

**From:** 9(2)(a)  
**To:** [Angus Woodhams](#)  
**Cc:** 9(2)(a)  
**Subject:** FW: Out of Hours Music Scheme  
**Date:** Tuesday, 16 November 2021 7:32:16 pm  
**Attachments:** Out of scope

---

Kia ora Angus

As briefly discussed, I think there is opportunity to throw you in the deep end on this.

I will send a couple more emails to you with some background reading, and then what I have sent very recently to regional contacts with the new programme guidance.

When you have had a chance to have a read of this, I suggest that you, 9(2)(a) and I have a catch up and agree some next steps.

Ngā mihi

9(2)(a)

| Manager School Support | Network and School Delivery

Te Pae Aronui

DDI +6444637704 | Mobile 9(2)(a)

---

**From:** Madisen Su'A <Madisen.SuA@education.govt.nz>

**Sent:** Monday, 15 November 2021 4:02 p.m.

**To:** 9(2)(a) @education.govt.nz; 9(2)(a)

@education.govt.nz

**Cc:** Sarah Morrison <Sarah.Morrison@education.govt.nz>

**Subject:** Out of Hours Music Scheme

Kia ora 9(2)(a)

I appreciate your busyness so hopefully this doesn't add to that. I'm seeking some direction from National office and would like to make a proposal, we'd welcome also any answers that may benefit in our discussions with the schools.

Recently we went out to all Out of Hours Music and Arts schools here in the Auckland informing them we wouldn't require a report for the final term of 2022. In the same coms we provided an analysis of 2022 remaining hours for each school after submission of Term 3 reports. My understanding of this grant was that co-ordinator hours and tutor hours were combined to make up the total allocation of hours we allocate each year. 9(2)(a) had also supported this.

i.e when a school submits the term 1 report with tutor hours at 27 and co-ordinators hours at 13 the sum for us is 40 hours used for the term.

Since that coms I have spoken to a number of Principals as this has created misperception and confusion.

The foundation Schools have advised over the last decade, their co-ordinators have been paid by the MOE for the supervision and admin hours to manage the programme on behalf of the host school. These hours have not been inclusive but supportive to the total tutor hours allocated for classes each year. These supervisor/admin hours are paid in a timesheet separate to the tutors and sent to Novopay. This has been the case for the past 10 years and for some schools and I would say previous years to this as well. Some of the recent Principals, who have been newly appointed at these schools, 9(2)(g)(i)

---

The proposal I am making here is that if schools have been historically reporting only tutor hours as part of their yearly allocation, that we continue to let them do this and that they continue to report their coordinator/supervisor hours separately. Considering that the Out of Hours

Guideline hasn't been updated since 2016? And that work is underway to renovate Out of Hours Scheme that we allow schools to continue with how they have been reporting until this has been finalised.

I'm unsure how the other regions capture this information and whether the coordinators/supervisor hours are inclusive? But it might also be a timely opportunity for a hui to discuss.

Our region is looking to get back to schools with some coms middle of this week, your help in this matter would be greatly appreciated. Thanks again.

Ngā mihi

**Madisen Su'a** | Senior Education Contracts Adviser  
Te Mahau | Te Tai Raro

DDI +6496329592 | Mobile 9(2)(a)

Auckland Mt Eden Office

[education.govt.nz](http://education.govt.nz)

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga  
We shape an education system that delivers equitable and excellent outcomes*

Te Mahau



Released under the Official Information Act 1982

**From:** 9(2)(a)  
**To:** Angus Woodhams  
**Subject:** FW: Out of Hours Music Scheme  
**Date:** Tuesday, 16 November 2021 7:33:43 pm  
**Attachments:** image001.jpg  
Out of scope

---

FYI

9(2)(a) | Manager School Support | Network and School Delivery  
Te Pae Aronui  
DDI +6444637704 | Mobile 9(2)(a)

---

**From:** 9(2)(a)  
**Sent:** Thursday, 14 October 2021 7:09 p.m.  
**To:** 9(2)(a) @education.govt.nz  
**Cc:** 9(2)(a) @education.govt.nz; Ellen Heal <Ellen.Heal@education.govt.nz>; Sarah Morrison <Sarah.Morrison@education.govt.nz>; Helen Watson <Helen.Watson@education.govt.nz>; Suzette Mitchell <Suzette.Mitchell@education.govt.nz>; 9(2)(a) @education.govt.nz; Kerry Walker <Kerry.Walker@education.govt.nz>; Mata Gilbert <Mata.Gilbert@education.govt.nz>; 9(2)(a) @education.govt.nz; 9(2)(a) @education.govt.nz; 9(2)(a) @education.govt.nz; 9(2)(a) @education.govt.nz  
**Subject:** RE: Out of Hours Music Scheme

Kia ora koutou

Thanks for getting in touch about this, 9(2)(a) You will be pleased to know we have raised internally within the Ministry that the OOHMA programme needs a complete overhaul. You will be aware there is no legislation which guides the programme as it was revoked some years ago, no auditing of the use of funds, and we also 9(2)(g)(i) . There are certainly funding issues.

