

Proposed Staffing Adjustments – Holy Trinity CE Primary School- Consultation Document

Introduction

A proposal has been made to change the staffing structure at Holy Trinity CE Primary School and if implemented could lead to redundancies. The purpose of this document is to outline the proposals in more detail, following on from the staff meetings and to invite submissions as part of a formal consultation period which will run from **7th May 2024** to **11th June 2024**.

The key purpose of the consultation period is to seek views on the proposal and to identify ways in which to avoid any compulsory redundancies.

Rationale

Holy Trinity CE Primary School are forecasting a deficit of £64,420 for 2024/25. The forecast deficit is due to a fall in pupil numbers and insufficient national funding. Together with reductions in additional funding from Pupil Premium and Special Needs of approximately £47,984.

The Published Admission Number (PAN) is 210. Holy Trinity CE Primary school did not achieve this number of pupils last year.

October Census 2023: 207 Pupils

Expected PAN September 2024: 208 Pupils

School running costs cannot be sufficiently reduced and the budget allowed for school resources is not generous.

Due to these financial constraints, we need to reduce our staffing costs which are currently 82% of our overall budget. As a result, there is a need to restructure the support staff whilst still ensuring we offer the best provision of education within the budget we are having to work with. The school also has many part time posts with different hours and days worked. We now need to reduce the total number of hours worked and restructure the posts according to the needs of the school.

Current Teaching Assistant (TA) hours:

11 x TA posts of 319.75 hours equivalent to 7.33 FTE

1 x HLTA posts of 33.75 hours equivalent to 0.77 FTE

We are proposing to reduce this by 56.25 of TA hours per week (1.29 FTE) and delete the role of HLTA because this remit can be provided by TA hours.

The proposed staffing structure has been drawn up taking into consideration the needs of the pupils at Holy Trinity, the areas of focus on our School Development Plan and research from the Education Endowment Foundation

The proposal is that any reductions to staffing/contract changes be effective from 1st September 2024.

Proposal

The table below summarises the changes proposed and the staffing implication(s):

	Post Title	Current FTE	Current Hours	Reduction to (FTE)	Reduction to (hours)
1	TA	7.33	319.75	6.04	263.50
2	HLTA	0.77	33.75	0	n/a

Enclosed is a copy of the current staffing structure (Appendix 1) and the proposed staffing structure (Appendix 2).

It is proposed the new structure will be implemented from 1st September 2024.

Summary of current budget situation/future projections

Holy Trinity CE Primary School has looked at a reduction in non-staffing expenditure, however with increased costs on all budget lines, once explored it was agreed that no non-staffing savings would bring the efficiencies required to balance the budget.

With costs increasing generally and significant increases in employment costs we have to reduce our salary bill to be sustainable in coming years. The only area of staffing that can be reduced whilst still maintaining effective education for the children is classroom support.

Holy Trinity CE Primary School have also looked at ways to increase income via lettings, donations etc. However, not only would this be an inconsistent form of income it would also not bring the sufficient efficiencies required to balance the budget.

Holy Trinity has considered the role of the HLTA (SALT intervention and PPA cover with other TAs) and has concluded this would be able to be covered by TAs and SENDCo.

See Appendix 3 for budget details.

Process and Selection

In the event the school is not able to secure volunteers for redundancy, a selection process will be undertaken for the Teaching Assistant roles in the form of a skills matrix against selection criteria and will be used to determine who would be selected for redundancy. Interviews may also be required and the information on the skills matrix will form the basis of an expanded discussion.

I do appreciate this process will inevitably cause some anxiety, however, it is important we achieve the right skills match for the post(s) available. Whilst it is necessary for the process to be rigorous and fair, I will try to keep any discussions as informal as I reasonably can.

