

EDUCATION ENTERPRISES LTD

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# Banked Staffing

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**CES Seminar**

**July/August 2015**

# Currently

## You may well be grappling with some or all of the following:

- Novopay inaccuracies
- Not being staffed what you are due, roll growth application
- Managing an underuse/overuse situation this year
- Have staff incorrectly coded to TS or BG
- May be charging relievers incorrectly to BG or TS
- A low PD/sick/relievers budget
- Curly auditors questions about paying reliever days in holidays/weekends for consultants etc.

## THINGS TO KNOW

- Check your banked staffing report matches your staffing entitlement
- Apply for beginning teacher allowances
- Don't spend your RR staffing if you are not employing a RR teacher
- Apply for roll growth, after March 1 roll return, it doesn't happen automatically
- Mop up overuse before it is taken off you at \$67K rate
- Try and use up staffing as it is paid back at a lower rate, \$53K rate
- Match your budgets with your staffing
- Don't charge a BT to BG, as you lose their BT allowance
- Charge a 3<sup>rd</sup> or 4<sup>th</sup> year teacher to BG to mop things up, at a timely time
- Remember you will usually underuse over late December and Jan/Feb
- Use the banked staffing spreadsheet to predict ahead accurately
- March 1 roll return can only increase staffing, not reduce it
- July 1 roll return does not increase staffing, but sets following year's staffing, can up ops grant if roll is higher than March 1 roll return, or reduce ops grant if roll less

## **Managing an overuse situation**

- Be sure that you have a cheaper teacher to charge to BG to balance off
- You may need to charge relievers to BG here for all/most of year
- Predict ahead any roll growth staffing so as to keep charging a cheaper teacher to BG to the last minute
- Factor in holidays, relievers underuse here too
- Have the funds e.g. BOT, PD, sick, ALL, ALIM to manage it
- Offset in T1 with potential 2016 underuse, if any

## **Managing an underuse situation**

- If you are underusing then you have the following options
- Increase staffing, put all relievers to TS, employ a LAT, pay consultants with staffing, use lots of relievers, increase principal/management release, run additional programmes, extra fixed term staff e.g. G&T etc.
- Apply for roll growth still

## ▪ Relievers or fixed term?

- If you have a regular staff member come to your school it is better off to pay them fixed term rather than reliever days as shown in the working below:

- 1 reliever day a week =  $40 \times .14 = 5.6$
- 1 day a week as fixed term =  $.2 \times 26 = 5.2$

As you can see by making them fixed term they cost the school .4 less, worth 3 extra relieving days, \$900. The profit gets better if they are say .4 or .6 etc. rather than relieving days.

## Tricks of the trade

- Still use PPTAH code if teacher is on higher rate. 1 PPTAH day if on \$73K rate is \$365, \$64 more than an ordinary relieving day at DDR code. \$60K+ on PPTAH
- You can pay relievers up to 6 days, in holidays/weekends, but not on stat days e.g. Xmas Day
- Make a 3 weeks LWOP a fixed term position
- Use staffing calculator to predict staffing
- You can pay a reliever to do the gardening, PE shed tidying, library sorting, principal appraisal etc.
- Principal sick leave claims and sick days when starting at new school for your ex-principal who finished on sick leave

## **Lead a cluster, make \$'s**

- You may be leading a cluster where you employ a person.
- The staff member may be top of scale on \$73K and you are funded for this.
- The other schools or project brings the \$73K to the host school
- Charge them to TS, but charge your overuse against a cheaper teacher e.g. \$50K thus making \$23K for either your school or the cluster, your choice



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## Links to banked staffing

- Budget
- Depreciation
- Staffing
- Roll
- Sharing the knowledge between principal, bursar/office manager/secretary, BOT chair/treasurer, DP etc.

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# How to read your BS report

**The back page of a banked staffing report will be handed out explaining this.**

## **July 1 roll return**

- **It's effect on your staffing**
- **How to fill it in so as to maximise staffing**
- **Roll trigger numbers that generate more staffing**
- **Dictates your staffing for 2016**
- **Does not increase 2015 staffing, for primary schools, at least**