Out of scope

We have also developed a programme summary with the intent that information will go on the website which is attached. It has been sitting with me since early September sorry, as unfortunately the COVID response work has taken over all my working hours. So in lieu of me having a chance to review it, can you please take a look and provide feedback in the next week or so. Please do check the 1 November and 30 November dates are workable for you. We can then agree a final version for the website content. The service guide has also been drafted and can be finalised to reflect the attached, once we get agreement as a group.

If funding gets freed up in the second half of the financial year we could perhaps engage someone to do the review for us.

I have copied in 9(2)(a) who is my recently appointed Lead Adviser in the School Support team. She is assisting me with some of the Out of Hours work while I recruit a senior adviser to take a lead on this work. 9(2)(a) has headed off to the bright lights of Te Poutāhū!

Thanks again for connecting on this and look forward to getting your feedback soon.

Ngā mihi

9(2)(a)

| Manager | School Support

Network and School Delivery | Te Pae Aronui

DDI +6444637704 | Mobile 9(2)(a)

---

**From:** 9(2)(a) <[redacted]@education.govt.nz>

**Sent:** Thursday, 14 October 2021 1:35 p.m.

**To:** 9(2)(a) <[redacted]@education.govt.nz>

**Cc:** 9(2)(a) <[redacted]@education.govt.nz>; Ellen Heal <Ellen.Heal@education.govt.nz>;

9(2)(a) <[redacted]@education.govt.nz>; Helen Watson

<Helen.Watson@education.govt.nz>; Suzette Mitchell <Suzette.Mitchell@education.govt.nz>;

9(2)(a) <[redacted]@education.govt.nz>; Kerry Walker

<Kerry.Walker@education.govt.nz>; Mata Gilbert <Mata.Gilbert@education.govt.nz>; 9(2)(a)

<[redacted]@education.govt.nz>; 9(2)(a)

9(2)(a) <[redacted]@education.govt.nz>

**Subject:** RE: Out of Hours Music Scheme

Kia ora 9(2)(a)

A number of us in the regions were under the impression there was to be a review of the hours for Out of Hours Music and Art- see the email trail below. Resourcing is needing the hours we are allocating next year to individual schools by 12 November. A reallocation of hours as a result of any review will determine those hours. We are not sure who was doing the review and are hoping you can shed light on this.

Nga mihi nui

9(2)

(a) | Lead Adviser | Schools' Education Team

Te Mahau | Te Tai Raro (North)

DDI +6494368943 | Mobile 9(2)(a)

Whangarei

[\[redacted\]@education.govt.nz](mailto:[redacted]@education.govt.nz)

---

**From:** Sarah Morrison <Sarah.Morrison@education.govt.nz>

**Sent:** Thursday, 14 October 2021 12:18 pm

**To:** 9(2)(a) <[redacted]@education.govt.nz>; Helen Watson

<Helen.Watson@education.govt.nz>; Ellen Heal <Ellen.Heal@education.govt.nz>; Suzette

Mitchell <Suzette.Mitchell@education.govt.nz>; 9(2)(a)

<[redacted]@education.govt.nz>; Kerry Walker <Kerry.Walker@education.govt.nz>; Mata

Gilbert <Mata.Gilbert@education.govt.nz>; 9(2)(a) <[redacted]@education.govt.nz>;

9(2)(a) <[redacted]@education.govt.nz>

**Cc:** 9(2)(a) <[redacted]@education.govt.nz>; Madisen Su'A

<Madisen.SuA@education.govt.nz>

**Subject:** RE: Out of Hours Music Scheme

Kia ora koutou

Yes we agree Helen we are also eager to know if an internal review happened and what it might mean for that the allocation process for the 2022 year would be amended to address equity etc issues

**Sarah Morrison** | Manager | TTRARO Contracts & Licensing

Te Mahau | Te Tai Raro

DDI +6496329528 | Mobile 9(2)(a)

