

Nau mai haere mai! Welcome to Navigating Surplus Staffing Part 1

We will begin soon.

All cameras and microphones have been turned off due to the number of participants.

A copy of this presentation and recording will be online tomorrow in the
NZSTA Resource Centre Learning Library

Preparing our minds for the session

Whakataka te hau ki te uru

Cease the winds from the west

Whakataka te hau ki te tonga

Cease the winds from the south

Kia mākinakina ki uta

Let the breeze blow over the land

Kia mātaratara ki tai

Let the breeze blow over the ocean

E hī ake ana te atakura

Let the red-tipped dawn come with a
sharpened air

He tio, he huka, he hau hū

A touch of frost, a promise of a
glorious day!

Tīhei mauri ora!

Whakawhanaungatanga

Is the process of establishing links, making connections and relating to others.

Your hosts and presenters

Kate Lethbridge – Principal Employment Adviser

Carla Palmer – National Employment Relations Adviser

Your Q&A moderator

Maynard Scott – National Employment Relations Adviser



What we'll cover today

- Staffing entitlement – review
- Surplus staffing – first 4 steps
- CAPNA / Needs Analysis Reviews
- Consultation
- Q&A
- Next steps from here



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Overview

Staffing entitlement notification cycle

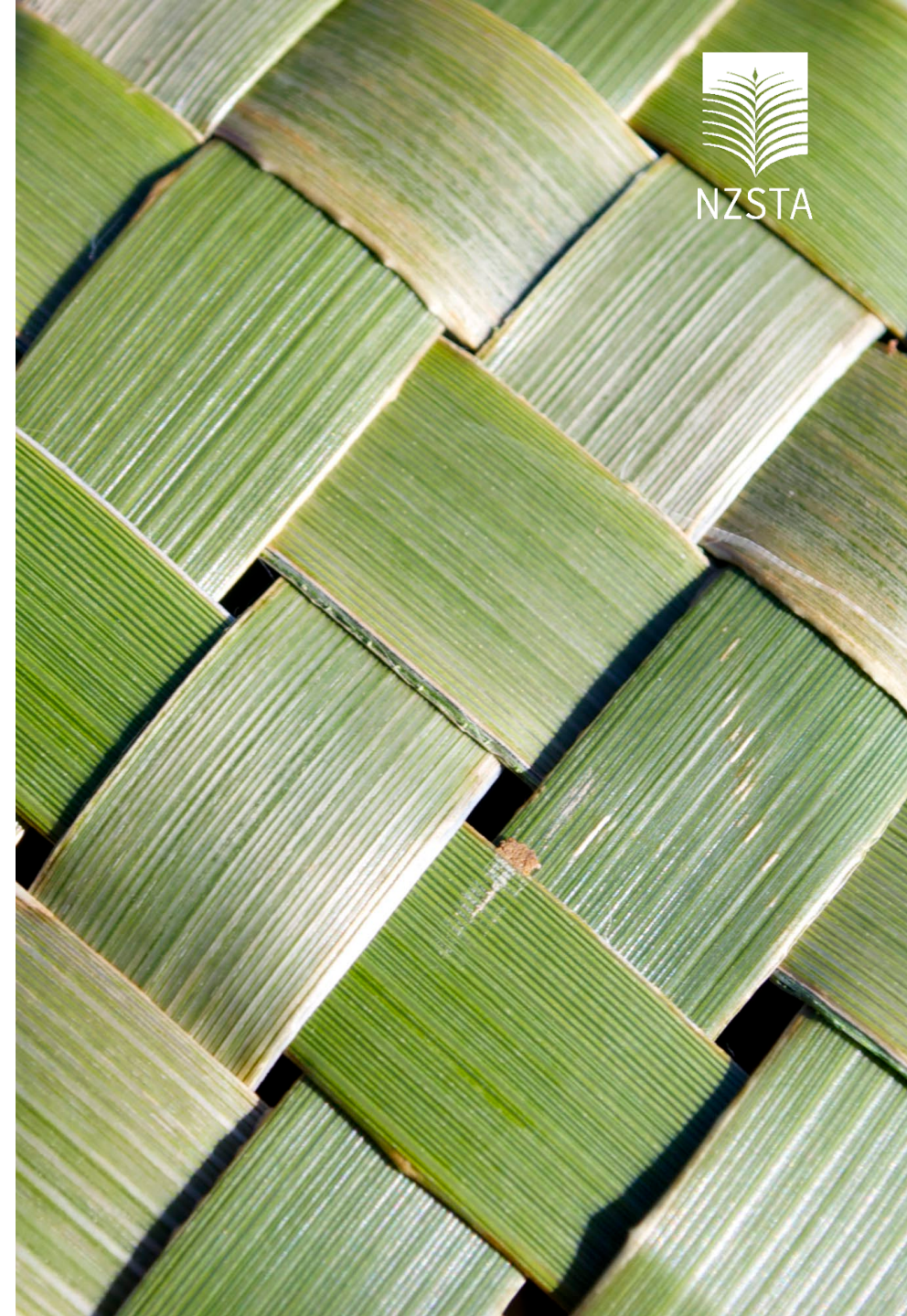
March (every year)

