

Freedom of Information: Publication Scheme

Introduction

The Link Academy Trust is a publicly funded organisation based in South Devon comprising, mostly, small rural primary schools some of which have a Church of England Foundation. This Publication Scheme adopts the template issued by the Information Commissioner for smaller schools in England, Wales and Northern Ireland and is adapted for the wider Trust.

Class 1: Who we are and what we do

Where to find the information

Organisational Information

The Link Academy Trust is a private company limited by guarantee without share capital and an exempt charity, overseen by the Education and Skills Funding Agency (ESFA), an agency of the Department for Education (DfE). It comprises a central Business Unit and **nine** academies which are funded by the DfE through the ESFA.

Organisational Structure

The Link Academy Trust is governed by a Board of Trustees comprising a majority of Foundation Trustees plus Non-Foundation Trustees and the Chief Executive Officer.
Company No: 10049068

<https://beta.companieshouse.gov.uk/company/10049068>

Location and Contact

The Registered Office of the Link Academy Trust is:
Landscope School House,
Landscope, Ashburton, Devon, TQ13 7LY
☎ 01803 762113
✉ academyadmin@thelink.academy

www.thelink.academy

Who's Who in the Trust

Board of Trustees

The company is established under the terms of the Articles of Association which are available on the Companies House website.

. The Board is between three and fifteen Trustees as follows:

- Up to eight Foundation Trustees
- Up to six Non-Foundation Trustees
- The Chief Executive Officer

Details of current members of the Board are available on the Companies House website and may be contacted via the Clerk or the Registered Address.

<https://beta.companieshouse.gov.uk/company/10049068>

<https://beta.companieshouse.gov.uk/company/10049068/officers>

The Chair of the Board is **Ms Cheryl Mathieson**, who can be contacted via the Clerk or the Chief Executive Officer.

The Chief Executive Officer is **Mrs Nicola Dunford**,

☎ 01803 762113

✉ Nicola.dunford@thelink.academy

School Prospectus

Details of the Trust and its constituent academies are available on the main website

www.thelink.academy

Staffing Structure

Each Academy is led by an Academy Head, supported by a Senior Teacher. The Trust has adopted a Distributive Leadership model whereby the Academy Heads take on a cross-Trust responsibility in respect of key elements of the educational provision, namely:

- School Improvement
- Safeguarding and Special Education Needs & Disability
- Continuing Professional Development
- Data & Standards
- Operation and collaboration
- Personnel

Academy Session times and term dates

Term dates mostly align with Devon County Council with the academies specifying up to five non-pupil days and two occasional days each year for Trust-wide professional development for staff. Details of session times are available on the individual academy websites.

Academy Addresses and Contact Details

The Academies are located as follows, with details of the Academy Head on the respective website:

Bearnes Voluntary Primary School, Queen Street,
Newton Abbot, Devon, TQ12 2AU

☎ 01626 353980

✉ adminbearnes@thelink.academy

www.bearnes.thelink.academy

Broadhempston Village Primary School
Broadhempston, Totnes, Devon, TQ9 6BL

☎ 01803 812689

✉ adminbroadhempston@thelink.academy

www.broadhempston.thelink.academy

Cheriton Bishop Primary School, Church Lane,
Cheriton Bishop, Exeter, Devon, EX6 6HY

☎ 01647 24817

✉ admincheritonbishop@thelink.academy

www.cheritonbishop.thelink.academy

Drake's Church of England Primary School
Middle Street, East Budleigh, Devon, EX9 7DQ

☎ 01395 443871

✉ admindrakes@thelink.academy

www.drakes.thelink.academy

Diptford Church of England Primary School,
Diptford, Totnes, Devon, TQ9 7NY

☎ 01548 821352

✉ admindiptford@thelink.academy

www.diptford.thelink.academy

Harbertonford Church of England Primary School, Old Road,
Harbertonford, Totnes, Devon, TQ9 7TA

