



**REDUNDANCY SECTION 'A' PRIMARY – Background
PRIMARY SCHOOLS DISMISSAL DUE TO OVERSTAFFING
School Year 2018-10**

School		School No	
Name of Headteacher		Tel No	

STAFFING

Headteacher teaching committment eg. 0.1, 0.7 etc			
Teacher Name	Contract (Full-time / part-time / permanent / temporary)	Classroom Assistant's Name	Contract (Full-time / part-time / permanent / temporary / contract hours)

RESOURCES

Balances 31/03/16	Balances 31/03/17	Balances 31/03/18	Less use of balances to set 2018/19 budget	Balances / Non- committed monies
			£	£

NUMBER OF PUPILS / BUDGETARY FORECAST

Actual number of pupils September 2018								Total Full time: Part time:	DEFICIT 2019/20 as compared with 2018/19 Budget	£
M	D	1	2	3	4	5	6			
Pupil estimate September 2019								Total Full time: Part time:	Projection 2020/21	£
M	D	1	2	3	4	5	6			
Pupil estimate September 2020								Total Full time: Part time:	Projection 2021/22	£
M	D	1	2	3	4	5	6			
									CUMULATIVE TOTAL	£



other REQUIRED documents – (v) the applicable box

Latest possible budgetary statement (LRM / FMS) by the SIMS Assistants who serve the primary schools or from the Administrative Officer at the Secondary Schools that indicates the school's current expenditure against every budget heading.	
The school's allocation by formula highlighting staffing levels	
Copy of the current SDP	
If applicable –a copy of the Post-Inspection Plan or information on post-inspection recommendations during the past three years if not part of the current SDP or been undertaken.	
Copy of the school's staffing structure noting: - staff names responsible for the various classes - curricular responsibilities - TLR allowances. - The nature of the staff's agreements should be noted e.g. permanent/temporary or full-time/part-time (noting the working hours) . -The number of assistants and level of their employment should be specified.	
Names of Board members and information regarding committee membership	
Minutes of the initial meeting of the Full Body where agreement has been reached on the remit of the Finance, Staffing and Appeals sub-panel and a copy of that remit.	
Minutes of a meeting of any Finance or Staffing sub-panel, Full meeting or another sub-panel where possible cuts on school staffing levels were discussed. Minutes of any relevant staff meetings	

Any additional reasonable requests for documentation made by unions during the Redundancy process in order to ensure complete clarity should be considered by governors in order to ensure completion of the process within the required timescale.

Disciplinary and Dismissal Panel Chairman signature:

Head teacher's Signature:

Date:

**Please ensure that the above information (Section A) is forwarded to the unions concerned together with a copy for the attention of the Assistant Education Resources Officer by no later than
 07/12/2018**