Ministry of Education, Te Tāhuhu o te Mātauranga issues “confirmed staffing entitlement” notices based on existing funding criteria and calculation models

September (every year)

Ministry of Education, Te Tāhuhu o te Mātauranga issues “provisional staffing entitlement” notices

Entitlement staffing information via Te Tāhuhu o te Mātauranga



Seeking a review of staffing entitlement

Questions to consider:

- Do we need to apply for a review to the Resourcing Unit of the Ministry?
- Is there information we have missed when supplying our figures for staffing?
(include this in the review)
- Is there a good business case associated directly with delivering the core curriculum that we can put forward for a review?
- Have we informed the relevant union/s that we have reduced staffing entitlement and may need to enter into a surplus staffing process?

<https://www.education.govt.nz/school/funding-and-financials/resourcing/>

Surplus Staffing – stage one

First 4 key things to look at and action

Attempt to resolve, mitigate or reduce any predicted surplus through attrition and/or voluntary options:

- Attrition - non replacement of current vacancies
- Voluntary options
- Fixed term employment agreements
- Consultation requirements varies dependent on the Collective Agreement.

CAPNA / Needs Analysis Reviews

- What is CAPNA?

Curriculum and Pastoral Needs Assessment

- Timeline
- What needs to be considered?

Reviewing staffing – CAPNA and Needs Analysis

First four steps completed & there is still a surplus of staff...what next?

- What are the requirements for a CAPNA or needs analysis?
- Who do we consult with, how and why?
- What is the timeframe?
- Who do the employment protections provisions apply to?
- Duty of and pastoral care of staff.

Collective Agreement applicable clauses

Primary

- Part 9: Employment Protection and Surplus Staffing Provisions
- Appendix 4: School Reorganisation Staff Surplus Provisions

Secondary

- Part Three: Terms of Employment, section 3.9 Surplus Staffing and merger provisions, clauses 3.9.1 to 3.9.9 (b)

Area

- Part Two: Terms of Employment, section 2.13 Surplus Staffing, clauses 2.13.1 to 2.13.5 (c) and 2.13A Employment Protection Provisions
- Appendix 5 Surplus Staffing Procedures

Let's answer some of your questions



Next steps from here

- A copy of this presentation and the webinar will be posted online in the [Learning Library](#).
- Read the online resources in [Reviews & Restructures](#).
- Enrol in the next webinar Navigating Surplus Staffing – Part 2.
- Contact NZSTA for advice and support on 0800 782 435 or email us at eradvice@nzsta.org.nz
- **Please stay online and complete the post-webinar evaluation.**

Closing the session

Ka whakairia te tapu

Kia wātea ai te ara

Kia turuki whakataha ai

Haumi e. Hui e. Tāiki e!

Restrictions are moved aside

So the pathway is clear

To return to everyday activities

Enriched, unified and blessed!

Thank you!



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