☎ 01803 732352

✉ adminharbertonford@thelink.devon.sch.uk

www.harbertonford.thelink.academy

Hennock Community Primary School,
Hennock, Newton Abbot, Devon, TQ13 9QB
☎ 01626 833233
✉ adminhennock@thelink.devon.sch.uk

www.hennock.thelink.academy

Ilington Church of England Primary School,
Ilington, Newton Abbot, Devon TQ13 9RJ
☎ 01364 661208
✉ adminilington@thelink.academy

www.ilington.thelink.academy

Landscape Church of England Primary School,
Landscape, Ashburton, Devon, TQ13 7LY
☎ 01803 762656
✉ adminlandscape@thelink.devon.sch.uk

www.landscape.thelink.academy

Moretonhampstead Primary School
Betton Way, Moretonhampstead, Newton Abbot, Devon TQ13
8NA
☎ 01647 440482
✉ adminmoretonhampstead@thelink.academy

www.moretonhampstead.thelink.academy

Otterton Church of England Primary School
Otterton, Budleigh Salterton, Devon, EX9 7HU
☎ 01395 568326
✉ adminotterton@thelink.academy

www.otterton.thelink.academy

Stoke Gabriel Primary School
School Hill, Stoke Gabriel, Devon, TQ9 6ST
☎ 01803 782469
✉ adminstokegabriel@thelink.devon.sch.uk

www.stokegabriel.thelink.academy

Tedburn St Mary Primary School,
School Lane, Tedburn St Mary, Exeter, Devon, EX6 6AA
☎ 01647 61338
✉ admintedburn@thelink.devon.sch.uk

www.tedburn.thelink.academy

Widecombe-in-the-Moor Primary School
Widecombe-in-the-Moor, Newton Abbot, Devon TQ13 7TB
☎ 01364 652230
✉ adminwidecombe@thelink.academy

www.widecombe.thelink.academy

Yeoford Primary School
Yeoford, Crediton, Devon, EX17 5HZ
☎ 01363 84234
✉ adminyeoford@thelink.academy

www.yeoford.academy

Class 2 – What we spend and how we spend it

Financial Statements

As a private company, the Trust is required to submit its audited accounts to Companies House. The financial year is 1 September to 31 August. All previous years accounts are available on the CH website:

<https://beta.companieshouse.gov.uk/company/10049068/filing-history?page=1>

Capital Funding

The ESFA awards each Academy a grant to fund capital improvement. The Trust submits Condition Improvement Fund (CIF) bids to the ESFA annually for funding for capital improvements.

2016-17: the Trust was awarded £162,937 for projects at Stoke Gabriel School for Mechanical & Engineering improvements

2017-18: the Trust was awarded the following for projects at:

Bearnes Primary School – M&E - £60,759

Harbertonford CoE Primary School – M&E improvements - £105,994

Stoke Gabriel Primary School – replacement windows - £200,836

The Trust allocates funds from its reserves to supplement the projects for complementary projects such as decoration and renewing furniture and fittings.

2018-19: the Trust was awarded nil

2019-20: the Trust was awarded the following projects at:

Tedburn St Mary Primary School – M&E improvements – £143,639

Broadhempston Primary School – M&E improvements – £66,198

Yeoford Primary School – replacement roof - £113,757

Expenditure

The Trust has a Scheme of Delegation which sets out the spending limits of Academy Heads, the Trust Business Manager, the Chair of the Finance & General Purposes Committee, the Chair of the Board and the full Board.

Policy available from the Clerk

Procurement

The Trust's Procurement and Tendering Policy sets out the arrangements for procurement and contracts. All contracts over **£50,000** require full tendering procedures. Each Academy has authority to purchase educational materials from a list of approved suppliers. For the majority of expenditure, the Trust tenders on behalf of all academies to maximise the benefit of bulk purchasing.

Policy available from the Clerk

Pay Policy

As a private company, the Trust operates its own Pay Policy which has been negotiated and agreed with the recognised trade unions – the National Union of Teachers (NUT) and the National Association Schoolmasters and Union of Women Teachers (NASUWT).

