

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

The College is a multi-academy trust formed in April 2019. Hereford Sixth Form College and Worcester Sixth Form College are managed by this trust, the Heart of Mercia Trust.

- Business name: Heart of Mercia MAT
- Place of registration: UK
- Registered number: 10499174, registered on 28/11/2016
- Registered office: Hereford Sixth Form College, Folly Lane, Hereford. HR1 1LU

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Information to be published.	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who in the College <ul style="list-style-type: none"> • Senior Roles at the College • Senior Roles within the Heart of Mercia Trust 	www.hereford.ac.uk www.heartofmercia.org.uk	FREE
Who's who on the governing body / board of governors and the basis of their appointment <p>The College is overseen by a Board of Governors, the Local Governing Body (LGB). The Local Governing Body reports to the Trustees of the Heart of Mercia Trust (HMT).</p> <p>The College Board comprises independent Governors drawn from the local community, the Principal, two staff Governors, two parent Governors and two students.</p> <ul style="list-style-type: none"> • HSFC Governance Procedures 	www.hereford.ac.uk www.hereford.ac.uk & www.heartofmercia.org.uk www.hereford.ac.uk www.hereford.ac.uk www.heartofmercia.org.uk	FREE

Freedom of Information: Publication Scheme

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<ul style="list-style-type: none"> • MAT Governance Procedures • HSFC Appointment of Governors Procedures • HSFC Code of Conduct – Governors • HSFC Governor Induction, Training and Development Policy and Procedures • HMT Trustees • HSFC LGB Business and Pecuniary Interest of Directors • HMT Business and Pecuniary Interest of Directors • HSFC LGB Board Attendance • HSFC LGB Schedule of Meetings • Minutes of meetings 	<p>Electronic Electronic Electronic</p> <p>www.heartofmercia.org.uk www.hereford.ac.uk www.hereford.ac.uk www.hereford.ac.uk www.hereford.ac.uk www.hereford.ac.uk</p>	
<p>Contact details for the Principal and for the governing body, via the College.</p> <p>Principal: Mr Peter Cooper Email: sixth-form@hereford.ac.uk</p> <p>Chair of Governors: Mr James Miller sixth-form@hereford.ac.uk</p>	<p>www.hereford.ac.uk</p>	<p>FREE</p>
<p>School prospectus</p>	<p>www.hereford.ac.uk</p>	<p>FREE</p>

Freedom of Information: Publication Scheme

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Annual Report	www.hereford.ac.uk	FREE
Staffing structure	Electronic	FREE
School session times and term dates	www.hereford.ac.uk	FREE
Address of school and contact details, including email address Hereford Sixth Form College Folly Lane Hereford HR1 1LU Email: sixth-form@hereford.ac.uk Telephone: +44 (0)1432 355166 Fax: +44 (0)1432 34690	www.hereford.ac.uk	FREE
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<p>Annual budget plan and financial statements</p> <ul style="list-style-type: none"> • Annual Report and financial Statements year Ended 31st August 2019 • Annual Report and financial Statements year Ended 31st August 2018 	<p>www.hereford.ac.uk www.hereford.ac.uk</p>	<p>FREE</p>
<p>Capital funding</p> <ul style="list-style-type: none"> • Annual Report and Financial Statements year Ended 31st August 2019 • Information on major capital expenditure upon completion of the project is contained within the Annual report and financial statements • Minutes within the LGB governing body meetings • Minutes within the MAT governing body meetings 	<p>www.hereford.ac.uk www.hereford.ac.uk www.hereford.ac.uk www.heartofmercia.org.uk</p>	<p>FREE</p>
<p>Financial audit reports</p> <ul style="list-style-type: none"> • Audit opinion as contained within the Annual Report and Financial Statements • Accounting policies as see in the Annual Report and financial Statements 	<p>www.hereford.ac.uk www.hereford.ac.uk</p>	<p>FREE</p>
<p>Details of expenditure items over £2000 – published annually</p>		

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<ul style="list-style-type: none"> • Available on request when not commercially sensitive • Details of procedures used for the acquisition of goods and services as seen in the HMT Financial regulations 	<p>Electronic</p> <p>www.heartofmercia.org.uk</p>	<p>FREE</p>
<p>Procurement and contracts the school has entered into</p> <ul style="list-style-type: none"> • Available on request when not commercially sensitive 	<p>Electronic</p>	<p>FREE</p>
<p>Pay policy</p> <ul style="list-style-type: none"> • HSFC Pay Policy & Procedures • HMT Pay Policy and Procedure 	<p>Electronic</p> <p>https://www.heartofmercia.org.uk/pay-policy/75.html</p>	<p>FREE</p>
<p>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).</p> <ul style="list-style-type: none"> • Annual Report and financial Statements year Ended 31st August 2019 	<p>www.hereford.ac.uk</p>	<p>FREE</p>
<p>Staffing, pay and grading structure</p>		

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<ul style="list-style-type: none"> • Remuneration of senior staff as published in the Annual Report and Financial Statements • Pension scheme information as contained in the Annual Report and Financial Statements 	www.hereford.ac.uk www.hereford.ac.uk	FREE
<p>Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.</p> <ul style="list-style-type: none"> • HSFC LGB Business and Pecuniary Interest of Directors 	www.hereford.ac.uk	FREE
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>College profile</p> <ul style="list-style-type: none"> • Our Ethos • Our Vision • Our Culture • HMT About the Trust – values and mission statement 	https://www.hereford.ac.uk/the-college/about-us/ https://www.heartofmercia.org.uk/about-the-trust/38.html	FREE FREE
<p>Performance management policy and procedures</p>		

