

**POLICY STATEMENT**  
**POSITIONS OF IMPORTANCE –**  
**PRIVATE SCHOOLS CONDITIONAL INTEGRATION ACT – SECTION 65**

**RATIONALE:** The Private Schools' Conditional Integration Act and the Integration Agreement for Catholic Schools require that schools have a certain number of Positions of Importance.

65 (1) (a)	Principal
65 (1) (b)	DRS
65 (1) (c)	Other teaching positions

**PURPOSE:** Teachers have a vital part to play in a Catholic school and Boards of Trustees should ensure that it appoints teachers who can actively contribute to the school's Catholic Character.

- GUIDELINES:**
- 1) When a vacancy occurs, Boards of Trustees must establish whether the position is a Section 65 position. The Catholic Schools' Office has this information if you require it.
  - 2) The actual positions of importance were identified and determined at the time of integration.

- PROCEDURES:**
- 1) Boards of Trustees who request to change an existing staff member into a Section 65 position must discuss this with the Manager of the Catholic Schools' Office giving valid reasons.
  - 2) The Consultative Advisory Group will meet to decide whether the change is justified. The Board of Trustees will be informed in writing of the outcome of this meeting.
  - 3) If a change of tag is deemed to be necessary, the Board of Trustees will need to request that the teacher who is changing from a basic to a position of importance completes an 'S' form because the position they currently hold did not require an 'S' form to be completed. Further 'S' forms may be requested from the Catholic Schools' Office or online at [www.catholicschools.org.nz](http://www.catholicschools.org.nz).
  - 4) The 'S' form should then be sent to the Catholic Schools' Office. After the referees have been consulted the Consultative Advisory group will meet to determine whether or not the teacher is acceptable in terms of Special Character.
  - 5) The Board of Trustees will be advised in writing of the outcome of this meeting.

**PRIMARY SCHOOLS STAFFING – SECTION 65  
PRIVATE SCHOOLS’ CONDITIONAL INTEGRATION ACT 1975**

1. For Catholic Integrated primary schools with a staff of two or more teachers **60 percent of the total Staffing Entitlement** shall normally be staff appointments under Section 65 (1) (c) of the Private Schools’ Conditional Integration Act 1975 (PSCIA), unless the Proprietor specifies otherwise.
2. The Principal is appointed under **Section 65 (1) (a)** of the PSCIA.
3. Where there are five or more staff the **Director of Religious Studies (DRS)** is appointed under **Section 65 (1) (b)**.
4. Consequently, in accordance with each Primary school’s Integration Agreement, the number of positions under Section 65, PSCIA, shall be as follows:

<b>Required Number of Tagged 65 Position Table</b>					
<b>Total Staffing Entitlement</b>	<b>Prin S65 (number)</b>	<b>DRS S65 (number)</b>	<b>DRS Salary Unit(s)</b>	<b>Other S65 Tags (number)</b>	<b>Total Tagged</b>
1	1			0	1
2	1			1*	2
3	1	optional	optional	1 (incl DRS if any)	2
4	1	optional	optional	1 (incl DRS if any)	2
5	1	1	optional	1	3
6	1	1	optional	2	4
7	1	1	optional	2	4
8	1	1	1 or more	3	5
9	1	1	1 or more	3	5
10	1	1	1 or more	4	6
11	1	1	1 or more	5	7
12	1	1	1 or more	5	7
13	1	1	1 or more	6	8
14	1	1	1 or more	6	8
15	1	1	1 or more	7	9
16	1	1	1 or more	8	10
17	1	1	1 or more	8	10
18	1	1	1 or more	9	11
19	1	1	1 or more	10	12
20	1	1	1 or more	10	12
21	1	1	1 or more	11	13
22	1	1	1 or more	12	14
23	1	1	1 or more	12	14
24	1	1	1 or more	13	15
25	1	1	1 or more	13	15

5. Variations to the above require both application in writing from the school’s Board of Trustees, and also approval in writing from the Proprietor.

Note 1: In the situations where the Total Staffing Entitlement is much higher than the actual number of teachers due to release time and other extra entitlements, and with the approval of the Proprietor, the Roll Based Staffing Entitlement (RBSE) can be used for calculations.

Note 2: A S65.1 position is one in which the person is representing the Catholic community in the role of catechist. Therefore, it is the policy of the NZ Catholic Bishops that the Person appointed must be a baptized Catholic, active and in full communion with the Faith community.

Note 3: The “ denotes reference to Clause 2(a) of the Private Schools’ Conditional Integration Act.