Policy available from the Clerk

Staff Allowances and Expenses

Staff may claim reasonable travel expenses and subsistence when travelling to an academy that is not their normal work base or when attending training. This is set out in the Travel and Personal Expenses Policy.

Policy available from the Clerk

Staffing, pay and grading structure

The Link Academy Trust has aligned its salary scales to the National Joint Council

Staffing, pay and grading structure

Details of the number of staff in pay bands of £10,000 are available on request.

Directors' and Governors' Allowances

Members, Directors and Governors on the local Boards are able to claim reasonable travel and other expenses in attending meetings or training to support them in their role. Totals are available on request and details of Directors' expenses claims are included in the audited accounts, published annually.

*Director and Governor Expenses
Policy available from the Clerk*

Class 3 – what our priorities are and how we are doing

Strategies, plans, performance indicators, audits, inspections and reviews

Our Vision

As a multi-academy trust, we want to be known to be nationally recognised for putting our pupils first by:

- Delivering educational excellence underpinned by strong moral values
- Each learner exceeding their aspirations in a quality learning environment
- Highly motivated, research led, passionate teaching
- Schools being at the heart of and an integral part of their community
- Being a partner of choice

Our Mission is to deliver the best for our children, families and communities through:

- Innovative approaches to learning
- The development of partnership and collaborative working to create a cutting edge approach
- An uncompromising approach to health, safety, nurturing and inclusion.

School Improvement

Each Academy has its own School Improvement Plan (SIP) which draws from and feeds into the Academy Trust Strategic Improvement Plan (ATSIP).

The Plan is based on the Seven Strand Transformation Model:

- Leadership with vision and efficacy
- Quality in the classroom
- Curriculum design
- Monitoring and Intervention
- Systems and Policies
- Targeted professional development
- Praise culture for staff and students

www.thelink.academy

See Trust website – About Us

School Profiles

Each Academy within the Trust has considered exactly what they offer their pupils and this has been summarised as:

Small Schools, Big Opportunities

- Unforgettable experiences – setting the foundations for life
- No ceiling, the highest possible achievement for all
- Individually valued, collaboration not competition
- People matter, every interaction, every moment

The Church Schools within the Trust aim to provide an education with four key elements which are at the heart of all that we are, enriched by our Christian traditions – **Wisdom, Hope, Community and Dignity**.

All academies of the Trust are subject to inspection by the Office for Standards in Education (Ofsted). Ofsted Inspection reports are available on the individual academy websites.

Those academies which have a Church of England Foundation are also subject to inspection by the CoE. Copies of the Statutory Inspection of Anglican and Methodist Schools (SIAMS) are also available on the individual academy websites.

Performance Management

The Trust has adopted a range of policies relating to the performance of staff. These are available from the Clerk and include:

Capability and Performance
Disciplinary Policy

Available from the Clerk

Performance Data

The outcome of each year's Statutory Assessment Tests (SATS), Key Stage 1 (Year 2) and Key Stage 2 (Year 6) are available from the individual school websites

The Link Academy Trust's Future Plans

The Board of Trustees sets priorities for the forthcoming year on an annual basis both in respect of School Improvement and Business Growth within a longer term plan. The Trust welcomes enquiries from schools wishing to join the Trust but is also willing to work on a range of levels of engagement short of academisation, such as Management Partnership, provision of business services, training etc.

Enquiries about the Trust's services should be sent to the CEO or the Trust Business Manager, Matt Matthew
mmatthew@thelink.academy

Safeguarding and Child Protection

The Trust has adopted a Safeguarding and Child Protection Policy which is regularly reviewed and, where appropriate, updated

See The Trust's website
www.thelink.academy
Governance - Policies

Class 4 – How we make decisions

Decision making processes and records of decisions

The Trust has adopted a Scheme of Delegation which is updated annually. This is available on the Trust's website and provides the framework for making decisions. The Scheme includes where the final decision lies and the Committees, Boards and/or officers who are required to contribute to that decision.

www.thelink.academy
See Governance Key Information

Admissions

Each Academy is required to publish its Admissions Policy not less than 18 months prior to the academic year of entry. These are available on the Trust's website under Governance / Policies and also on the individual Academy websites.

www.thelink.academy

Minutes

Each meeting of the Board of Trustees, its Committees or the Local Boards will determine if there are discussions which should remain confidential to those present and specified officers or external agencies.