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<ul style="list-style-type: none"> • HSFC Quality Assurance Policy and Procedures • Lesson Observation Policy and Procedures • Assessment Policy and Procedures • Appraisal and Performance Review Policy and Procedures • Code of Conduct for Staff Policy and Procedures • BTEC Assessment / Internal Verification Policy 	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p>	<p>FREE</p>
<p>Performance data</p> <ul style="list-style-type: none"> • Examination Results • Ofsted Report 	<p>https://www.hereford.ac.uk/why-choose-us/academic-success/</p> <p>https://reports.ofsted.gov.uk/provider/40/130718</p>	<p>FREE</p>

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<ul style="list-style-type: none"> Performance tables 	https://www.compare-school-performance.service.gov.uk/school/143929/hereford-sixth-form-college/16-to-18	
<p>The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status</p> <ul style="list-style-type: none"> HMT minutes of Board Meetings 	https://www.heartofmercia.org.uk/minutes-of-board-meetings/67.html	FREE
<p>Safeguarding and child protection</p> <ul style="list-style-type: none"> HSFC Safeguarding and Child Protection Policy Prevent Strategy 	https://www.hereford.ac.uk/the-college/safeguarding-and-child-protection/ Electronic	FREE
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>		
<p>Admissions policy</p>		

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<ul style="list-style-type: none"> • Pre-enrolment, Enrolment and Induction Policy and Procedures 	Electronic	FREE
<p>Agendas and minutes of meetings of the governing body and its committees.</p> <ul style="list-style-type: none"> • LGB - Minutes of Meetings • HMT - Minutes of Board Meetings • HMT - Scheme of Delegation 	<p>https://www.hereford.ac.uk/the-college/governance/</p> <p>https://www.heartofmercia.org.uk/minutes-of-board-meetings/67.html</p> <p>https://www.heartofmercia.org.uk/scheme-of-delegation/225.html</p>	FREE
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

Current information only.		
<p>Policies and Procedures (held by statute or funding agreements) not already listed above</p> <ul style="list-style-type: none"> • Fees and Charges Policy and Procedure • Complaints Against the College Procedures • Capability Procedures • Newly Qualified Teachers Policy and Procedures • Code of Conduct for Staff Policy and Procedures • Grievance Procedures • Disciplinary (staff) Procedures • Health, Well-being and Fitness to Study Protocol • Learning Support Policy and Procedures • Equality, Diversity and Inclusion Policy / Disability Disclosure and Confidentiality Policy and Procedures • Tutorial Policy and Procedures • Anti-Bullying and Harassment (Student) Policy and Procedures • Student Behaviour Absence and Review Policy and Procedures • Health and Safety Policy • Health and Safety Procedures • First Aid Policy and Procedures • Building Maintenance Policy • Careers Education and Guidance Policy and Procedures • Applications to Higher Education and Employment Procedures 	Electronic	FREE

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<p>Equality and diversity</p> <ul style="list-style-type: none"> Equality, Diversity and Inclusion Policy / Disability Disclosure and Confidentiality Policy and Procedures 	Electronic	FREE
<p>Policies and procedures for the recruitment of staff</p> <ul style="list-style-type: none"> Recruitment and Selection of Staff Policy and Procedures 	Electronic	FREE
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> Data protection/GDPR Policy Data Retention Policy Data Retention Schedule Freedom of Information Policy CCTV Policy 	Electronic Electronic Electronic Electronic Electronic	FREE
<p>Charging regimes and policies.</p> <p>Where information is available on our website it is free of charge.</p> <p>Where information is not available on our website but forms part of our Publication Scheme it is free of charge when</p>		

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<p>supplied as an electronic document.</p> <p>Charges for hard copies are detailed in the schedules of charges below.</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>		
<p>Curriculum circulars and statutory instruments</p> <ul style="list-style-type: none"> Board of Hereford Sixth Form College minutes of meetings 	<p>https://www.hereford.ac.uk/the-college/governance/</p>	<p>FREE</p>
<p>Asset register</p> <ul style="list-style-type: none"> Fixed Asset Register 	<p>Electronic</p>	<p>FREE</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
<p>Extra-curricular activities</p> <ul style="list-style-type: none"> Student Handbook 	<p>Hard copy</p>	<p>Free for</p>

Freedom of Information: Publication Scheme

Guide to information available from Hereford Sixth Form College under the model publication scheme

<ul style="list-style-type: none"> • Enrichment opportunities • Student Diary • Work Experience & Voluntary Work Policy and Procedures • Further details are available on the College's website 	<p>Electronic</p> <p>https://www.hereford.ac.uk/enrichment</p>	<p>students. Charges apply for others. FREE</p> <p>FREE</p>
<p>Services for which the school is entitled to recover a fee, together with those fees</p> <p>Student handbook/diary</p>	<p>Hard copy</p>	<p>Free for students. Charges apply for others.</p>
<p>School publications, leaflets, books and newsletters</p> <ul style="list-style-type: none"> • Publications are available on the College's website 		<p>FREE</p>

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Guide to information available from Hereford Sixth Form College under the model publication scheme

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost + nominal charge for staff time
	Photocopying/printing @ 10p per sheet (colour)	Actual cost + nominal charge for staff time