



AIREBOROUGH LEARNING PARTNERSHIP TRUST

The Aireborough Learning Partnership Trust (ALPT)
Published Guide to Information

Information	How the information can be obtained	Cost
Class one: Who we are and what we do (organisational information, structures and contacts) (current information only)		
Who's who in the ALPT	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Who's who on the Trust Board and the basis of their appointment	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Instrument of Government / Articles of Association	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Contact details for the ALPT Chair (and named contacts where possible).	Website: http://www.alpt.co.uk	Free



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	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Staffing structure	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
School session times and term dates	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Address of school and contact details, including email address	Website: http://www.alpt.co.uk	Free
	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Class two: what we spend and how we spend it (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) (current and previous financial year, as a minimum)		
Annual budget plan and financial statements	Website: http://www.alpt.co.uk Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Capital funding	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Financial audit reports	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page



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Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Procurement and contracts the ALPT has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority)	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Pay policy	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
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) by reference to categories	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Trustees' allowances that can be incurred or claimed, and a record of total payments made to individuals.	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page



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Class three: what our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews) (current information, as a minimum)		
Vision statement (if any)	Website: http://www.alpt.co.uk Hard copy: Available upon request – contact admin@alpt.co.uk	Free 5p per page
Performance management policy and procedures adopted by the governing body (if any)	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
The ALPT's future plans; for example, proposals for and any consultation on the future, such as a change in status.	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
Safeguarding and child protection (refer to partner school policies)	Refer to partnership schools' websites	
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Agendas and minutes of meetings of the Trust and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page



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<p><i>Class five: any policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities) (current information only). These will include policies and procedures for handling information requests)</i></p>		
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • information security policies • records retention, destruction and archive policies • data protection (including information sharing policies) 	<p>Hard copy: Available upon request – contact admin@alpt.co.uk</p>	<p>5p per page</p>
<p>Class six: lists and registers (currently maintained lists and registers only).</p>		
<p>Asset register</p>	<p>Inspection only – contact admin@alpt.co.uk</p>	<p>Free</p>
<p>Any information the ALPT is currently legally required to hold in publicly available registers</p>	<p>Inspection only – contact admin@alpt.co.uk</p>	<p>Free</p>
<p>Class seven: the services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (current information only)</p>		
<p>Community activities provided by ALPT</p>	<p>Website: http://www.alpt.co.uk</p> <p>Hard copy: Available upon request – contact admin@alpt.co.uk</p>	<p>Free</p> <p>5p per page</p>



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ALPT publications, leaflets, books and newsletters	Hard copy: Available upon request – contact admin@alpt.co.uk	5p per page
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Schedule of charges			
Type of charge	Description	Basis of charge	Charge
Disbursement costs	Photocopying/ printing @ pence per sheet (black and white)	Actual cost [^]	5 Pence per page
	Photocopying/ printing @ pence per sheet (colour)	Actual cost [^]	Not available
	Postage	Actual cost of Royal Mail standard 2nd class	56 Pence
Statutory Fee	In accordance with the relevant legislation		not applicable