Subject to confidential items, the Trust will publish the following:

- Minutes of the Board of Trustees
- Minutes of the Trustees' Audit Committee
- Minutes of the Trustees' Finance & General Purposes Committee
- Minutes of the Trustees' Standards & Curriculum Committee
- Minutes of the Newton & Teign Board
- Minutes of the Totnes Board
- Minutes of the Woodleigh Board
- Minutes of the Raleigh Board
- Minutes of the Moorland Schools Board

Minutes will be published once they have been confirmed at the next formal meeting.

Class 5 – Our policies and procedures

School related policies

All policies relating to pupils such as admission, attendance, behaviour, bullying, safeguarding, special educational needs, exclusion etc are available on the Trust and Academy websites.

www.thelink.academy

Records management

In accordance with the General Data Protection Regulation, the Data Protection Act etc, the following Policies are available on the Trust and Academies' websites:

Data Management & ICT Security Policy

Data Protection Policy

Individual Right Policy

Records Retention and Disposal Policy

Subject Access Requests Policy

www.thelink.academy

Charging Regimes and Policies

The academies within the Trust are obliged to charge for some activities, such as school trips and residential programmes. The basis on which the charges are made are included in the Charging and Remissions Policy 2020 on the Trust and Academy websites.

www.thelink.academy

From time to time, the Trust will receive requests under the Freedom of Information Act (FOIA). The Trust may make an administrative charge for any documentation provided as follows:

Photocopying, printing @ £0.021 per sheet (black and white)

Photocopying, printing @ £0.021 per sheet (colour)

Postage – Actual Cost

For documentation which incurs a Statutory Fee, this will be charged in accordance with the relevant legislation.

Class 6 – Lists and Registers

Curriculum circulars and statutory instruments

Disclosure Logs

As required by FOIA, the Clerk to the Board of Trustees will maintain a log of requests for information.

Asset Register

The Trust maintains an Asset Register for all capital items (over a value of £1,000) which is updated annually as part of the external audit of the accounts.

Publicly held registers

The Trust has published the funding agreements for the individual academies for the current year on the Trust website under Governance, Key Information.

Class 7 – the Services we offer

Services offered

Details of the business services, staff training and other programmes are available on request from the Chief Executive Officer or the Trust's Business Manager. These include

procurement, financial services.

Improvement and Inclusion Hub (IIH)

The Trust has established the Improvement and Inclusion Hub to bring together a comprehensive support service for staff and pupils. Based at Bearnas Primary School in Newton Abbot, the Hub operates across all fifteen academies but also serves schools in Newton Abbot and Teignbridge in South Devon. Services include providing tailored support for children with social and emotional needs, developing strategies to ensure improved emotional well-being and resilience. The Hub delivers staff training programmes and SENDCo conferences as well as support with completing grant applications for funding for pupils needing additional provision.

Out of School Clubs

Pre- and After-School Clubs are organised by the individual academies, details of which will be available from the relevant Academy Administrator.

Process for submitting a request under the Freedom of Information Act:

- Submit a request to the dedicated FOI email, foi@thelink.academy. Please include as much information as you are able, such as date(s) of documents or type of information you require.
- Your request will be acknowledged with confirmation of the date by which the response is required (20 working days) or asking for clarification about your request.
- All requests will be noted on the FOI Disclosure Log; if for any reason, it will take longer to provide the information, an update will be sent.

If information is required regarding a specific pupil at any of our academies, this will be dealt with under the Subject Access Requests Policy and Procedures.