



22 January 2021

A Birch

[fyi-request-14049-afda1960@requests.fyi.org.nz](mailto:fyi-request-14049-afda1960@requests.fyi.org.nz)

Dear A Birch

Thank you for your email of 29 November 2020 to the Ministry of Education requesting the following information:

*Please can you please provide all written policy documents, guidelines, application forms and other documentation issued by or used by the Ministry relating to the funding and administration of the Out of Hours Music and Arts (OOHMA) programme, including any information held by the Ministry setting out:*

- 1. the processes by which schools can apply for and be allocated OOHMA funding*
- 2. key timelines, dates, decision points, processes and decision-makers in the annual OOHMA application and approvals process*
- 3. how OOHMA funding/hours requests are considered and determined to ensure hours are allocated fairly and reasonably between host schools*
- 4. the earliest and latest date in the year that a school can apply for OOHMA funding/hours*
- 5. the information, documentation and supporting materials that schools need to supply when they request OOHMA funding/hours*
- 6. how housekeeping/admin costs for the host school are determined, how often they are reviewed and what is the process for periodically adjusting them to ensure that increased costs for heating, utilities, inflation etc. are adequately covered by the grant amount/rate*
- 7. a description of the key paid staff roles for OOHMA school programmes (and how hours of funding for the supervisors, tutors and other staff are requested, determined and allocated)*

8. how the rates for each paid staff role for OOHMA school programmes are determined and updated (and whether there is a rates review process to ensure that staff are paid fairly and inflation/cost of living are covered through rates adjustments)

9. whether the rates for each paid staff role for the OOHMA school programmes are at least as favourable when compared to equivalent rates in the current ACE Collective Agreement

10. for each OOHMA school, whether the host school currently owns any musical instruments (and other assets and equipment) that have been purchased from funding provide by parents, donations or other non-Ministry sources and whether there has been a separate charitable trust or other legal entity set up for the OOHMA programme at that school to hold such assets for the benefit of the OOHMA students and community.

11. the maximum number of OOHMA hours available for allocation in each year since 2000, whether this number has been increased to accommodate growth in the population and the number of primary and intermediate school students over the last 20 years

12. how often the standard documentation and guidelines for OOHMA are updated (and the date on which they were last updated)

13. how many FTE staff at the Ministry are assigned to administer the OOHMA programme

14. where on the Ministry's website can any of the above information be readily found by the general public or any school.

15. In addition to the above, for each year since 2009, please confirm all hourly rates for the host school Housekeeping Grant and for each paid staff role (and pay level).

16. In addition to the above, for each year since 2009, please confirm the total number of OOHMA hours available for each region, the average OOHMA hours available to host schools in that region.

17. In addition to the above, for each year since 2009, please provide the following information by region and host school:

A. Number of enrolled OOHMA students

B. Number of OOHMA tutors, the number of hours requested and the number of hours allocated/approved (by role type/pay level)

C. Number of other paid OOHMA staff roles, the number of hours requested and the number of hours allocated (by role type/pay level)

D. The number of hours and total amount of any Housekeeping Grant

18. In addition to the above, for each year since 2015, please provide copies of all application forms for classes submitted by OOHMA host schools in the Auckland area.

19. In addition to the above, please provide the following information for 2015 onwards for OOHMA programmes for Papakura High School/Papakura Intermediate School (treating that as a single OOHMA programme with a change in host school), Glenfield Intermediate, Pakuranga Intermediate, Tamaki School, MindAlive, Pukekohe Intermediate and any other host school where funding has either increased by more than 10% (annually or in aggregate year since 2009) and any other host school where the school's number of funded hours is greater than the average number of hours available to schools in that region:

- I. any information held by the Ministry regarding requests for additional OOHMA funding hours and reasons given by the host school for such additional requests (if applicable)
- II. confirmation of whether the Ministry has a policy or practice of allocating and maintaining more OOHMA funding hours for this school than the average number of hours available to schools in that region (if applicable)
- III. any years during which that school has been allocated additional OOHMA funding hours, or allocated funding hours greater than the average number of hours available to schools in that region, when another OOHMA host school with less hours has requested additional funding hours but has been declined

20. In addition to the above, I note the following:

- The Ministry appears to be allowing some OOHMA host schools to be allocated and maintain significantly greater OOHMA funding hours than the average number of hours available in the region at the same time as other OOHMA host schools (with significantly less funding) are being declined additional OOHMA funding hours.
- The Ministry appears to be "pre-allocating" or "holding" hours for existing OOHMA host schools from year-to-year (unless the host school releases or does not require the hours) rather than conducting a genuine application and allocation process each year.

