



**REDUNDANCY SECTION 'A' SECONDARY 2018-19 – Background
SECONDARY SCHOOLS DISSMISSAL DUE TO OVERSTAFFING
School Year 2018/2019**

School		School No	
Name of Headteacher		Tel No	

FINANCIAL RESOURCES

Balances 31/03/16	Balances 31/03/17	Balances 31/03/18	Less use of balances to set budget for 2018/19	Balances /Uncommitted Finance
			£	£

PUPIL NUMBERS/FINANCIAL PROJECTIONS

Actual Pupil Numbers								September 2018		DEFICIT 2019/20 as compared with 2018/19 Budget	£
Y7	Y8	Y9	Y10	Y11	Y12	Y13	TOTAL				
Estimated Pupil Numbers								September 2019		Projection 2020/21	£
Y7	Y8	Y9	Y10	Y11	Y12	Y13	TOTAL				
Estimated Pupil Numbers								September 2020		Projection 2021/22	£
Y7	Y8	Y9	Y10	Y11	Y12	Y13	TOTAL				
										CUMULATIVE TOTAL	



other **REQUIRED documents** – (✓) 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 as to whether they are 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 immediately considered by governors in order to ensure completion of the process within the required timescale.

Signature of the Chair of the Discipline and Redundancy sub-panel

Headteacher's Signature:

Date:

Please ensure that the above information (Section A) is sent to the relevant unions with a copy provided for the Assistant Education Resources officer – Mai Bere by 07/12/187