Voluntary Redundancy

During the consultation period, staff who wish to be considered for voluntary redundancy rather than participate in a selection process are able to think about this and then formally express their interest. The deadline for expressions of interest is **Tuesday 11th June**. (Form enclosed)

Estimates of redundancy entitlements have been provided to eligible staff on a without prejudice basis to either party. If you wish to find out more details of voluntary redundancy on a no obligation basis please e-mail j.griffith@holytrinityprimary.org

Next Steps

During this period, I wish to seek your views and those of your Trade Union on the proposals in this consultation document. Any suggestions or comments received will be reviewed and feedback given.

Please ensure you provide feedback during the consultation period direct to me by emailing me at j.griffith@holytrinityprimary.org marked as PRIVATE & CONFIDENTIAL – CONSULTATION FEEDBACK

'At risk' letters will be issued to the affected staff and if following the period of consultation, the proposal is implemented and following any selection/interview process, appointments will be made and where applicable, notice of redundancy would be served. However, the school is committed to exploring suitable redeployment opportunities wherever possible.

As a result of being 'at risk' of redundancy, the minimum period of notice you would be entitled to if you were to be made redundant, depends on your length of local government continuous service.

The minimum statutory notice period to which you are entitled, subject to 4 weeks' service, is one week (up to a maximum of 12 weeks) for each year of continuous local government service or your contractual notice, whichever is the greater.

Redundancy payments are calculated as follows:

- for each full year of year of service up to and including age 21: half a week's pay
- for each full year of service from age 22 to 40 inclusive: one week's pay
- for each full year of service from age 41 onwards: one and a half week's pay

The maximum service, calculated in accordance with Section 162 of the Employment Rights Act 1996 that can be taken into account, is 20 years and the maximum statutory redundancy payment is 30 weeks' pay. The school uses weekly contractual pay as the basis for the calculation for a redundancy payment.

The school would then consult directly with those staff that have been served notice to discuss any suitable alternative vacancies. It is expected that this would commence as soon as possible once the decision has been made to reduce anxiety and ensure the best possible chances of redeployment.

Copies of the consultation document have also been provided to the recognised Unions and those affected are encouraged to seek support from their Union if they are a member.

Timeline*

Date	Details
• April 2024	• Governing Board Meeting to discuss proposed structure and approval to start consultation • Informal meetings with staff
• 7th May 2024	• Meeting with affected staff • Start date of Consultation Period • 'At risk' letters issued & associated documentation
27 th – 31 st May	Half term

'I know that there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12

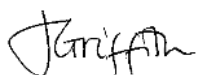
Date	Details
11th June 2024	- End of Consultation Period - Closing date for expressions of interest for voluntary redundancy
12th / 13th June 2024	Consideration of all feedback by Headteacher/Governing Board
17th June 2024	Outcome/decision provided to affected staff members & advice on next steps
25th June 2024	Closing date for submission of skills matrix (if required)
28th June 2024	Interviews (if required)
1st / 2nd July 2024	- Outcome/decision provided & advice on next steps - Notice letters issued (where applicable) - Redeployment options/discussions (where applicable) - Appointment letters to be issued - Appeals process communicated
TBC	Appeals heard (if required)

***Every effort will be made to adhere to this timetable, however dates may need to change depending on circumstances**

The Governors and I are very conscious that you will be managing uncertainty in this period so every effort will be made to adhere to the above timetable, however, it may be subject to variation for reasons beyond our control. If this occurs, I will endeavour to keep delays to a minimum and any changes will be communicated at the earliest opportunity.

You may also wish to take advantage of the confidential Employee Assistance programme provided by the Council. This can be accessed by contacting 'Care First' on 0808 168 2143.

I look forward to receiving your views on this proposal.



