

Nau mai haere mai!

Welcome to

Navigating Surplus Staffing

Part 2

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 presenters

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Principal Employment Adviser Practice

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Regional Employment Advisor

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National Employment Relations Advisor



Why we're here today

- Schools receive annual staffing entitlement cycle notices in March and September .
- They might also consider undertaking a review or restructuring process outside this cycle.
- This session focuses on what happens when attrition cannot achieve the required reductions in staffing.
- To answer your questions.

What we'll cover today

- Key points first webinar
- CAPNA analysis
- Supernumerary and Retraining options
- Communicating with affected staff
- Taking the learnings and applying to your school circumstances
- Good Consultation
- Contracting out
- Q&A
- Next steps from here



Key points first webinar

- Provisional staffing entitlement notifications are issued in September and confirmed staffing entitlement in March.
- If your notification indicates surplus staffing, we recommend to:
 - contact NZSTA for advice.
 - consider seeking a review.
- Attempt to resolve, mitigate or reduce any predicted surplus through attrition and/or voluntary options –usually for supernumerary or retraining.
- Review staffing – undertake a CAPNA and needs analysis.

What to look at for analysis/CAPNA

- Timelines
- Factors to consider
- Analysis spreadsheet

PPTA Te Wehengarua

- CAPNA Process Flowchart

<https://www.ppta.org.nz/advice-and-issues/surplus-staffing/document/1136>

- CAPNA Meeting Flowchart

<https://www.ppta.org.nz/advice-and-issues/surplus-staffing/document/583>

- Things to know about surplus staffing

<https://www.ppta.org.nz/advice-and-issues/surplus-staffing/document/598>

Reorganisation

Secondary Teachers collective Agreement (STCA)

- [Part Three: Terms of Employment, clause 3.9](#)

Area School Teachers Collective Agreement (ASTCA)

- [Part Two: Terms of Employment, clause 2.13](#) and [clause 2.13A Employment Protection Provisions](#)

Surplus Staffing (teaching staff) indicative timeline for process

- Receipt of Provisional Staffing Entitlement notices – trigger and start date.
- Completed by 27th November or by week 8 from start date.
- Factor in school holidays.
- Genuine consultation.
- Genuine consideration and responses to submissions.
- Report form sent by MoE early December.

Good Consultation

- Collective Employment Agreements
- Underpinned by the Employment Relations Act 2000
- Good Faith Obligations
 - [Section 4\(1\)\(a\)\(c\)](#)
- Case Law



Contracting out

- Cleaning services, food catering services, caretaking, or laundry services in schools are covered.
- Not a remedy for poor performance or misconduct concerns.
- If the employee elects to transfer, the contractor must take them at their current terms.
- The same duties exist for school boards when “contracting in”.



Collective Agreement applicable clauses

Primary

- [Part 9: Employment Protection and Surplus Staffing Provisions](#)
- [Appendix 4: Staff Reorganisation Staff Surplus Provisions](#)
- [Appendix 5: Resource Teacher Surplus Staffing Process](#)

Secondary

- [Part Three: Terms of Employment, clause 3.9](#)
- [Appendix E: Resource Teachers Learning and Behaviour \(RTLb\)](#)

Area

- [Part Two: Terms of Employment, clause 2.13 and clause 2.13A Employment Protection Provisions](#)
- [Appendix 5 Surplus Staffing Procedures](#)

Collective Agreement applicable clauses

Support Staff in Schools'

- [Part 10 Employment Protection, Surplus Staffing and School Merger Provisions](#)

Kaiārahi i te Reo (and Therapists)

- [Part 10: Employment Protection and Surplus Staffing Provisions](#)

School Caretakers', Cleaners', Canteen and Ground Staff

- [Part 7: Other Matters, clause 7.9](#)
- [Appendix B: School Reorganisation](#)

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](#).
- Resources are available on our Resource Centre under [Reviews & Restructures](#).
- Contact NZSTA for advice and support on 0800 782 435 (option 2) or email us at eradvice@nzsta.org.nz for any specific questions or advice
- **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!



NZSTA