports are not routinely published but are available on request on case by case basis.	Free

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interval where practical.		
Procurement and contracts the trust/school has entered into.	The trust and each school holds a contracts register a copy of which is available on request.	Free
Pay policy	The trust follows the National Joint Council Terms and Conditions for Support (non-teaching) staff. Full terms and conditions are available by following the link: <a href="https://www.local.gov.uk/green-book">https://www.local.gov.uk/green-book</a>	Free
	The trust follows the national conditions for school teachers in England and Wales. Full details are available by following the link: <a href="http://www.teachers.org.uk/sites/default/files2014/burgundy-book.pdf">http://www.teachers.org.uk/sites/default/files2014/burgundy-book.pdf</a>	Free
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.	The trust has a detailed expenses policy which is available in hard or soft copy on request. Those members of staff who earn above the £60,000 threshold are detailed in the annual accounts.	
Staffing and grading structure	The grading structure for Support (non-teaching) Staff is available by following the link: <a href="https://www.local.gov.uk/sites/default/files/documents/local-government-pay-scal-8e8.pdf">https://www.local.gov.uk/sites/default/files/documents/local-government-pay-scal-8e8.pdf</a>	Free
	The grading structure for Teaching Staff is available by following the link:	

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	<a href="https://getintoteaching.education.gov.uk/funding-and-salary/teacher-salaries">https://getintoteaching.education.gov.uk/funding-and-salary/teacher-salaries</a>	
Trustees'/Governors' allowances	The trust does not pay any allowances to trustees or governors. Reasonable incidental expenses in connection with trustee or governor duties such as stationery, is reimbursed based on actual expenditure incurred.	
<b>Class 3 – What our priorities are and how we are doing</b>		
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	The performance data for all of our schools can be found at: <a href="https://www.compare-school-performance.service.gov.uk/">https://www.compare-school-performance.service.gov.uk/</a>  The latest Ofsted reports for all of our schools can be found on the Ofsted website at: <a href="https://reports.ofsted.gov.uk/">https://reports.ofsted.gov.uk/</a>	Free  Free
Trust plans	The trust produces its annual strategic plan which is cascaded down to all our schools. Each school is responsible for producing their own annual plan following the themes of the trust strategic plan. Copies of the trust annual plan or the individual school's plans are available on request.	Free
<b>Class 4 – How we make</b>		

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<b>decisions</b>		
Authority to act	Through the Scheme of Delegation, the trustees delegate to each school, the responsibility to deal with the affairs of the school through the Local Governing Body and key management staff. The Scheme is available on the trust website at:  <a href="#">Pathfinder Schools - Our Policies</a>	
Admissions policy/decisions	Our admissions arrangements are available on the website at:  <a href="#">Pathfinder Schools - Our Policies</a>	Free
Minutes of meetings	The minutes of Trust Board meetings and any Local governing Body meetings are held by the Clerk to the Trust or the Clerk to the Governors of the school. They are available on request apart from any confidential minutes.	Free
<b>Class 5 – Our policies and procedures</b>		
School policies	All statutory policies are displayed on the trust website at:  <a href="#">Pathfinder Schools - Our Policies</a>  All other policies are available on request through the Clerk to the Trust.	Free
<b>Class 6 – Lists and Registers</b>		

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Register of Members	The register of Members is held by the Clerk to the Trust and is available for inspection on request.	Free
Register of Directors/Trustees	The register of Directors/Trustees is held by the Clerk to the Trust and is available for inspection on request.	Free
Register of Interests	<p>The trust hold a register of interests for its trustees/directors which is available for viewing on the trust website at:</p> <p><a href="#">Pathfinder Schools - Statutory Information</a></p> <p>Each school will publish a similar document on respective websites for their governors and key management personnel.</p>	Free
<b>Class 7 – The services we offer</b>		
Services available	Our trust contains 8 schools and 2 nurseries so cover the provision of education from age ranges 3 – 18 to Rothwell, Desborough and the surrounding villages. Each school is responsible for preparing a prospectus of the services offered in more detail. A copy of the latest prospectus is available on request to the relevant school.	Free
Extra-curricular activities	Each school provides a range of extra-curricular activities that are available for viewing at respective school websites.	Free
School publications	Each school publishes details of general letters and communications with parents/carers on their respective websites.	Free



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Services for which the trust is entitled to recover a fee, together with those fees	<p>The Montsaye Community Sports Centre is available out of academy hours, to provide a range of sport and fitness facilities to the community. The current price list is available on the website: <a href="http://www.montsayesportsandfitness.co.uk/page/?title=Price+List&amp;pid=154">http://www.montsayesportsandfitness.co.uk/page/?title=Price+List&amp;pid=154</a></p> <p>Details of what schools can and cannot charge for are provided in the trust's Charging policy which is available at:  <a href="#">Pathfinder Schools - Statutory Information</a></p>	Free
Leaflets books and newsletters	<p>Our newsletters are available on the website:  <a href="#">Pathfinder Schools - Latest News</a></p>	Free
General interest items	Individual schools provide general interest items on their respective websites.	Free
<b>Additional Information</b> This will provide schools with the opportunity to publish information that is not itemised in the lists above		
Montsaye community Sports Centre	<p>A range of information on the Sports Centre, the facilities and services is available on the website:  <a href="http://www.montsayesportsandfitness.co.uk/page/?pid=12">http://www.montsayesportsandfitness.co.uk/page/?pid=12</a></p>	Free

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**Contact details:** The Company Secretary is responsible for information management within the trust. Contact can be made in the following ways:

**Telephone:** 01536 760361

**e-mail:** [freedomofinformation@mclp.org.uk](mailto:freedomofinformation@mclp.org.uk)

### SCHEDULE OF CHARGES

The trust and its schools will endeavour to provide information at no cost however, it reserves the right to request payment

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority