MINISTRY OF EDUCATION
Te Tāhuhu o te Mātauranga

Education circular

Date 18 September 2018	**Circular** 2018/07	**Category** Resourcing

State Funding for 2019

This circular is about	Operational Funding Grant and Staffing Entitlement for 2019
The action needed is	Use the information provided in this circular for planning for 2019
It is intended for	Chairpersons of boards of trustees and principals in all state and state integrated schools
For more information	**www.education.govt.nz/school/running-a-school/employing-and-managing-staff/surplus-staffing** **www.education.govt.nz/ministry-of-education/publications/education-circulars** for copies of school circulars: Contact Centre Resourcing Division Ministry of Education PO Box 1666 Phone 04 463 8383 Fax 04 463 8374 Email **resourcing@education.govt.nz**

Introduction

This circular provides boards with information about their Operational Funding Grant and Staffing Entitlement for 2019.

Staffing and funding calculators

Funding and staffing calculators are available at **www.fundingcalc.minedu.govt.nz** and allow schools to model different roll scenarios and save results to a spreadsheet. The results can be calculated as GST inclusive and/or exclusive amounts.

Electronic notices

Provisional staffing and operational funding notices are now available electronically through the Ministry's online portal. Instructions on how to log in to the Ministry's online portal are available at **http://www.educationcounts.govt.nz/data-services/collecting-information/guidelines/school_roll_return_guidelines** under 'School Data Portal Instructions'.

2019 Operational Funding

Increases to operational funding

In 2019, there will be an increase of 1.6% to all state and state-integrated schools' operational funding to help cover anticipated cost increases. This will ensure schools can continue to fund their operational expenses and support the learning and achievement of children and young people.

Provisional roll reviews

Boards may apply for a review of their provisional roll if they consider that there are factors the Ministry has not taken into account, boards will be required to demonstrate this.

Clear evidence will need to be provided before the Ministry will consider approving a change. A list of projected enrolments alone will not be sufficient.

The 2019 Provisional Staffing Roll Review form is available on the website **http://www.education.govt.nz/school/running-a-school/resourcing/school-staffing/school-staffing-cycle/provisional-roll-review/**

Please submit applications by **26 October 2018**.

If you are a...	**then submit a completed *Provisional Roll Review* form to...**
primary or intermediate school	Ministry local office
area/composite, secondary or special school	Resourcing Division, Wellington

Surplus staffing

Before applying for surplus staffing support, check whether you need to reduce permanent teaching positions. For advice, please contact the New Zealand School Trustees Association (NZSTA). They will help:

- decide whether to reduce the number of teachers
- run the process to identify which positions to disestablish
- ensure that you have met all your obligations as an employer.

The Ministry contracts NZSTA to provide industrial advice to all boards of trustees.

The Ministry will fund surplus staffing costs under certain conditions**.** For more information on the process or to find a Surplus Staffing Report form, please visit our website **https://education.govt.nz/school/running-a-school/resourcing/school-staffing/surplus-staffing-support/**

Submitting an application

If you are a	**the identified staff must be notified...**	**and surplus staffing details must be confirmed with the Ministry...**
primary or intermediate school	in writing, before the end of the 2018 school year	on a completed Surplus Staffing Report form, no later than 1 December 2018.
secondary or area/composite school	in writing, at least two months before the beginning of the 2019 school year	on a completed Surplus Staffing Report form as soon as details are known.

Issued by

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