---

**From:** 9(2)(a) <[redacted]@education.govt.nz>

**Sent:** Thursday, 14 October 2021 12:13 PM

**To:** Helen Watson <[Helen.Watson@education.govt.nz](mailto:Helen.Watson@education.govt.nz)>; Ellen Heal <[Ellen.Heal@education.govt.nz](mailto:Ellen.Heal@education.govt.nz)>; Sarah Morrison <[Sarah.Morrison@education.govt.nz](mailto:Sarah.Morrison@education.govt.nz)>; Suzette Mitchell <[Suzette.Mitchell@education.govt.nz](mailto:Suzette.Mitchell@education.govt.nz)>; Bruce Cumming <[Bruce.Cumming@education.govt.nz](mailto:Bruce.Cumming@education.govt.nz)>; Kerry Walker <[Kerry.Walker@education.govt.nz](mailto:Kerry.Walker@education.govt.nz)>; Mata Gilbert <[Mata.Gilbert@education.govt.nz](mailto:Mata.Gilbert@education.govt.nz)>; 9(2)(a) <[REDACTED]@education.govt.nz>; 9(2)(a) <[REDACTED]@education.govt.nz>

**Cc:** 9(2)(a) <[REDACTED]@education.govt.nz>

**Subject:** RE: Out of Hours Music Scheme

Kia ora koutou

I agree with you Helen- we have been waiting to hear back from the review.

Nga mihi

9(2)(a) | Lead Adviser | Schools' Education Team

Te Mahau | Te Tai Raro (North)

DDI +6494368943 | Mobile 9(2)(a)

Whangarei

[education.govt.nz](http://education.govt.nz)

---

**From:** Helen Watson <[Helen.Watson@education.govt.nz](mailto:Helen.Watson@education.govt.nz)>

**Sent:** Thursday, 14 October 2021 10:42 am

**To:** Ellen Heal <[Ellen.Heal@education.govt.nz](mailto:Ellen.Heal@education.govt.nz)>; 9(2)(a) <[REDACTED]@education.govt.nz>; Sarah Morrison <[Sarah.Morrison@education.govt.nz](mailto:Sarah.Morrison@education.govt.nz)>; Suzette Mitchell <[Suzette.Mitchell@education.govt.nz](mailto:Suzette.Mitchell@education.govt.nz)>; 9(2)(a) <[REDACTED]@education.govt.nz>; 9(2)(a) <[REDACTED]@education.govt.nz>; Kerry Walker <[Kerry.Walker@education.govt.nz](mailto:Kerry.Walker@education.govt.nz)>; Mata Gilbert <[Mata.Gilbert@education.govt.nz](mailto:Mata.Gilbert@education.govt.nz)>; 9(2)(a) <[REDACTED]@education.govt.nz>; 9(2)(a) <[REDACTED]@education.govt.nz>

**Cc:** 9(2)(a) <[REDACTED]@education.govt.nz>

**Subject:** RE: Out of Hours Music Scheme

Kia ora koutou,

I'm the Ed Advisor in the Nelson office with oversight of OOHMS. My understanding from this process last year was that the OOHMS was subject to an internal review and that the allocation process for the 2022 year would be amended to address equity etc issues.

Can anyone clarify if this review happened, if there is any change in the allocation process, who in NO has oversight of this project now?

Ngā mihi,

Helen

**Helen Watson** | Education Adviser | TTRUNGA Director Education Nelson-Marlborough-West Coast  
TTRS-Te Mahau | Te Tai Runga

DDI +6435463485 | Mobile 9(2)(a)

---

**From:** Ellen Heal <[Ellen.Heal@education.govt.nz](mailto:Ellen.Heal@education.govt.nz)>

**Sent:** Thursday, 14 October 2021 10:25 am

**To:** 9(2)(a) <[REDACTED]@education.govt.nz>; Sarah Morrison <[Sarah.Morrison@education.govt.nz](mailto:Sarah.Morrison@education.govt.nz)>; Suzette Mitchell <[Suzette.Mitchell@education.govt.nz](mailto:Suzette.Mitchell@education.govt.nz)>; 9(2)(a) <[REDACTED]@education.govt.nz>; Kerry Walker <[Kerry.Walker@education.govt.nz](mailto:Kerry.Walker@education.govt.nz)>; Mata Gilbert <[Mata.Gilbert@education.govt.nz](mailto:Mata.Gilbert@education.govt.nz)>; 9(2)(a) <[REDACTED]@education.govt.nz>; 9(2)(a) <[REDACTED]@education.govt.nz>; 9(2)(a) <[REDACTED]@education.govt.nz>; 9(2)(a) <[REDACTED]@education.govt.nz>; Helen Watson <[Helen.Watson@education.govt.nz](mailto:Helen.Watson@education.govt.nz)>

**Cc:** 9(2)(a) <[REDACTED]@education.govt.nz>

**Subject:** RE: Out of Hours Music Scheme

Cc: 9(2)(a) [REDACTED]@education.govt.nz>

**Subject:** Out of Hours Music Scheme

Hello All,

I am planning for the 1 January 2022 Operational Funding Instalment so want to email to remind everyone that is on my contact list for the Out of Hours Music Scheme to please provide a list of schools in your region that will be allocated annual hours for the scheme in 2022.