21. Please confirm whether the Ministry has reviewed the practices set out in the preceding paragraph and considered whether or not those practices are:

- a reasonable and appropriate way to allocate hours that is fair to host schools participating in the OOHMA application process
- consistent with the Ministry's guidelines for applications/approval requiring the split of hours between host schools to be "appropriate"
- consistent with the Ministry's guidelines for applications/approval which state that funding approval is "current for one year only"

Your request has now been considered under the Official Information Act 1982 (the Act).

Apologies for the delay in responding, please find below answers to each part of your request.

1. *The processes by which schools can apply for and be allocated OOHMA funding.*

Schools can apply for new or increased hours at any time of the year and are allocated these where available, through their Regional Office toward the end of each calendar year. Due to budget constraints, each region has a cap on the number of hours that can be allocated to schools.

Generally, if a school is already allocated hours and following receipt of a request for continuation, those same hours will be allocated for the upcoming school year.

When an OOHMA programme is discontinued or reduces the number of hours delivered, those hours become available for re-allocation to new schools or existing OOHMA schools. Existing OOHMA schools can request additional hours and new schools can apply to become an Out of Hours Music and Art Centre.

When a school's hours are confirmed the Regional Office notifies the Resourcing Team at National Office, who then process funding for staffing hours. An Administration Grant is also calculated based on the number of hours allocated which covers electricity, cleaning and maintenance.

2. *Key timelines, dates, decision points, processes and decision-makers in the annual OOHMA application and approvals process.*

In October each year, the Regional Offices contact their schools with existing OOHMA programmes. The Regional Office looks at the number of hours the school used during the previous year and assesses the request for allocation of hours for the upcoming year, including requests from new schools.

Schools (existing and new) are usually notified no later than December of their hours for the following year.

Prior to Term 4, schools are notified of their remaining hours for the year, so that the number of hours in Term 4 do not exceed what has been allocated.

3. *How OOHMA funding/hours requests are considered and determined to ensure hours are allocated fairly and reasonably between host schools.*

Schools report to the Regional Office how many hours they have used over the course of the school year. Generally, if a school is already allocated hours and following receipt

of a request for continuation, those same hours will be allocated for the upcoming school year.

When there are additional hours available, the Regional Office when making decisions about future allocations, will consider the geographic locations, capability of the schools to cater for the proposed student numbers and how many hours have been requested by new schools and schools with existing programmes.

4. *The earliest and latest date in the year that a school can apply for OOHMA funding/hours.*

Schools can contact their Regional Office at any time during the year to discuss the demand that may exist in their area and request hours for the next school year. Generally, 1 December is the latest date in the year that schools can apply for hours.

5. *The information, documentation and supporting materials that schools need to supply when they request OOHMA funding/hours.*

The requirements for information vary by region. Some regions use a standard form (see **Appendix A** for an example of the form used in Auckland) whereas others may seek information from schools via email.

Generally, the minimum information required is the number of hours to be offered, and information about the classes to be offered. Regional Office staff will consider the geographic locations and capability of the schools to cater for the proposed student numbers when making their allocation decisions.

6. *How housekeeping/admin costs for the host school are determined, how often they are reviewed and what is the process for periodically adjusting them to ensure that increased costs for heating, utilities, inflation etc. are adequately covered by the grant amount/rate.*

Administration grants are calculated by the Ministry's Resourcing team. These hours are calculated as 25% of the total number of tutor hours that have been allocated. The rate is increased annually based on inflation. In 2020 the hourly administration grant rate was \$10.58/hr (incl. GST) and increased to \$10.75 (incl. GST) in 2021.

7. *A description of the key paid staff roles for OOHMA school programmes (and how hours of funding for the supervisors, tutors and other staff are requested, determined and allocated)*

See response to Question 8 below.

8. How the rates for each paid staff role for OOHMA school programmes are determined and updated (and whether there is a rates review process to ensure that staff are paid fairly and inflation/cost of living are covered through rates adjustments)

The minimum payment rates have been determined by the Ministry of Education (as listed below) in order to establish consistency across regions. If a school wishes to pay a higher hourly rate it does not need to seek Ministry approval. In such cases, the additional cost of paying a higher hourly rate than those detailed below must be met by the school from its own resources including charges to users. The Ministry does not hold data on actual pay rates.

Minimum rates of pay are as follows:

### **Tutors**

A tutor is a person employed by the Board of Trustees of a state or integrated school to instruct a class or course. Pay rates are:

\$26.63 per hour under 200 hours

\$35.58 per hour over 200 hours.

### **Co-ordinators**

There are two co-ordinator positions; Teaching and Non-Teaching. A Teaching co-ordinator is employed concurrently as a tutor under the terms of the applicable contract or subsequent agreement. A Non-Teaching co-ordinator is not employed concurrently as a tutor. Pay rates are:

For non-teachers: \$22.72 per hour

For teachers: pro rata of salary.

### **Assistant Co-ordinators**

A person employed to manage the co-ordinator(s) and mentor the tutors. Pay rates are:

\$40.00 per hour.

