

Principals Kit: Roll Returns & Staffing Entitlements

Roll Returns

Twice each year, in March and July, schools complete a Roll Return for the Ministry of Education based on the number of students enrolled. The Roll Return consists of a range of tables that are generated automatically by the school's SMS.

Accurate, timely completion and submission of the school's Roll Return is critical as the data is used by the Ministry to fund and staff your school by way of the Operation Grant and Staffing Entitlement respectively.

While the principal has overall responsibility for their school's roll returns, the task of completing them can be delegated to an appropriate staff member.

In preparation, your student management system (SMS) and ENROL should run the latest version of software and be kept up to date with new enrolments and leavers.

Most schools use the SMS to submit an electronic roll file (.moe file) directly from the system to the Ministry.

As principal, you will need to electronically sign off the .moe file before it is sent. The SMS vendor can be contacted directly to add an authorised approver when there is a need, ie the principal changes or is on leave and an acting principal has delegation to undertake this task.

Schools that do not use an SMS are able to submit an electronic copy of their roll tables using [excel forms provided by the Ministry](#) via the Secure Data Portal.

[Guidelines are produced annually](#) to support schools in the preparation of the roll return. It is important to check these for changes and to ensure that the correct information is kept for audit purposes.

Staffing Entitlements

The entitlement staffing your school receives each year is based on your Roll Returns and includes curriculum and management staffing, guidance staffing (area schools) and salary units.

Provisional

Using your school's July Roll return, which includes your predictions for the following year, provisional staffing is calculated by the Ministry. Notification is sent to you by the end of Term 3. This provides you and your board with an assured or guaranteed minimum level of entitlement staffing for the following year.

If your notice identifies a reduction in staffing, then you and your board of trustees are facing a [surplus staffing situation](#).

When facing a surplus staffing situation, it is important you understand your employer obligations under the relevant Collective Agreements. As employer, you are required to advise the employees and NZEI Te Riu Roa, and the provisions of clauses 9A to 9A.11 of PPCA or clause 2.13 of the ASTCA apply.

Your first step is to try and reduce staffing numbers without disestablishing a permanent position (ie by attrition). If this is not possible, you must work with your teachers to explore redeployment or retraining options.

Early in Term 4, your board can [request a Provisional Roll Review](#). You will need to demonstrate to the Ministry that their estimate is at least 5% at variance with your predictions.

Confirmed

Following the March roll return, usually by 1 April, your school's staffing entitlement is recalculated by the Ministry. At this point your school's staffing allocation for the year is either confirmed or increased. Your staffing for the year is then either the assured/guaranteed staffing or the staffing generated by the 1 March roll, whichever is the greater.

Useful link:

[Ministry of Education: School Staffing Cycle](#)