Jo Griffith

Headteacher

7th May 2024

Appendix 1
Current staffing structure

Holy Trinity CE Primary School Staffing Structure 2023-2024

Heads Team
1 x Headteacher (F/T)
Assistant Headteacher (0.3)
Assistant Headteacher (0.3)

Team Leaders	
EYFS & KS1 Leader	Middle Leader (also F/T teacher)
KS2 Leader	Middle Leader (also F/T teacher)

Staffing Teams			
YEAR	TEACHER	PHASE LEADER	TEACHING SUPPORT
Reception (25 pupils)	1 x teacher (F/T)	Middle Leader	1 x TA (0.8) 1 x TA (0.2)
Year 1 (30 pupils)	1 x Assistant Headteacher (0.8) 1 x Teacher (0.2)		1 x TA (0.4) 1 x TA (0.6) 1 x TA (0.15)
Year 2 (31 pupils)	1 x teacher (0.6) 1 x teacher (0.4)		1 x TA (F/T)
Year 3 (32 pupils) (1 x EHCP)	1 x teacher (0.7) 1 x teacher (0.3)	Middle Leader	1 x TA (0.7) 1 x TA (F/T)
Year 4 (30 pupils)	1 x Assistant Headteacher (0.8) 1 x Teacher/SENDSCO (0.2)		1 x TA (0.1) 1 x TA (0.2) 1 x TA (0.1)
Year 5 (30 pupils)	1 x teacher (F/T)		1 x TA (F/T)
Year 6 (30 pupils) (2 x EHCP)	1 x teacher F/T		1 x TA (F/T) 1 x TA (F/T)
SENCO	SENDSCO (0.5)		1 x ELSA (0.4) 1 x HLTA (F/T - HLTA duties covering PPA in Y3 – Y5 and SALT EYFS & Y3)

Appendix 2
Proposed Staffing Structure

Holy Trinity CE Primary School Proposed Staffing Structure 2024-2025

Heads Team
1 x Headteacher (F/T)
Assistant Headteacher (0.2)
Assistant Headteacher (0.2)

Team Leaders	
EYFS & KS1 Leader	Middle Leader (also F/T teacher)
KS2 Leader	Middle Leader (also F/T teacher)

Staffing Teams			
YEAR	TEACHER	PHASE LEADER	TEACHING SUPPORT
Reception (30 pupils)	1 x teacher (F/T)	Middle Leader	TA (FTE)
Year 1 (25 pupils)	1 x Assistant Headteacher (0.8) 1 x Teacher (0.2)		TA (FTE)
Year 2 (30 pupils)	1 x teacher (0.6) 1 x teacher (0.4)		TA (FTE)
Year 3 (31 pupils)	1 x teacher (0.7) 1 x teacher (0.3)	Middle Leader	TA 0.7
Year 4 (32 pupils) (1 x EHCP)	1 x Assistant Headteacher (0.8) 1 x Teacher/SENDSCO (0.2)		TA (FTE) TA 0.7
Year 5 (30 pupils)	1 x teacher (F/T)		TA 0.7
Year 6 (30 pupils)	1 x teacher F/T		TA 0.7
SENCO	SENDSCO (0.5)		ELSA (0.4)

Appendix 3
Budget information

APPENDIX 3: FINANCE AND FIGURES

	Actual		Forecast		Predicted		
	Year 22-23	Year 23-24	Year 24-25		Year 24-25	Year 25-26	Year 27-28
Balance brought f/w	28,243	38,467	5,697		5,697		12,052
Main budget	1,179,717	1,128,689	1,105,546		1,105,546	1,105,546	1,105,546
INCOME	81812	75948	83398		83,398	83,398	83,398
TOTAL BUDGET	1,289,772	1,243,104	1,194,641		1,194,641	1,194,641	1,200,996
EXPENDITURE							
Teaching staff	562,796	578,254	636,632		636,632	636,632	636,632
Supply Staff	2,390	2,600	5,000		5,000	5,000	5,000
Education Support Staff	278,887	293,487	266,362		256,628	189,890	189,890
Premises Staff	32,646	34,300	36,190		36,190	36,190	36,190
etc	62,429	68,720	71,537		71,537	71,537	71,537
Extra staff costs including insurance & training	15,457	12,296	11,585		11,585	11,585	11,585
Other costs including SLAs, bills, resources, maintenance	253,603	247,750	231,755		231,755	231,755	231,755
	1,208,208	1,237,407	1,259,061		1,249,327	1,182,589	1,182,589
Carried Forward	38,467	5,697	64,420		54,686	12,052	18,407

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