9. Whether the rates for each paid staff role for the OOHMA school programmes are at least as favourable when compared to equivalent rates in the current ACE Collective Agreement.

As of 28 January 2020, Adult Community Education Step 1 minimum hourly rate for tutors is \$31.61, and Step 2 is \$41.98. Co-ordinator assistants in ACE receive \$25.18 per hour and Grade One Co-ordinators receive \$27.58 per hour.

10. For each OOHMA school, whether the host school currently owns any musical instruments (and other assets and equipment) that have been purchased from funding provide by parents, donations or other non-Ministry sources and whether there has been a separate charitable trust or other legal entity set up for the OOHMA programme at that school to hold such assets for the benefit of the OOHMA students and community.

The Ministry does not hold this information. You may wish to contact individual schools with OOHMA programmes for this information. Accordingly, I am refusing this part of your request under section 18(g)(i) of the Act.

11. The maximum number of OOHMA hours available for allocation in each year since 2000, whether this number has been increased to accommodate growth in the population and the number of primary and intermediate school students over the last 20 years.

Our regional offices are responsible for allocating the hours, which have not increased significantly in the last decade or more. The Ministry does not hold data on population growth in comparison to OOHMA allocations. Please refer to the spreadsheet attached as **Appendix B**, which shows how hours have been allocated nationwide from 2009-2019. Data is only archived for a maximum of ten years.

12. How often the standard documentation and guidelines for OOHMA are updated (and the date on which they were last updated).

Guidelines and documentation were reviewed in 2015 and a Service Guide for Internal Ministry of Education staff has been under development and will be finalised in the first quarter of 2021.

13. How many FTE staff at the Ministry are assigned to administer the OOHMA programme.

Ministry staff have a range of portfolios and responsibilities that they oversee, that will include OOHMA. The number of FTE is therefore not able to be calculated. I am therefore refusing this request under section 18(e) of the Act.

14. Where on the Ministry's website can any of the above information be readily found by the general public or any school.

Information can be found under Operational funding components, Out of Hours Music and Art Scheme on the Ministry website at [www.education.govt.nz/school/funding-and-financials/resourcing/operational-funding/operational-funding-components/](http://www.education.govt.nz/school/funding-and-financials/resourcing/operational-funding/operational-funding-components/).

Please note this information will be updated in 2021.

15. In addition to the above, for each year since 2009, please confirm all hourly rates for the host school Housekeeping Grant and for each paid staff role (and pay level)

See response to question 16 below.

16. In addition to the above, for each year since 2009, please confirm the total number of OOHMA hours available for each region, the average OOHMA hours available to host schools in that region.

The rates for the host school housekeeping grant and OOHMA hours available are provided in **Appendix C**. Paid staff roles have been addressed in the answer to Question 7.

17. In addition to the above, for each year since 2009, please provide the following information by region and host school:

*A. Number of enrolled OOHMA students*

The Ministry does not hold information on the number of students enrolled in the OOHMA scheme. This is monitored and documented by each OOHMA school. You will need to contact each school in order to request this information. I am therefore refusing this part of your request under section 18(g)(i) of the Act.

*B. Number of OOHMA tutors, the number of hours requested and the number of hours allocated/approved (by role type/pay level)*

The Ministry of Education does not hold information on the number of tutors in the OOHMA scheme. This part of your request is therefore refused under section 18(e) of the Act.

*C. Number of other paid OOHMA staff roles, the number of hours requested and the number of hours allocated (by role type/pay level)*

The Ministry of Education does not hold information on the number of hours requested and the number of hours allocated by role type/pay level. I am therefore refusing this part of your request under section 18(e) of the Act.

*D. The number of hours and total amount of any Housekeeping Grant*

Please refer to the spreadsheet attached as **Appendix C**.

18. In addition to the above, for each year since 2015, please provide copies of all application forms for classes submitted by OOHMA host schools in the Auckland area.



Application Forms are attached to this request as **Appendix A**. Application forms are only provided for 2019 and 2020 because prior to that, they were not recorded. For 2017 and 2018 there are returns for each term from the host school reporting on how many of the hours have been used.

