

To	Executive [Schools committee]	HX20/007
	Te Huarahi	Strategic Plan Ref: Voice
		11 February 2020
From	Jo Martin and Jason Smythe, Field Officers	

Recommendations:

1. That the report be received.

Surplus Staffing report to Executive on the 2019 round

1. National Picture

The provisional data provided by the Ministry of Education (MOE) in late September 2019 identified 65 Secondary Schools and 24 Composite (Area) schools requiring staffing 'protection' and there was a total of 164 FTTE reduction in these schools. Staffing 'protection' is where the Ministry of Education calculation of a board's Guaranteed Minimum Formula Staffing (GMFS) entitlement staffing for the coming year is less by 1.0 Full Time Teacher Equivalent (FTTE) or more than the board's level of entitlement staffing for the current year. In total, the net reduction in staffing and units for Secondary and Composite (Area) schools was 14.9 FTTE for Sec schools and 30.7 FTTE for Comp schools. There was a net increase in units in Secondary schools of 656. There was a net reduction of 44 units in composite schools.

Staffing 'protection'

Year	Sec	Area
2017	142	25
2018	123	29
2019	65	24

To manage the surplus staffing process, as required by clause 3.9 of the STCA and Appendix 5 of the ASTCA, the Association has a network of surplus staffing coordinators and nominees that operate out of the PPTA field offices. There are 5 Field Officers who act as surplus staffing coordinators. They are responsible for coordinating our nominees and work closely with colleagues to manage the round. National Office coordinates the sending out of the surplus staffing kits.

Year	Requests for kits
2012	60
2013	53
2014	40
2015	43
2016	25
2017	24
2018	25
2019	03

It is critical that the Association is well prepared for the surplus staffing round, and we wish to take this opportunity to acknowledge the hard work and commitment of our nominees, coordinators, field officers and Wellington staff.

2. Regional Offices

Auckland Office

The Auckland Office is responsible for the following regions: Auckland, East Coast, Lower Northland, Central Northland and Upper Northland. The surplus staffing coordinator for the Auckland Office is David Fowlie and there are 5 nominees attached to the office.

29 letters were sent to schools identified as requiring staffing protection, and the reductions in staffing required by these schools ranged from -1 FTTE to -3.1 FTTE. One school requested a surplus staffing kit and no CAPNA meetings were required.

Year	CAPNA meetings
2011	14
2012	7
2013	10
2014	6
2015	7
2016	6
2017	7
2018	4 plus 2 closures and 1 RTLB reorganisation
2019	0 plus 1 reorganisation

Hamilton Office

The Hamilton office covers the Waikato, Central Plateau, the Bay of Plenty, and the Western Bay of Plenty regions for the purposes of surplus staffing. The surplus staffing district coordinator is Jason Smythe. There was one surplus staffing nominee attached to the office this round.

The 2019 Surplus Staffing round was a quiet year. The Hamilton PPTA Office sent out 20 letters to schools with falling rolls. The reductions in staffing required by these schools ranged from -1.0 FTTE to -6.6 FTTE. There were 48 schools in total in our district which had an identified reduction to manage, with 28 of those being less than 1.0 FTTE.

Most managed their reduction through attrition and a few by voluntary options. In the end there were no schools in this district which requested the surplus staffing kit, with no schools requiring a CAPNA meeting to take place.

During this time, one school began a reorganisation of its senior leadership structure, however this process was not completed.

While schools experiencing a surplus staffing process may not need to proceed to CAPNA meetings, the process can still create pressures and issues for members to work through, and Field Officers provide assistance in this space.

Year	CAPNA meetings
2011	4
2012	4
2013	4
2014	3
2015	5
2016	0
2017	0
2018	0
2019	0

Palmerston North Office

The surplus staffing coordinator is Derek Morris and the Central region covers Taranaki, Hawke's Bay down to Nelson and Marlborough. The surplus staffing round this year was very small with 16 schools receiving notices of overstaffing. Most of those were managed by the principal either through attrition or by the principal being confident the numbers were wrong and the school's estimates were right. Two schools requested CAPNA's. There was a voluntary redundancy in one school and the other managed through attrition. There were no CAPNA meetings.

