

Newham Community Schools Trust – Trust and School Information Guide

Applies to: Newham Community Schools Trust

Updated September 2021

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
Class 1 – Who are we and what do we do?			
<ul style="list-style-type: none"> - Organisational information, structures, locations and contacts including the structure and remit of the trust’s members, board of trustees, committees and local governing bodies (the trust’s scheme of delegation for governance functions) and the full names of the chair of each. - Who’s who in school – leadership and staff teams - Who’s who on the governing body/trustee board - For each of the trust’s members serving at any point over the past 12 months, their full names, dates of appointment, date they stepped down (where applicable) - For each trustee and local governor serving at any point over the past 12 months, their full names, date of appointment, term of office, date they stepped down (where applicable) and who appointed them. - Register of business/financial interests for all NCST trustees/members, including any governance roles at other educational institutions - Register of business/financial interests for all LGB members, including any governance roles at other educational institutions - For each trustee, their attendance records at board and committee meetings over the last academic year - For each local governor, their attendance records at local governing body meetings over the last academic year. - Certificate of Incorporation - Articles of Association - Annual Report - School term and holiday dates - Address and contact details 	<ul style="list-style-type: none"> - NCST - Schools - Schools and NCST - NCST - Schools - NCST - Schools - NCST - Schools - Companies House - Companies House/NCST - Companies House/NCST - Schools - Schools and NCST 	<ul style="list-style-type: none"> - NCST website - Schools’ websites - NCST and schools’ websites - NCST website - Schools’ websites - NCST website - Schools’ websites - NCST website - Schools’ websites - Companies House website - Companies House website/NCST - Companies House website/NCST - Schools’ websites - NCST and schools’ websites 	n/a

<p>Class 2 – What do we spend and how do we spend it?</p> <ul style="list-style-type: none"> - Current and previous year’s annual accounts - Resources Committee terms of reference - Annual budget - Capital funding - Audit reports - Details of expenditure > £2,000 (published annually) - Procurement contracts/information re LA’s procurement contracts - Pay policy - Senior staff salaries – over £60,000 per annum, in categories - Other staff salaries – numbers, in bands of £10,000 - Executive pay reporting for reward packages greater than 100K 	<ul style="list-style-type: none"> - Companies House/NCST - NCST - Schools - Schools - NCST - Schools - Schools - Schools - Schools - Schools - NCST 	<ul style="list-style-type: none"> - Companies House website/NCST - NCST website - School office - School office - NCST website - School office - School office - School office - School office - School office - NCST website 	n/a
<p>Class 3 – What are our priorities and how are we doing?</p> <ul style="list-style-type: none"> - Pupil Premium strategy (current year) - Pupil Premium plan and impact (previous year) - Year 7 literacy and numeracy catch-up premium - Ofsted inspection reports - Progress and attainment information - Safeguarding and child protection - SEND information and report - Performance management plan and procedures 	<ul style="list-style-type: none"> - Schools - Schools - Schools - Schools - Schools - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites/office - Schools’ websites - Schools’ websites 	n/a

<p>Class 4 – How we make decisions</p> <ul style="list-style-type: none"> - Trust Board terms of reference - as described in the Articles of Association and the Scheme of Delegation - LGBs terms of reference - as per the Scheme of Delegation - Trust Board Committee terms of reference - Admissions policy and process BUT NOT individual admissions decisions - Complaints policy and procedures 	<ul style="list-style-type: none"> - NCST - NCST - NCST - Schools - Schools 	<ul style="list-style-type: none"> - NCST website - NCST website - NCST websites - Schools’ websites - Schools’ websites 	n/a
<p>Class 5 – Our policies and procedures</p> <ul style="list-style-type: none"> - All policies and procedures that the Trust is required to publish under its Funding Agreement (directly or indirectly, including via the Academy Trust Handbook), by statute or in accordance with statutory guidance 	<ul style="list-style-type: none"> - NCST 	<ul style="list-style-type: none"> - NCST website 	n/a
<p>Class 6 – Lists and registers</p> <ul style="list-style-type: none"> - Currently maintained statutory lists and registers (excluding attendance register) - Asset register 	<ul style="list-style-type: none"> - Schools - Schools 	<ul style="list-style-type: none"> - School office - School office 	n/a
<p>Class 7 – The services we offer</p> <ul style="list-style-type: none"> - Our school day - Our term and holiday dates - Extra-curricular clubs - School newsletters - School events - School updates 	<ul style="list-style-type: none"> - Schools - Schools - Schools - Schools - Schools - Schools 	<ul style="list-style-type: none"> - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites - Schools’ websites 	n/a