



**NEWHAM** COMMUNITY  
SCHOOLS TRUST

# **NCST - School Information Guide (as per the ICO Model Publication Scheme)**

**Approved by: CEO**

**Last updated: June 2020**

**Applies to: NCST, Lister Community School, Rocky School, Sarah Bonnell School**

**[www.ncst.net](http://www.ncst.net)**

Newham Community Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company number 09896221. The registered office of the Trust is Sarah Bonnell School, Deanery Road, London, E15 4LP.

Information to be published	Is the information held by the Newham Community Schools Trust (NCST) or the schools?	How can the information be obtained?	Cost
<p><b>Class 1 – Who are we and what do we do?</b></p> <ul style="list-style-type: none"> <li>- Organisational information, structures, locations and contacts</li> <li>- Who’s who in school – leadership and staff teams</li> <li>- Who’s who on the governing body/trustee board</li> <li>- Register of business/financial interests for all NCST trustees/members</li> <li>- Register of business/financial interests for all LGB members</li> <li>- Certificate of Incorporation</li> <li>- Articles of Association</li> <li>- Annual Report</li> <li>- School term and holiday dates</li> <li>- Address and contact details</li> </ul>	<ul style="list-style-type: none"> <li>- NCST</li> <li>- Schools</li> <li>- Schools and NCST</li> <li>- NCST</li> <li>- Schools</li> <li>- Companies House</li> <li>- Companies House</li> <li>- Companies House</li> <li>- Schools</li> <li>- Schools and NCST</li> </ul>	<ul style="list-style-type: none"> <li>- NCST website</li> <li>- Schools’ websites</li> <li>- NCST and schools’ websites</li> <li>- NCST website</li> <li>- Schools’ websites</li> <li>- Companies House website</li> <li>- Companies House website</li> <li>- Companies House website</li> <li>- Schools’ websites</li> <li>- NCST and schools’ websites</li> </ul>	n/a
<p><b>Class 2 – What do we spend and how do we spend it?</b></p> <ul style="list-style-type: none"> <li>- Current and previous year’s annual accounts</li> <li>- Resources Committee terms of reference</li> <li>- Annual budget</li> <li>- Capital funding</li> <li>- Audit reports</li> <li>- Details of expenditure &gt; £2,000 (published annually)</li> <li>- Procurement contracts/information re LA’s procurement contracts</li> <li>- Pay policy</li> <li>- Senior staff salaries – over £60,000 per annum, in categories</li> <li>- Other staff salaries – numbers, in bands of £10,000</li> </ul>	<ul style="list-style-type: none"> <li>- Companies House</li> <li>- NCST</li> <li>- Schools</li> <li>- Schools</li> <li>- NCST</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- Companies House website</li> <li>- NCST website</li> <li>- School office</li> <li>- School office</li> <li>- NCST website</li> <li>- School office</li> <li>- School office</li> <li>- School office</li> <li>- School office</li> <li>- School office</li> </ul>	n/a

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<p><b>Class 3 – What are our priorities and how are we doing?</b></p> <ul style="list-style-type: none"> <li>- Pupil Premium strategy (current year)</li> <li>- Pupil Premium plan and impact (previous year)</li> <li>- Year 7 literacy and numeracy catch-up premium</li> <li>- Ofsted inspection reports</li> <li>- Progress and attainment information</li> <li>- Safeguarding and child protection</li> <li>- SEND information and report</li> </ul>	<ul style="list-style-type: none"> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites/office</li> <li>- Schools' websites</li> </ul>	n/a
<p><b>Class 4 – How we make decisions</b></p> <ul style="list-style-type: none"> <li>- Trust Board terms of reference - as described in the Articles of Association and the Scheme of Delegation</li> <li>- LGBs terms of reference - as per the Scheme of Delegation</li> <li>- Trust Board Committee terms of reference</li> <li>- Trustee meetings - attendance and key decisions/actions</li> <li>- LGB meetings - attendance and key decisions/actions</li> <li>- Admissions policy and process</li> <li>- Complaints policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>- NCST</li> <li>- NCST</li> <li>- NCST</li> <li>- NCST</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- NCST website</li> <li>- NCST website</li> <li>- NCST websites</li> <li>- Trust office</li> <li>- Schools' websites</li> <li>- School office</li> <li>- Schools' websites</li> <li>- Schools' websites</li> </ul>	n/a

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<p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>- All policies and procedures that we as an academy trust are required to publish by statute</li> <li>- All policies and procedures that we, as schools that are part of an academy trust, are required to publish by statute:</li> <li>- Provider Access Policy Statement</li> <li>- Career Programmes Information</li> <li>- Behaviour and Exclusions</li> <li>- Admissions</li> <li>- Health and Safety</li> <li>- First Aid</li> <li>- Whistleblowing</li> <li>- Charging and Remissions</li> <li>- Relationships and Sex Education Policy (from September 2020)</li> <li>- Equalities objectives</li> </ul> <p>[In the process of being updated at all schools - for September 2020]</p> <ul style="list-style-type: none"> <li>- All other school and trust policies are available for inspection on receipt of a written request</li> </ul>	<ul style="list-style-type: none"> <li>- NCST</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- NCST website</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> <li>- Schools' websites</li> </ul>	n/a
<p><b>Class 6 – Lists and registers</b></p> <ul style="list-style-type: none"> <li>- Currently maintained statutory lists and registers (excluding attendance register)</li> <li>- Asset register</li> </ul>	<ul style="list-style-type: none"> <li>- Schools</li> <li>- Schools</li> </ul>	<ul style="list-style-type: none"> <li>- School office</li> <li>- School office</li> </ul>	n/a

