

2016 Banking Staffing Visit Offer for South Island Schools from Gavin Price

The Principal and Office Staff

We are heading south in our motorhome, to offer visits to any South Island schools from mid January to July 2016.

Principals and office staff involved in Banking Staffing who would like to tease out and clarify what I have written below can **email me back** and I will confirm visits via a return email to you as the extent of the requests unfold.

Things to have available for the visit if relevant for your circumstances -

The Banking Staffing report for pp 22 and the most recent one as well.

The March advice notices you got back from MOE in March – the staffing pages and the funding pages.

Table M3 from this year's March return to MOE.

A printout from your SMS – It is a summary by MOE funding year level – looks a bit like table M3 but it is up to date for the day you print it. (Primary and area schools).

An idea of how many year ones you expect to enrol from the day of the SMS printout until 1 July (Primary and Area Schools).

Last year's March and July returns. (High Schools need M3 2014 and M3 2015).

The Funding Staffing and Allowances handbook (A big purple ringbinder).

THE "FISH" book – A thinner, blue folder – full title "Financial Information for Schools Handbook".

The visit also includes completing Question 9 (1 July predictions) on the 1 July return using Tables M3 and J3 to ensure you are staffed sufficiently for 2016 planning your usage for this year to predict the likely end of year balance and the best way to manage that for your circumstances. (High Schools use M3 2015 and M3 2016 for this purpose)

The cost of a school visit, regardless of the number present, is the equivalent of one reliever day (\$300.00). I use an invoice these days rather than being paid as a reliever. If any of the questions below are of interest I will answer them during the visit. (A visit usually lasts one to two hours and could be morning, afternoon or an after school visit so that I can get to 2/3 schools a day when necessary in an area – even weekends if it suits!).

Do you.....

Know to charge your cheapest teacher or reliever to Bg, whichever is the cheaper, to manage overuse.?

Advise Payroll of relievers who will work after the closedown date but within the pay period for that return? (Particularly useful at pp 26 if managing previous year underuse)?

Ever charge a salary at or over the recovery rate to BG (Unless you are over the 10% limit)?

Check that no holiday pay is deducted from Banking Staffing in Term 1, and only up to 14 days in T2 & T3?

Check that total usage for 2 people sharing or consecutively holding 1 position at pp 22 does not exceed 26.00 FTTEs?

Know that your beginning teacher could possibly be the best salary to charge to BG?

Realise that from 2015 fixed term positions are probably a better option than either using additional hours for existing staff or using day relievers (CRT for instance)?

Use a planner early in the year to decide the likely balance at pp 22?

Know not to respond to pp 19/20 when the balance takes a temporary dive due to staff being paid up to year end?

Know about the Funding Staffing & Allowances Handbook esp Chapter 2, the FISH book esp 4.5.1 and the NZ Principal Flyer articles about Banking Staffing?

Find yourself applying for roll reviews and staffing increases early in the New Year? (Meaning: Have you understated last July's predictions?)

Know why it is essential that you be an optimist when completing 1 July returns?

Know to put a Year 7 prediction in your 1 July return if you are a contributing school?

Know why tables M3 (March Return) and J3 (July return) are recommended for completing the Question 9 predictions on the July return?

Know how important it is to have all your qualifying 5 year olds at the March roll count date enrolled and entered on your SMS?

If overusing this year, know to budget for casual release time (additional hours or day relief) at the rate of your cheapest teacher or step 8, whichever is less?

Know to pass Table J3 to all intermediate and High schools your pupils might attend. They need to know all **available** enrolments, not just the ones you think are going to a particular school, as MOE staffs them on a **percentage of available students at their** entry year level. (High schools then need M3 from 2015 and M3 2016 to calculate progression rates to apply to all other year levels in their predictions?)

Know that there is a requirement to minute banking staffing decisions? Here is a revised statement you might like to table at your next BOT meeting?

For 2016 all staff including relievers will be charged to "TS" and any overuse which cannot be managed within the banking staffing entitlement will be managed by charging our cheapest salary, either regular staff or relievers, to "BG" for sufficient time to clear or reduce the overuse by pp 22 or pp 26 at the latest. Where there is no suitable salary we will use the current MOE recovery rate for this purpose. NOTE: There is a 10% limit on overuse – See Chap 2 of the Funding Staffing and Allowances Handbook - "Banking of Staffing"

I also offer free sessions for principals association meetings when I'm doing school visits in an area (half an hour to an hour depending on the time you have available for a "once over lightly" and questions.

As always, those not wanting a visit are invited to send me email queries at any time

There is no charge for email/phone assistance.

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