

Additional resourcing support for schools that are merging

Boards of merging and continuing schools will have change managers and residual agents to support them. Continuing schools will be governed by an appointed Board that will have a governance facilitator to support it. (See appropriate fact sheets for further information on these topics.)

This fact sheet provides information on additional support that is available to appointed Boards of merging schools:

Administration Grant

- » To support appointed Boards of continuing schools with additional costs during the establishment phase of the merger process, the Ministry will provide an Administration Grant of \$24,006* (GST exclusive) for primary schools and \$73,859* (GST exclusive) for composite schools.

**This amount is based on 2013 rate. The Grant will be paid directly to the continuing Board's bank account upon appointment. The Board will need to work with the Ministry/governance facilitator to set up an approved bank account. Once the bank account is set up, contact the Resourcing Division to process the Administration Grant.*

Board Related Costs

- » Appointed Boards of merging schools will receive a one-off payment of \$10,000 for Board-related costs. This funding recognises the time and input required to implement a successful merger and could be used, for example, to pay meeting fees to Board members.

The same process will be used as for the receipt of the Administration Grant above.

Release Staffing for Principal Designate

- » Prior to the official date of a merger, the appointed Board of the continuing school may appoint a principal, referred to as a principal designate. The principal designate is only able to officially take up the role from the effective date of the merger.
- » Once the appointed Board appoints a principal designate, up to 1.00 FTTE of Special Reasons Staffing for one term (or 0.5 FTTE for two terms) is allocated to the principal designate's current employing school.
- » This support will allow the principal designate to be released from their current employing school (subject to the agreement of the principal designate's current employer) to assist the appointed Board with staffing appointments and establishing the continuing school's vision and processes.

Once the Board appoints a principal designate, the Board should send the Resourcing Division:

- written confirmation of their principal designate appointment
- written confirmation from the principal designate's current employer agreeing to the release time.

Once this has been received, the Resourcing Division will allocate 1.0 FTTE Special Reasons Staffing to the principal designate's current school for the term prior to the official date of the merger.

Note: *The principal designate will continue to receive their current salary from their current employing school during this release time. Effective from the official date of the merger, the principal designate will receive the salary appropriate to the position.*



Release Staffing for Senior Management

- » Appointed Boards may also appoint the senior management team prior to the effective merger date.
- » Up to two positions from the senior management team will be able to work with the principal designate and appointed Boards during the establishment phase of the continuing school. Up to 1.00 FTTE Special Reasons Staffing will be allocated for (up to) the last five weeks of the term prior to the effective date of the merger to each appointed Senior Management staff's current employing school.

Note: The release of the appointed senior management teachers is subject to the agreement of the senior management teachers' current employer.

The same process will be followed as described above for release of principal designate.

Support for schools that will be temporarily operating on two sites (including technology provision)

Boards of continuing schools (newly merged school) that will temporarily be operating on two sites until the completion of property developments will receive additional base funding as part of their operational funding. The amount of this funding is driven by the continuing school's total roll. Boards will continue to receive this funding until the time the school operates on one site.

Continuing schools (newly merged school) will receive this resource as part of the school's first Operational Grant Instalment. For newly merged schools opening for Term 1 2014, this will be a component added to their 1 January Operational Grant Instalment.

Heat, Light, and Water is considered separately to the additional funding granted to Boards temporarily operating over two sites. The continuing school (newly merged school) will receive an initial Heat, Light, and Water allocation as part of their Operational Grant Entitlement. If a school incurs additional Heat, Light, and Water costs as a result of operating over two sites, the Ministry (Resourcing Division) can review their allocation to ensure it is meeting reasonable needs. The review will be based on actual expenditure (this is usually done over the first six months, but can be reviewed prior to that if necessary).

Further information is available
on the *Shaping Education* website
www.shapingeducation.govt.nz

