

April 2009 Flyer Article from John Clark, Group Manager, Resourcing, Ministry of Education
Dear Principal and Board Chair

2009 Primary School March Confirmed Staffing Entitlements

I would firstly like to apologise for any misunderstanding that has arisen from the information I provided in an earlier letter that was enclosed in your April resourcing entitlement pack.

I am taking this opportunity to provide a more detailed explanation in order to clear up any confusion around the process of confirming primary school staffing entitlements. I would also like to assure you that schools are receiving their correct roll and formula based resourcing entitlements and that operational funding entitlements have not been affected.

In recent years the Ministry has, in some cases, applied a new entrant roll adjustment to primary schools' March actual rolls for the purposes of confirming annual staffing entitlements. This is not consistent with existing staffing policy and is therefore not able to be continued in 2009.

When provisional staffing entitlements were established and advised to schools in September last year, a new entrant roll adjustment was applied. This is standard practice in order to make provision for the number of new entrants likely to arrive during the year. The staffing generated by the provisional resourcing roll is an assured minimum level of entitlement staffing that will be provided for all of 2009.

Operational funding has not been affected in any way and a new entrant adjustment is still being applied. Primary schools annual operational funding entitlements are recalculated following the July roll collection exercise and changes are reflected in the October instalment notice.

In those exceptional cases where you can clearly demonstrate that your school has been negatively impacted by the non-application of a new entrant roll adjustment to your confirmed staffing roll because of an unusual increase in students beyond the total that you are already being staffed for, you are invited to write to resourcing@minedu.govt.nz. Please outline the reasons why you believe your school has been disadvantaged, the commitments you may have made, and provide estimated new entrant numbers expected to arrive by 10 October. Each case will be individually assessed based on the information provided and we will look at the staffing implications for the whole year. The assessments will be completed quickly. If considered justified, I will approve an adjustment to the staffing roll that may result in an increase to the confirmed staffing entitlement. In those cases where an increased confirmed staffing entitlement has been approved, rolls will be monitored from time to time to ensure that the school is on-track.

In all other cases, schools experiencing roll growth are still able to apply for staffing roll increases through the normal process if the roll that they are currently being staffed on is exceeded because of an unusual increase in students. To assist schools in managing roll increases the length of time that an increase has to be maintained has been reduced from 20 school days to 10 schools days.

I hope that the information I have provided is useful and clarifies the situation.

Yours sincerely

John Clark

Group Manager
Resourcing