

**BOHUNT EDUCATION TRUST**  
**2025**

Definition Documents provided by BET in accordance with the Model Publication Scheme under Freedom of Information Act  
REFERENCES TO BET WEBSITE ARE to [www.bohunttrust.com](http://www.bohunttrust.com)

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> <b>(Organisational information, structures, locations and contacts)</b>  <b>This will be current information only</b>	(hard copy and/or website) <i>(if you are unable to access the internet, please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a> and we will provide a printout of the relevant web page)</i> <i>Please state which school</i>	See below for cost
Who's who in the school	Hard copy- please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a> <i>Please state which school</i>	See below
Who's who on the governing body / board of governors and the basis of their appointment	School website for LGB; BET website for Board	
Articles of Association	BET website	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	School website BET website for BET Board	
School prospectus (if any)	Please visit school website or / or for a hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
Curriculum - an outline of the school curriculum	School website	
Annual Report (if any)	BET website	

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Staffing structure	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
Gender pay gap reporting	Annual Report on BET website	
School session times and term dates	Please see school website	
Address of school and contact details, including email address.	Please see school website	
<b>Class 2 – What we spend and how we spend it</b> <b>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</b>  <b>Current and previous financial year as a minimum</b>	(hard copy for current year and/or website) <i>(if you are unable to access the internet, please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a> and we will provide a printout of the relevant web page)</i>	See below for cost
Annual budget plan and financial statements	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
Capital funding	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
Audit reports	External auditor's report available in annual financial statements- BET website	
Details of expenditure items over £25000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Annual financial statements-BET website	

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Procurement and contracts the school 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 or diocese).	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
Pay policy	BET website	
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.	BET website for policy; totals paid annual financial statements on BET website	
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.	Annual financial statements on BET website	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
Premiums or other forms of financial support available Any pupil premium funding and how we spend it	School website	
TU facility time reporting	Annual financial statements on BET website	
<b>Class 3 – What our priorities are and how we are doing</b> <b>(Strategies and plans, performance indicators, audits, inspections and reviews)</b> <b>Current information as a minimum</b>	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
School profile (if any) And in all cases: <ul style="list-style-type: none"> <li>Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data</li> </ul>	Please see relevant school website	

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<ul style="list-style-type: none"> <li>• The latest Ofsted report <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> <li>• Post-inspection action plan if required</li> </ul>		
Performance management policy and procedures adopted by the governing body.	BET website	
Performance data or a direct link to it	Please see school website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
Safeguarding and child protection	Please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	
Exam and assessment results	School website or Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	
Performance tables	School website	
Data protection impact assessments (in full or summary format) or any other impact assessments (eg health and safety impact assessments, equality impact assessments), as appropriate and relevant.	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	
<b>Class 4 – How we make decisions</b> <b>(Decision making processes and records of decisions)</b>  Current and previous three years as a minimum	(hard copy or website)- <a href="http://www.bohunttrust.com">www.bohunttrust.com</a> <i>(if you are unable to access the internet,</i> <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a> <i>and we will provide a printout of the relevant web page)</i>	See below
Admissions policy/decisions (not individual admission decisions) – where applicable	Please see relevant school website	

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Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	See below
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only. As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by English government. These will include policies and procedures for handling information requests.	Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>  Please see school website or BET website as applicable	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	BET website	
Charging regimes and policies.	School website	
Equality and diversity	School website, BET website and Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	
Health and Safety	BET website and Hard copy please email <a href="mailto:info@bohunttrust.com">info@bohunttrust.com</a>	
Policies and procedures for human resources and the recruitment of staff	BET website and Hard copy	

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	please email <i>info@bohunttrust.com</i>	
Careers programme information	School website and Hard copy please email <i>info@bohunttrust.com</i>	
Charging regimes and policies	School website and Hard copy please email <i>info@bohunttrust.com</i>	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only (this does not include the attendance register).	(hard copy or website; some information may only be available by inspection) <i>(if you are unable to access the internet, please email info@bohunttrust.com] and we will provide a printout of the relevant web page)</i>	See below
Curriculum circulars and statutory instruments	School website	
CCTV	Hard copy please email <i>info@bohunttrust.com</i>	
Asset register	Hard copy for inspection via BET – please email <i>info@bohunttrust.com</i>	
Disclosure Log (listing FOI requests and outcomes)	Hard copy	See below

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	please email <i>info@bohunttrust.com</i>	
Any information the school is currently legally required to hold in publicly available registers	Hard copy please email <i>info@bohunttrust.com</i>	See below
<b>Class 7 – The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>  <b>Current information only</b>	(hard copy or website) <i>(if you are unable to access the internet, please email info@bohunttrust.com and we will provide a printout of the relevant web page)</i>	See below
Extra-curricular activities	Please see school website	
Out of school clubs	Please see school website	
Services for which the school is entitled to recover a fee, together with those fees	Please see school website	
School publications, leaflets, books and newsletters	Please see school website	
<b>Additional Information</b> <b>This will provide schools with the opportunity to publish information that is not itemised in the lists above</b>	<i>(if you are unable to access the internet, please email info@bohunttrust.com and we will provide a printout of the relevant web page)</i>	See below
Please see School and BET website for additional information provided to students, parents/carers and other stakeholders	School or BET website	See below

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**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 @5p per sheet (black & white)	Actual cost *
	Photocopying/printing @15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

\* the actual cost incurred by the public authority