Year	CAPNA meetings
2011	15
2012	14
2013	8
2014	3
2015	5
2016	4
2017	0
2018	0
2019	0

Christchurch Office

The surplus staffing coordinator is Jo Martin and the Christchurch Office is responsible for the West Coast, Aoraki, and Canterbury regions. There are seven trained nominees covering the Christchurch office and all were available for the 2019 round. Nine schools (made up of 6 Secondary Schools and 3 area schools) stood to lose more than 1 FTTE. Of these nine schools, one school stood to lose more than 22 FTTE's.

There were no request for kits and no CAPNA meetings were held.

Year	CAPNA meetings
2012	7
2013	4 plus 1 merger
2014	1 plus 1 merger
2015	3
2016	1 plus 1 closure
2017	0
2018	0
2019	0 plus one reorganisation

Dunedin Office

The surplus staffing coordinator is Roger Tobin and the Dunedin Office is responsible for the Otago and Southland regions. The situation in 2019 was similar to previous years, with a small total roll decline across Otago and Southland. The decline is also decreasing in scale. There were 8 Secondary and 4 Area Schools with a predicted reduction of either 1.0FTTE or more, or 1 MU or more. General roll growth continues in the Southern Lakes area. There were four Nominees available. However one has now left our area and a replacement will be needed.

There were no requests for Surplus Staffing Kits, and no CAPNA meetings. Schools are managing by attrition, volunteers and overuse of fixed-term appointments.

However there is an increase in schools initiating their own use of the surplus staffing provisions as restructurings.

Year	CAPNA meetings
2013	4
2014	3
2015	1
2016	1
2017	0
2018	0
2019	0

3. Totals Nationally

Year	CAPNA meetings	Closure/ Merger	TOTAL
2012	33		33
2013	30	1	31
2014	16	1	17
2015	21		21
2016	12	1	13
2017	7		7
2018	10	2	12
2019	0	0	0

4. Appeals

There have been no positions disestablished this year through a CAPNA meeting and therefore there are no appeals.

Year	Appeals
2012	9
2013	3
2014	2
2015	7
2016	0
2017	0
2018	1
2018	0

5. Surplus Staffing Training

The following one day refresher training course was held to prepare nominees for the 2019 surplus staffing.

Offices	Date	Location
Combined Auckland, Hamilton, Palmerston North, Christchurch and Dunedin Offices	Thursday 12 Sept 9.30pm to 3.15pm	Brentwood Hotel Wellington

The trainers were Miles Winter, Jo Martin and David Fowlie.

The following numbers of nominees were available for the 2018 round.

Auckland Office	5
Hamilton Office	1
Palmerston North office	7
Christchurch office	7
Dunedin Office	4
TOTAL	24

The Surplus Staffing Task Force will explore the training needs for 2020.

6. Surplus Staffing Budget

A budget of \$50,000 was allocated for the 2020 surplus staffing round.

		Annual Budget	YTD Actual DEC
MT 4602	Accom	6,000	8,650
MT 4603	LWOP	15,000	3991
MT 4604	Other	4,000	1,521
MT 4606	Travel	25,000	14,622
Total		50,000	28,784

7. Change to the Surplus Staffing Kit (The CAPNA meeting) and other resources

Following the changes to the Surplus Staffing provisions in the Secondary Teachers' Collective Agreement (2019-22) all resources have been updated to reflect the amended wording. Changes have been made to the training material and nominee resources, the letters to the employer and the online surplus staffing resources.

8. Regional Chair and Executive member Surplus Staffing Training

The SSTF ran a one day training session for Regional and Ward Chairs and also Executive members and who have not previously attended the work shop. The workshop was held on Monday 30th September and immediately preceded Annual Conference.

9. Projections for 2019 year

It is difficult to extrapolate from the 2019 figures as to what the 2020 round will look like, however given current teacher shortages and projected growth in student numbers at the secondary level we anticipate that there will be similar pattern next year as this year.