

# Guide to information available from the Mead Educational Trust under the model publication scheme. Brook Mead Academy



Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who in the school	<a href="https://www.brook-tmet.uk">Our Staff - Brook Mead Academy   Leicester   TMET (brook-tmet.uk)</a>	Free
Who's who on the governing body / board of governors and the basis of their appointment	<a href="https://www.brook-tmet.uk/our-academy/governance/academy-council/">https://www.brook-tmet.uk/our-academy/governance/academy-council/</a>	Free
Articles of Association	<a href="https://www.tmet.uk/wp-content/uploads/2023/03/Articles-of-Association-TMET-Approved-Nov-2018.pdf">https://www.tmet.uk/wp-content/uploads/2023/03/Articles-of-Association-TMET-Approved-Nov-2018.pdf</a>	Free
Contact details for the Headteacher and for the governing body, via the school (named contacts where possible).	<a href="https://www.brook-tmet.uk/contact-us/">https://www.brook-tmet.uk/contact-us/</a>	Free
School prospectus (if any)	<a href="https://www.brook-tmet.uk">Prospectus - Brook Mead Academy   Leicester   TMET (brook-tmet.uk)</a>	
Annual Report	N/A	
School term dates	<a href="https://www.brook-tmet.uk/parents/term-dates/">https://www.brook-tmet.uk/parents/term-dates/</a>	

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<b>Class 2 – What we spend and how we spend it</b>		
Annual budget plan and financial statements: Annual Accounts – Trust level Gender Pay Gap – Trust level Master Funding Agreement – Trust level Pupil Premium – Academy level Sports Premium – Academy level Catch Up Numeracy Fund –Academy level Catch Up Literacy Fund – Academy level Specific Grants (National lottery for example) – Academy level	<a href="#">Annual Accounts</a> <a href="#">Gender Pay Gap</a> <a href="#">Master Funding Agreement</a> <a href="#">Pupil Premium</a> N/A N/A N/A N/A	Free
Capital funding	Hard Copy by Request	Free
Financial audit reports	Hard Copy by Request	Free
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy by Request	Free
Pay policy	Hard Copy by Request	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.	Hard Copy by Request	Free
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.	Hard Copy by Request	Free
Governors’ allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard Copy by Request	Free

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<b>Class 3 – What our priorities are and how we are doing</b>		
<p>School profile (if any)</p> <p>And in all cases:</p> <ul style="list-style-type: none"> <li>• Performance data supplied to the English Government or a direct link to the data</li> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	<p><a href="#">Principal's Welcome - Brook Mead Academy   Leicester   TMET (brook-tmet.uk)</a></p> <p>N/A opened 2021</p> <p><a href="#">Ofsted Report</a></p>	Free
Performance management policy and procedures adopted by the governing body.	Hard Copy by Request	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	School Website when applicable:	Free
Safeguarding and child protection	<a href="#">Policies – Brook Mead Academy   TMET Leicester MAT (brook-tmet.uk)</a>	Free
<b>Class 4 – How we make decisions</b>		
Admissions policy	<a href="#">Policies – Brook Mead Academy   TMET Leicester MAT (brook-tmet.uk)</a>	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy  <a href="#">Board of Trustee Minutes</a>	Free

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<p><b>Class 5 – Our policies and procedures</b></p> <p>Current information only.</p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<p><a href="https://www.brook-tmet.uk/our-academy/gdpr/">https://www.brook-tmet.uk/our-academy/gdpr/</a></p>	<p>Free</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes.</p>	<p><a href="#">Policies – Brook Mead Academy   TMET Leicester MAT (brook-tmet.uk)</a></p>	<p>Free</p>
<p>All relevant statutory policies required to be published.</p>	<p><a href="#">Policies – Brook Mead Academy   TMET Leicester MAT (brook-tmet.uk)</a></p>	<p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p>		
<p>Curriculum circulars and statutory instruments</p>	<p>School Website: <a href="#">Overview - Brook Mead Academy   Leicester   TMET (brook-tmet.uk)</a></p>	<p>Free</p>
<p>Any information the school is currently legally required to hold in publicly available registers</p>	<p>Hard Copy by Request</p>	<p>Free</p>
<p><b>Class 7 – The services we offer</b></p>		
<p>Extra-curricular activities</p>	<p>School Website: <a href="#">Extra Curricular - Brook Mead Academy   Leicester   TMET (brook-tmet.uk)</a></p>	<p>Free</p>

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Out of school clubs	School Website: N/A	Free
Services for which the school is entitled to recover a fee, together with those fees	Website when relevant.	Free
School publications, leaflets, books and newsletters	School Website or Hard Copy: <a href="#">Newsletters – Brook Mead Academy   TMET Leicester MAT (brook-tmet.uk)</a>	Free
<p><b>Additional Information</b></p> <p>The academy SEND offer.</p> <p>Apprentice Report</p>	<p><a href="#">SEND: Special Educational Needs and Disabilities – Brook Mead Academy   TMET Leicester MAT (brook-tmet.uk)</a></p> <p><a href="https://www.tmet.uk/about-us/company-documents/">https://www.tmet.uk/about-us/company-documents/</a></p>	Free

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## SCHEDULE OF CHARGES

Where information is readily available via the website of an individual academy or the Trust, we would encourage that enquirers locate and access the information electronically where possible. A free hard copy of any of the documents listed will be made available upon request at no charge. Charges listed below relate to requests beyond the first copy and may be applicable for FOI requests which relate to multiple/historical and/or voluminous records.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying/printing @ 2 p per sheet (black & white)-May Vary	Actual cost Actual cost (for copies beyond first free copy)
	Photocopying/printing @ 5 p per sheet (colour)-May Vary	Actual cost Actual cost (for copies beyond first free copy)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class