

Freedom of Information – 2021/22

Guide to information available from Energy Coast UTC under the model publication scheme

Information to be published	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 school Teaching and Leadership Staff Support Staff Governors Safeguarding Team	Website: https://www.energycoastutc.co.uk/about-us/utc-team https://www.energycoastutc.co.uk/about-us/utc-team/support-staff https://www.energycoastutc.co.uk/about-us/utc-team/utc-governors https://www.energycoastutc.co.uk/about-us/utc-team/utc-safeguarding	Free
Instrument of Governance/Memorandum and Articles of Association Governor Terms of Office	Website: https://www.energycoastutc.co.uk/images/documents/policies/Memorandum_Articles_of_Association.pdf https://www.energycoastutc.co.uk/images/Governor_Terms_of_Office.pdf	Free
Contact details for the Principal and for the governing body, via the school	Website: https://www.energycoastutc.co.uk/contact-us/contact-the-utc	Free
School prospectus	Website: https://www.energycoastutc.co.uk/images/2020Menu/2021Uploads/Year_10_Options_Booklet.pdf	Free

	https://www.energycoastutc.co.uk/images/2020Menu/2021Uploads/Year_12_Options_Booklet_3.pdf https://www.energycoastutc.co.uk/images/Event_Day_Oct_2020/Engineer%20Your%20Future%20Booklet.pdf	
School Profile	www.energycoastutc.co.uk	Free
Staffing Structure	https://www.energycoastutc.co.uk/about-us/utc-team	Free
School session times and term dates	Website: https://www.energycoastutc.co.uk/about-us/the-utc-day	Free
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	Hard copy: available on request – contact school	5p per page
Capitalised funding	Hard copy: available on request – contact school	5p per page
Finance Audit Reports	Website: https://www.energycoastutc.co.uk/about-us/policies Hard copy: available on request – contact school	Free 5p per page
Procurement and contracts (details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process)	Hard copy: available on request – contact school	5p per page
Pay Policy	Website: https://www.energycoastutc.co.uk/images/Policies/2020/Pay%20Policy%202020-2022.pdf	Free

	Hard copy: available on request – contact school	5p per page
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (S.L.T. or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories	Website: https://www.energycoastutc.co.uk/images/Policies/2019/September/Expenses_Policy_2019-2022.pdf	Free
Staff Pay and grading structures. 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.	Website : Within Finance - Annual Reports https://www.energycoastutc.co.uk/about-us/policies	Free
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website: https://www.energycoastutc.co.uk/images/Policies/2019/September/Expenses_Policy_2019-2022.pdf	Free
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)		
Performance data supplied to the government Ofsted Report	Website: https://www.energycoastutc.co.uk/about-us/exam-performance https://www.energycoastutc.co.uk/images/news/Ofsted/10087868_Energy_Coast_UTC_140600_Final_PDF.pdf	Free
Performance management policy and procedures adopted by the governing body	https://www.energycoastutc.co.uk/images/Policies/2019/September/Staff_Performance_Management_Policy_2019-2022.pdf	Free

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: available on request – contact school	5p per page
Safeguarding and child protection	Website: https://www.energycoastutc.co.uk/images/Policies/2020/Safeguarding%20Policy.pdf	Free
Class four: how we make decisions (decision making processes and records of decisions) (current and previous three years, as a minimum)		
Admissions Policy	Website: https://www.energycoastutc.co.uk/images/Policies/2019/June/Admissions_Policy_2021-24.pdf	Free
Agendas and minutes of meetings of the governing body and its committees (N.B. this will exclude information that is properly regarded as private to the meetings)	For more information about our current governors, to register interest or request copies of previous Governor minutes contact Laura Devlin (Clerk to the Governors) – Laura.Devlin@energycoastutc.co.uk	5p per page
Class five: our policies and procedures (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 the English government. These will include policies and procedures for handling information requests)		
School policies and other documents Curriculum	Website: https://www.energycoastutc.co.uk/about-us/policies https://www.energycoastutc.co.uk/learning/year-10-timetable https://www.energycoastutc.co.uk/images/Applications/6F%20Options%20Booklet%20-%20with%20new%20courses.pdf	Free

Records management and personal data policies, including: information security policies, records retention, destruction and archive policies data protection (including information sharing policies)	Refer to Website: https://www.energycoastutc.co.uk/images/Policies/2020/Data%20Protection%20Policy%202019-2022.pdf	Free
Charging regimes and policies	Website: https://www.energycoastutc.co.uk/images/Policies/2020/Charging-and-Remissions-Policy.pdf	Free
Class six: lists and registers (currently maintained lists and registers only; this does not include the attendance register)		
Curriculum circulars and statutory instruments	Confidential Information. Available to inspect, on request to authorised persons. Contact enquiries@energycoastutc.co.uk	Inspection only - contact school Free
CRB & Safeguarding Logs	Confidential Information. Available to inspect, on request to authorised persons. Contact enquiries@energycoastutc.co.uk	Inspection only - contact school Free
Inspection only - contact school Free	Confidential Information. Available to inspect, on request to authorised persons. Contact enquiries@energycoastutc.co.uk	Inspection only - contact school Free
Any information the school is currently legally required to hold in publicly available registers	Confidential Information. Available to inspect, on request to authorised persons. Contact enquiries@energycoastutc.co.uk	Inspection only - contact school Free
Schedule of charges		
Photocopying/Printing – Actual cost – 5p per double side B & W		
Postage – Actual cost charged – 1 st or 2 nd Class		
Statutory Fee - In accordance with the relevant legislation / school charging policy		