

RTLB Manawanui Cluster 10

Memorandum

To Jeremy Nicholls, Chairperson Board of Trustees

Cc Pauline Cornwell, Lead Principal

Date 21 July 2020

Subject RTLB Report July 2020

Recommendations

It is recommended that the Board

- approves the Qualitative Report
- approves the Flexible Working Arrangements Policy and Operational Procedures
- approves the proposals to utilise the projected underspend in RTLB Funding
 - o use of unfilled vacancy staffing using banked staffing
 - o use of projected underspends in IYT programmes, RTLB mileage and RTLB professional development

Funding Agreement

275 case have been allocated

113 cases have been closed

78.3% of individual cases are male; 21.7% are female

50.5% of individual cases state Pasifika as their ethnicity, 28.9% are Maori, 7.9% are NZ European, 7.6% is Asian

30.3% of referrals are Learning & Behaviour, 9.7% are Behaviour cases and 59.9% are Learning cases.

7/29 schools have more than fifteen cases - the range is 1-30 cases

Qualitative Report

One of the reporting requirements of the Funding Agreement is that the Cluster submits a Qualitative Report to the Ministry of Education on the first Friday of each term – except term one. The Qualitative Report is a Risk & Issues summary.

The draft 24 July Qualitative Report is attached.

Flexible Working Arrangements

In the post COVID 19 lockdown period RTLB were able to work from home for up to two days a week. One of the principles applied to work from home was that no school, no student was to be detrimentally affected by the decision e.g. all meetings that required RTLB attendance would be supported. RTLB who sought approval to work from home were required to submit their daily work programme to their Practice Leader.

A review of the work from home policy and operational procedures was undertaken at the end of term two. It was agreed that the policy should be re-named as Flexible Working Arrangements with RTLB able to apply for flexible working arrangements for up to one day a week. The modifications (and the reduced number of days) were at the request of RTLB.

A copy of The Flexible Working Arrangements Policy and Operational Procedures is attached.

Staffing

Manawanui Cluster 10 started the year fully staffed. Subsequently, two resignations have been received. Both resignations were from RTLB leaving the Auckland region.

The first vacancy was advertised in May. There were four applications. It was decided not to interview and to re-advertise with the second vacancy.

Both vacancies were advertised mid-June with a closing date of 1 July. Five applicants have been selected for interviews, which will take place in the week 20-24 July.

Utilising Projected Funding Underspend

Staffing

The two RTLB positions which are currently vacant are likely to remain unfilled until the beginning of term four. Vacant RTLB positions may be utilised using banked staffing provisions from the first day of the vacancy. This may amount to 50 days relief teacher time per term for each vacant position. The underutilisation of staffing must be used in the year in which it occurs.

It is proposed that the underutilisation of staffing for term three is made available to support schools in the cluster so that teachers can attend professional development that supports priority students. An example is providing up to two days relief teaching for each of the schools involved in the Incredible Years Autism for Teachers programme = 24 days.

The process for making claims against banked staffing will require schools to make an application to Papatoetoe Intermediate School as the relief teachers must be paid through this school's banked staffing. The process will be closely monitored to ensure there is minimal risk of any overspend of RTLB banked staffing. (processed to be tabled Monday night)

In the event that there is an overuse of RTLB banked staffing the refund will be paid to the Lead School from the RTLB Administration Grant.

RTLB Administration Budget

There are some areas of potential underspend in the RTLB Administration Grant for 2020. The underspend is largely due to the COVID 19 lockdown and the subsequent measures taken under COVID 19 Alert level 2.

- Incredible Years Programmes – Year To Date underspend \$4217.73 (YTD variance 74%)
- RTLB mileage - Year To Date underspend \$5,655.56 (YTD variance 45.61%)
- RTLB Professional Development courses - Year To Date underspend \$9,837.64 (YTD variance 38.56%)

It is proposed that the underspend be used as follows:

- Incredible Years Programmes – all courses have been rescheduled to terms three and four
- RTLB mileage – used to support Cluster schools to purchase resources to support students with learning support needs. This may include supporting the licences for schools using StepsWeb (a programme that supports literacy and numeracy)

- RTLB Professional Development – In addition to the existing professional development previously approved in the 2020 annual budget \$1595 is set aside for 20 RTLB to undertake a renewal of their First Aid Certificate, \$2000.00 for five RTLB to attend the Bi-lingual Assessment Symposium, \$3000 for Relate assessment of wellbeing – a first phase of the Relate programme to be the key programme in the RTLB Only Week 28 January -30 January 2021.

Raymond Webb
RTLB Cluster Manager