

**Staffing Reduction Panel  
NOTIFICATION OF A POTENTIAL REDUCTION IN STAFFING FORM**

(Teaching and Support Staff)

***THIS FORM SHOULD BE SUBMITTED AT LEAST TWO TERMS IN ADVANCE OF A POSSIBLE NEED TO REDUCE STAFF NUMBERS***

Name of School \_\_\_\_\_

Financial Year: 20\_\_

Academic Year: 20\_\_

Chair of Governors \_\_\_\_\_

Headteacher \_\_\_\_\_

1(a) Proposed staffing reduction (FTE)

\_\_\_\_\_

1(b) Proposed date by which reduction is to be achieved.

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2(a) Is the potential reduction in the staffing establishment a direct result of a projected budget deficit?

NO  
Go to 2c

YES  
Go to 2b

2(b) If the answer to question 2(a) is YES, please indicate below the reasons for the projected budget deficit. Attach supporting financial information and projections of pupil numbers.

Please tick

(i) An established fall in pupil numbers

(ii) An expected fall in pupil numbers

(iii) Other reason (please specify) e.g. withdrawal of external funding

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2(c) If the answer to question 2(a) is NO, please explain the reason.

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3. If there is the possibility that the solution to the school's needs could lie in an 'interests of efficiency' retirement please provide a full and detailed case including financial savings that this will make to the school.

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Please attach relevant documentation to explain the reason for and possible effect of any proposed changes

4. Please explain the proposed changes and attach relevant documentation to show the effect of any changes (e.g. current and proposed staffing structure).

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5. Please give details of any steps being taken at present to resolve the problem

E.g. non filling of posts or natural wastage, reduction in overtime or other reductions to the non staffing element of the budget.

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6. Clearly outline permanent and temporary appointments that have been made in the last 2 years.

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**PLEASE ATTACH BACKGROUND PAPERS ONTO ELECTRONIC SUBMISSION:**

- Medium term finance plan (reflecting before and after the proposals)
- A staffing profile of all FTE staff (e.g. All redundancies, permanent, temporary appointments and maternity leave etc which have taken place in the last 2 years)
- If primary school:
  - A class structure
- If secondary school:
  - A staffing structure
  - Curriculum plan

Please return an electronic copy of this form and background papers to [adrian.clarke@lincolnshire.gov.uk](mailto:adrian.clarke@lincolnshire.gov.uk) at least one week prior to the Staffing Reduction Panel. Copies will then be distributed to the relevant officers in the County Council in accordance with the approved procedure.