# Newham Community Learning – Trust and School Information Guide

## Applies to: Newham Community Learning

## Updated September 2022

| Information to be published | Is the information held by the Newham Community Learning (NCL) or the schools? | How can the information be obtained? | Cost |
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| **Class 1 – Who are we and what do we do?** | | | |
| - 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. | - NCL | - NCL website | n/a |
| - Who's who in school – leadership and staff teams | - Schools | - Schools' websites | |
| - Who's who on the governing body/trustee board | - Schools and NCL | - NCL and schools' websites | |
| - 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) | - NCL | - NCL website | |
| - 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. | - Schools | - Schools' websites | |
| - Register of business/financial interests for all NCL trustees/members, including any governance roles at other educational institutions | - NCL | - NCL website | |
| - Register of business/financial interests for all LGB members, including any governance roles at other educational institutions | - Schools | - Schools' websites | |
| - For each trustee, their attendance records at board and committee meetings over the last academic year | - NCL | - NCL website | |
| - For each local governor, their attendance records at local governing body meetings over the last academic year. | - Schools | - Schools' websites | |
| - Certificate of Incorporation | - Companies House | - Companies House website | |
| - Articles of Association | - Companies House/NCL | - Companies House website/NCL | |
| - Annual Report | - Companies House/NCL | - Companies House website/NCL | |
| - School term and holiday dates | - Schools | - Schools' websites | |
| - Address and contact details | - Schools and NCL | - NCL and schools' websites | |

| Class 2 – What do we spend and how do we spend it? | | | |
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| - Current and previous year's annual accounts | - Companies House/NCL | - Companies House website/NCL | n/a |
| - Resources Committee terms of reference | - NCL | - NCL website | |
| - Annual budget | - Schools | - School office | |
| - Capital funding | - Schools | - School office | |
| - Audit reports | - NCL | - NCL website | |
| - Details of expenditure > £2,000 (published annually) | - Schools | - School office | |
| - Procurement contracts/information re LA's procurement contracts | - Schools | - School office | |
| - Pay policy | - Schools | - School office | |
| - Senior staff salaries – over £60,000 per annum, in categories | - Schools | - School office | |
| - Other staff salaries – numbers, in bands of £10,000 | - Schools | - School office | |
| - Executive pay reporting for reward packages greater than 100K | - NCL | - NCL website | |
| **Class 3 – What are our priorities and how are we doing?** | | | n/a |
| - Pupil Premium strategy (current year) | - Schools | - Schools' websites | |
| - Pupil Premium plan and impact (previous year) | - Schools | - Schools' websites | |
| - Year 7 literacy and numeracy catch-up premium | - Schools | - Schools' websites | |
| - Ofsted inspection reports | - Schools | - Schools' websites | |
| - Progress and attainment information | - Schools | - Schools' websites | |
| - Safeguarding and child protection | - Schools | - Schools' websites/office | |
| - SEND information and report | - Schools | - Schools' websites | |
| - Performance management plan and procedures | - Schools | - Schools' websites | |
| - Sports Premium strategy (current year) - where applicable | - Schools (where applicable) | - Schools' websites (where app.) | |
| - Sports Premium plan and impact (previous year) - where applicable | - Schools (where applicable) | - Schools' websites (where app.) | |

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| **Class 4 – How we make decisions** | | | n/a |
| - Trust Board terms of reference - as described in the Articles of Association and the Scheme of Delegation | - NCL | - NCL website | |
| - LGBs terms of reference - as per the Scheme of Delegation | - NCL | - NCL website | |
| - Trust Board Committee terms of reference | - NCL | - NCL websites | |
| - Admissions policy and process BUT NOT individual admissions decisions | - Schools | - Schools' websites | |
| - Complaints policy and procedures | - Schools | - Schools' websites | |
| **Class 5 – Our policies and procedures** | | | |
| - 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 | - NCL | - NCL website | n/a |
| **Class 6 – Lists and registers** | | | |
| - Currently maintained statutory lists and registers (excluding attendance register) | - Schools | - School office | n/a |
| - Asset register | - Schools | - School office | |
| **Class 7 – The services we offer** | | | |
| - Our school day | - Schools | - Schools' websites | n/a |
| - Our term and holiday dates | - Schools | - Schools' websites | |
| - Extra-curricular clubs | - Schools | - Schools' websites | |
| - School newsletters | - Schools | - Schools' websites | |
| - School events | - Schools | - Schools' websites | |
| - School updates | - Schools | - Schools' websites | |