



Blessed Holy Family Catholic Academy Trust

Freedom of Information Publication Scheme

1. Who we are and what we do

We are a Trust made up of 4 schools serving local Catholic need across the deanery of Harrow. The Trust office is based at The Sacred heart language College, 186 the High Street, Wealdstone, Middlesex. HA3 7AY.

Telephone 020 8862 9922 (option 3)

Website www.blessedhollyfamily.co.uk

Chair of Trust Board - Mr J Coyle
CEO - Geraldine Higgins

CFO (acting) – Peter Tomkins

COO - Meena Tailor

Information included on our website includes:

- Trust Board details
- Scheme of Delegation
- Articles of Association
- Memorandum of Association
- Funding Agreement
- Trust wide Policies

2. What we spend and how we spend it.

As a new Trust we plan that the following information will be available to request:

- Annual Trustees Report and Audited Accounts (also available on the Trust website)
- Financial audit reports
- Procurement and contracts
- Staff allowances and expenses
- Directors' expenses

3. What our priorities are and how we are doing

Information held in this area includes:

- Performance data supplied to the government (available via link on each school's website)
- Latest Ofsted report (available via link on each school's website).
- Safeguarding and child protection policies / procedures (available from each school on request and on each school's website).

4. How we make decisions

Information includes:

- Admissions policy/ decisions (available on each school's website).
- Minutes of Trust Board Meetings (available from the Trust on request).
- Minutes of the governing body and its committees (available from each school on request).

5. Our policies

These are available on our Trust website.

6. Lists and registers

Any information the Trust is currently legally required to hold in publicly available registers, are available on request from the Trust.

7. The services we offer

Information about the services the Trust provides can be viewed on our Trust website or requested directly from the schools within the Trust.

8. Charges which may be made for information published under this scheme.

Charges may be made for actual disbursements incurred such as:

- Photocopying

- Postage and Packaging
- The costs directly incurred as a result of viewing information.
- Making datasets (or parts of datasets) that are relevant copyright works available for re-use.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Please note payment may be requested prior to provision of the information.

9. Written requests

Information held by the Trust that is not published under the scheme can be requested in writing from the Trust, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

10. Review Process

If you are dissatisfied with the outcome of your request, you should contact the Chair of the Trust Board who will arrange for an internal review to be carried out. The internal review will be carried out by a senior member of staff within the Trust who did not deal with the original request. A decision based on all the available evidence relevant to the date of the request can be made. In most cases, this review will be completed within 20 working days.