

NZEI TE RIU ROA

Staffing Usage and Expenditure Reports (SUE Reports)

(last updated 18 October 2021)

The school receives these reports on a regular basis to enable the principal to monitor both the usage of staff provided through Ministry of Education (MoE) staffing, and staff costs that are costs against the school's operations grant.

Ministry of Education Staffing

The school receives a provisional and confirmed staffing notice from the MoE giving the fortnightly provision of staffing for curriculum (classroom teaching), management (principal and other staff release), and additional staffing (CRT, BT release, Kahui Ako Staffing etc).

Each fortnight a SUE report, firstly the draft and then the final, is received by the school. The draft needs checking for accuracy and any changes need to be notified before the final report is issued just before each pay day.

School Staffing

The Operations Grant is also charged for additional teachers the school may decide to employ, as well as for all support staff and caretaking and cleaning costs. These costs also need monitoring and managing so that cost blow-outs do not occur. Principals can manage the net costs by monitoring what is accrued against their budgets each fortnight.

Banked Staffing

At the end of each SUE report is a banked staffing report. This table accumulates under-usage and over-usage with the aim that the school year will end with a zero deficit.

While the principal is ultimately responsible for staffing usage and costs, administration staff, where available, can assist in the process to ease the workload on the principal.

Advice on the management and use of these reports is also available. Keep an eye out for local experts and visiting presenters who may share the secrets of managing all staffing usage and expenditure in the best and easiest possible way.