19. In addition to the above, please provide the following information for 2015 onwards for OOHMA programmes for Papakura High School/Papakura Intermediate School (treating that as a single OOHMA programme with a change in host school), Glenfield Intermediate, Pakuranga Intermediate, Tamaki School, MindAlive, Pukekohe Intermediate and any other host school where funding has either increased by more than 10% (annually or in aggregate year since 2009) and any other host school where the school's number of funded hours is greater than the average number of hours available to schools in that region:

1. Any information held by the Ministry regarding requests for additional OOHMA funding hours and reasons given by the host school for such additional requests (if applicable)

The data supplied below is for the period when complete records are held, from 2018 onwards. The emails referenced in the table below are attached as **Appendix D**:

	Host School	2018 Hours	2019 Hours	2020 Hours	Comments
1	Murrays Bay School	1160	1200	1369	Email received 8/12/2017 requesting increase of hours in response to email dated 26/2/18 (Re Murrays bay URGENT - Out of Hours Music Allocation 2018).  Email sent 14/2/2019 ( <i>Murrays Bay Intermediate 2019 Allocation</i> ).  Email sent 26/02/2018 ( <i>Murrays Bay Allocation 2018 Hours</i> ).
2	Glenfield Intermediate	1288	1500	1500	Allocated an extra 100 hours for 2018 in response to request from school. Confirmed by school via email received 24/9/18 (Subject: <i>Out of hours Classes</i> ), email received

					<p>13/11/18 (Subject: Re Message from C3080608)</p> <p>Allocated further 212 hours following a request made via an email received 24/1/2019 (Re response 2019 Glenfield Intermediate School Query).</p> <p>Email received 14/11/2019 (<i>Out of Hours Music and Art for Glenfield Intermediate 2019 Review and Allocation 0</i>).</p> <p>Email received 15/11/2019 (<i>Out of Hours Music and Art for Glenfield Intermediate 2019 Review and Allocation 1</i>).</p>
3	Pukekohe Intermediate	160	360	360	<p>Application form dated 18/12/18 requesting increase to 200 hours a year.</p> <p>Email received 10/12/ 2017 (Re Pukekohe Intermediate URGENT Out of Hours Music and Art Allocation of Hours 2018).</p>
4	Remuera Intermediate	1262	1262	1445	<p>Email received 14/2/2019 (Remuera Intermediate 2019 Allocation)</p> <p>Email received 2/12/2019 (<i>Remuera Intermediate 2020 hours attached</i>).</p>
5	Onehunga Primary School	105	125	125	<p>Email received 8/12/2017 (<i>Onehunga Primary School URGENT - Out of Hours Music Allocation 2018</i>).</p> <p>Email sent 26/02/2018 (<i>Onehunga primary school allocation 2018 Hour</i>).</p>

					<p>Email received 25/9/2018 (Request 2019 Allocation Onehunga).</p> <p>Email sent 14/2/2019 (Onehunga Primary School 2019 Allocation).</p>
N/A	Howick Music School (hosted at Pakuranga Intermediate since 2017)	1332	1154	1497	<p>Hours were decreased in 2019 due to an administration entry error from the School and Ministry where both parties interpreted the term 4 report differently (Email references: 18/2/19 - Re Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019; 27/2/19 - Re Out of Hours Music and Art for Howick Music School Pakuranga Intermediate 2019 1).</p> <p>Increased hours in 2020 to rectify the above error by allocating 165 hours.</p>

II. Confirmation of whether the Ministry has a policy or practice of allocating and maintaining more OOHMA funding hours for this school than the average number of hours available to schools in that region (if applicable)

Practice is based on the historical allocation and any additional available hours due to under-utilisation.

III. Any years during which that school has been allocated additional OOHMA funding hours, or allocated funding hours greater than the average number of hours available to schools in that region, when another OOHMA host school with less hours have requested additional funding hours but has been declined.

We do not hold data on declined applications. Accordingly, this part of your request is refused under section 18(e) of the Act.

20. In addition to the above, I note the following:

• The Ministry appears to be allowing some OOHMA host schools to be allocated and maintain significantly greater OOHMA funding hours than the average number of hours

available in the region at the same time as other OOHMA host schools (with significantly less funding) are being declined additional OOHMA funding hours.

• The Ministry appears to be "pre-allocating" or "holding" hours for existing OOHMA host schools from year-to-year (unless the host school releases or does not require the hours) rather than conducting a genuine application and allocation process each year.

21. Please confirm whether the Ministry has reviewed the practices set out in the preceding paragraph and considered whether or not those practices are:

- a reasonable and appropriate way to allocate hours that is fair to host schools participating in the OOHMA application process

- consistent with the Ministry's guidelines for applications/approval requiring the split of hours between host schools to be "appropriate"

- consistent with the Ministry's guidelines for applications/approval which state that funding approval is "current for one year only"

The Ministry is currently reviewing its practices as we prepare internal guidance. We can confirm that the current practices, including allocation and approval of hours are fairly consistent across the regions. Hours are 'current for one year only' meaning there is an annual allocation process and the hours allocated to schools are to be used in that calendar school year only.

Please note that I have withheld some information from **Appendix A and D** under section 9(2)(a) of the Act, in order to protect the privacy of individuals.

I trust the above information is helpful. If you are unsatisfied with my response, you have the right to ask an Ombudsman to review it. You can do this by writing to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Jann Marshall  
**Acting Deputy Secretary**  
**Sector Enablement and Support**

cc Isabel Evans, Director of Education for Auckland