



BERMUDA GOVERNMENT
MINISTRY OF EDUCATION

PATI Information Statement

Name of Public Authority: Ministry of Education Headquarters

Introduction:

The purpose of the Public Access to Information Act is to—

- give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
- increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
- increase the accountability of public authorities;
- inform the public about the activities of public authorities, including the manner in which they make decisions; and have more information placed in the public domain as a matter of routine.

The purpose of the information statement is to provide information to give the public sufficient information about the public authority to help them to make requests and share to what information is already publicly available.

Section A: Structure, Organization and Legislation [s5(1)a]

Structure and Organization
Ministry of Education Headquarters
(Permanent Secretary)
(Policy Analyst – Seconded)
(Executive Assistant)

Governing Legislation:

Education Act, 1996
Education (Applications for Registration of Schools) Rules 1987
Education Rules 2006
Education Rules (Tutorial Sites) 2003
Education (School Support) Rules 2004
Bermuda Government Scholarships Act 2008

Bermuda Government Scholarships Regulations 2013
Education (Tutorial Sites) Rules 2003
Education (Applications for Registration of Schools) Rules 1987
Bermuda Educators Council Act 2002
Public Service Commission Regulations, 2001
Policies and Procedures Manual for Principals, (2008)
Policy and Procedures Manual for Teaching Staff
Student Code of Conduct
Collective bargaining agreements of the Bermuda Union of Teachers, Bermuda Public Services Union and the Bermuda Industrial Union

Section B: 1) Functions, powers, duties of the Authority [s5(1)b]

It is the mission of the Ministry of Education to provide strategic leadership, supervision, and policy direction that supports quality delivery in teaching; and an inclusive and progressive learning environment to improve student learning and achievement for every child.

Under the general direction and control of the Minister of Education, the Permanent Secretary supervises the Department of Education. The Ministry of Education Headquarters is also responsible for the provision of policy advice to the Minister of Education, and the development of legislation.

Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - General information, e.g. activities of the Authority
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) [s6(5)]
 - Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information

- Management and maintenance of **records**
- **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

The Ministry of Education Headquarters engages in consultation on legislation of national importance and engages in the following programs:

Appeals
 Drafting Instructions
 Scholarships and Awards
 External Grants
 Teacher Exemptions
 Consultation & Public Enquiries

Section D: Records and documents held [s5(1)d]

Ministry Headquarters
 Strategic policy and planning documents
 Minutes of Meetings
 Memoranda
 General correspondence

Section E: Administration (all public access) manuals [s5(1)e]

Education Act, 1996
 Education Rules, 2006
 Education (School Support) Rules
 Education (Tutorial Sites) Rules 2003
 Education (Applications for Registration of Schools) Rules 1987
 Bermuda Government Scholarships Act 2008
 Bermuda Educators Council Act 2002
 Public Service Commission Regulations, 2001
 Policies and Procedures Manual for Principals, (2008)
 Policy and Procedures Manual for Teaching Staff
 Student Code of Conduct
 Collective bargaining agreements of the Bermuda Union of Teachers, Bermuda Public Services Union and the Bermuda Industrial Union

Section F: Decision-making documents [s5(1)f]

Education Act, 1996
Education Rules, 2006
Education (School Support) Rules
Education (Tutorial Sites) Rules 2003
Education (Applications for Registration of Schools) Rules 1987
Bermuda Government Scholarships Act 2008
Bermuda Educators Council Act 2002
Public Service Commission Regulations, 2001
Policies and Procedures Manual for Principals, (2008)
Policy and Procedures Manual for Teaching Staff
Student Code of Conduct
Collective bargaining agreements of the Bermuda Union of Teachers, Bermuda Public Services Union and the Bermuda Industrial Union

Section G: The Information officer [s5(1)g]

Darlene R. Hartley
Email: MOEPati@moed.bm

Section H: Any Other Information [s5(1)h]

The Ministry of Education puts as a matter of course most public information on its website: www.moed.bm.

Records pertaining to individual students are personal to those students and their parent(s)/guardians.

Section I: Any Other Information To be Provided? [s5(1)i]

“Blueprint for Reform in Education – Bermuda Public School System Strategic Plan 2010 – 2015”

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: March 2015

Locations of Information Statement:

Ministry Headquarters & All Departments

14 Waller's Point Road

Southside, St. David's DD 03

Tel: 441-278-3300 or 236-6904 Fax: 441-278-3348

- The Bermuda National Library
- The Bermuda Archives
- Available electronically
- Website for public authority www.moed.bm
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public?
- With the Information Commissioner.

Sign and Date: _____



30 / March / 2015