



Guide to Information

Date Published	February 2026
Version	1
Last Approved Date	February 2026

“Learning together, to be the best we can be”

1. Introduction

- 1.1. The Freedom of Information Act 2000 (FOIA) requires all public authorities, including academy trusts and schools, to adopt and maintain a Model Publication Scheme approved by the Information Commissioner's Office (ICO). All public authorities must also produce a Guide to Information indicating what they publish, how it is made available, and whether any charges apply.
- 1.2. Nexus Multi Academy Trust adopts the ICO's Model Publication Scheme in full and unedited, as required. Public bodies are considered in breach of FOIA if they do not adopt the model scheme or do not publish in accordance with it.
- 1.3. This guide outlines the classes of information we routinely publish and how that information can be accessed.

2. How to Access Information

- 2.1. Unless otherwise stated, all information listed in this guide is available:
 - On the Nexus MAT website or relevant school websites
 - By request via email to: **foi@nexusmat.org**
 - In printed form (a small fee may apply for copying/printing)
- 2.2. When making a request for information listed in this guide, please specify the class of information and format required.
- 2.3. Charges will only be applied where printing, postage, or large-volume retrieval costs arise, in line with ICO expectations.

3. Information We Publish (Classes of Information)

- 3.1. The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Class 1- Who We Are and What We Do

3.2. Examples of information we publish:

- Nexus MAT central team organisational structure
- Memorandum and Articles of Association
- Details of Member Board and Trust Board
- Academy Council or LGB membership for each academy (via individual academies website)
- Trust and school contact details
- Gender Pay Gap Reporting
- Academy locations and opening hours
- Admissions arrangements (via individual academies)

How to access: Trust website / individual academy websites / FOI request.

Charge: None unless printed copies are requested.

Class 2- What We Spend and How We Spend It

3.3. Financial information relating to projected and actual income and expenditure, procurement, and contracts.

- Annual financial statements
- Trust funding agreement
- Executive pay summary
- Capital funding statements
- Expenditures
- Staff allowances and expenses
- Staff pay and grading structures
- Procurement procedures
- Governors' Allowances
- Premiums or other forms of financial support
- TU facility time reporting

How to access: Trust website / FOI request.

Charge: None unless printed.

Class 3- What Our Priorities Are and How We Are Doing

3.4. Strategies and performance indicators

- Trust strategic plan
- Ofsted reports (Trust and academies)
- Performance Management Policy and procedures
- Equality objectives
- SEND annual statements and policy for each academy (via academy websites)
- Exam and assessment results
- Performance tables
- Impact assessments (as appropriate and relevant)

How to access: Websites / FOI request.

Class 4- How We Make Decisions

3.5. Decision-making processes and records of decisions.

- Trust Board and committee meeting minutes (non-confidential sections)
- Local School Board meeting minutes (non-confidential)
- Admissions decision processes
- Consultation responses
- Policies showing decision-making criteria (e.g., Behaviour, Attendance)

How to access: Websites / FOI request.

Class 5- Our policies and procedures

3.6. Current written protocols, policies, and procedures

- Safeguarding & Child Protection
- Information Governance
- Complaints
- Health & Safety
- Whistleblowing
- Charging & Remissions
- SEND policies (school websites)
- Finance policies
- Curriculum policy
- Careers Programme Information (school websites)

How to access: Trust website / academy websites.

Class 6- List and Registers

3.7. Information held in registers required by law

- Governors/Trustees register of interests
- Statutory pupil data categories (published in anonymised formats)
- Asset register (summary)
- Data retention schedule
- Gifts and hospitality register (where required)
- Overt CCTV locations

Note: Personal data is exempt from FOIA and will not be published.

How to access: FOI request unless already online.

Class 7- The Services We Offer

3.8. Information about services provided by the Trust

- Curriculum overview (school websites)
- Extended services / after-school provision (academy-level)
- Training or outreach offered by the Trust (Enterprise Learning Institute)

How to access: Websites / FOI request.

4. Exemptions

4.1. Not all information we hold will be published. We will not release information that:

- We do not hold
- Is exempt under FOIA
- Contains personal data protected by UK GDPR
- Is commercially sensitive
- Is already publicly available elsewhere

5. Charges

5.1. Nexus MAT aims to provide information at no cost whenever possible. Charges may apply for:

- Photocopying
- Printing
- Postage
- Requests requiring significant staff time (handled under FOIA charging rules)

6. Contact for FOI and Publication Scheme

Nexus Multi Academy Trust

Email: foi@nexusmat.org

Address: Enterprise Works, 300 Meadowhall Way, Sheffield, S9 1EA

Telephone: 01709 257 277

7. Review and Updates

7.1. This Guide to Information will be reviewed annually or following regulatory updates. The ICO last updated its FOI/Publication Scheme guidance for schools in 2026, and this guide aligns with those requirements.