Please send me the attached completed excel spreadsheet for allocated annual hours 2022 by 12 November 2021 so that the calculations can be made for the 1 January 2022 Operations Grant payment.

If you have any questions or you are no longer the contact person for the out of hours music scheme please let me know as soon as possible.

Ngā mihi,

**Ellen Heal** | Resourcing Adviser | School Resourcing Payments

Te Pae Aronui

[\(She/Her\)](#)

DDI +6444638383

National Office Mātauranga House

[education.govt.nz](http://education.govt.nz)

*We shape an education system that delivers equitable and excellent outcomes*

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga*



Released under the Official Information Act 1982

**From:** [Angus Woodhams](#)  
**To:** [Rebecca Meinders-Sykes](#)  
**Subject:** RE: OOHMA  
**Date:** Wednesday, 17 November 2021 4:46:00 pm

---

Kia ora Bex,

9(2)(a)

I'm wanting to know if your team has information/guidance explaining to schools how the payment process for the programme works.

Other bit of information I'm after:

- How does your team know when you reach the budget limit/how is this managed?
- Also there has been some confusion from principals about whether or not to report their tutor and co-ordinator hours together. The general understanding is they are to be reported together. Some schools in Auckland have been doing it separately for the last decade. See below for an excerpt from the regional team's email that I hope explains the situation better.

*The foundation Schools have advised over the last decade, their co-ordinators have been paid by the MOE for the supervision and admin hours to manage the programme on behalf of the host school. These hours have not been inclusive but supportive to the total tutor hours allocated for classes each year. These supervisor/admin hours are paid in a timesheet separate to the tutors and sent to Novopay. This has been the case for the past 10 years and for some schools and I would say previous years to this as well. Some of the recent Principals, who have been newly appointed at these schools, have also expressed frustration as they cannot find any guidelines to help them understand these programmes which has been running in their backyard.*

*The proposal I am making here is that if schools have been historically reporting only tutor hours as part of their yearly allocation, that we continue to let them do this and that they continue to report their coordinator/supervisor hours separately.*

If you could help me get this information for school's that'd be very much appreciated.

All the best and thank you,

Angus

---

**From:** Rebecca Meinders-Sykes <[Rebecca.MeindersSykes@education.govt.nz](mailto:Rebecca.MeindersSykes@education.govt.nz)>

**Sent:** Wednesday, 17 November 2021 3:32 PM

**To:** Angus Woodhams <[Angus.Woodhams@education.govt.nz](mailto:Angus.Woodhams@education.govt.nz)>

**Subject:** RE: OOHMA

Kia ora Angus,

9(2)(a)

In terms of the Out of Hours Music and Art programme, we don't have anyone that looks after this. The Resourcing team only make the payments based on templates they receive.

Tarsh has said that the best person to talk to about OOHMA is 9(2)(a).

I hope that helps.

Ngā mihi nui,

Bex

**Rebecca Meinders-Sykes (she/her)** | Executive Assistant to Natasha Barnett

Te Pae Aronui (Operations & Integration)

DDI +64 4 463 8905 | Mobile 9(2)(a)

---

**From:** Angus Woodhams <[Angus.Woodhams@education.govt.nz](mailto:Angus.Woodhams@education.govt.nz)>

**Sent:** Wednesday, 17 November 2021 2:51 pm

**To:** Rebecca Meinders-Sykes <[Rebecca.MeindersSykes@education.govt.nz](mailto:Rebecca.MeindersSykes@education.govt.nz)>

**Subject:** OOHMA

Kia ora Rebecca,

I'm Angus, a new senior advisor in the school support team. I'm wondering if you could point me in the direction of the person who looks after the Out of Hours Music and Art programme in your team please?

Thanks,

Angus

Released under the Official Information Act 1982



**From:** [Angus Woodhams](#)  
**To:** [Madisen Su'A](#)  
**Subject:** RE: Out of Hours Music and Arts Scheme  
**Date:** Wednesday, 1 December 2021 3:02:00 pm

---

Kia ora Madisen,

I just wanted to acknowledge your email. I'm going to send an update email out shortly, talking about service guide timeline.

Regarding tutor hours allocation, the other regions include their co-ordinators and tutors together. I'm meeting with resourcing next week to establish what is going on with the budget and I'll make sure to ask what is happening with your region.

Do you know how many schools in your region are only reporting tutor hours?

9(2)(a) suspects it is either coming out of operations grants top ups or through Novapay, so either way the money will be coming out of the annual allocation. As mention I'll confirm this next week.

Speak more soon.

Ngā mihi,

**Angus Woodhams** | Senior Adviser  
Te Pae Aronui | School Support

DDI +6494871111

---

**From:** Madisen Su'A <Madisen.SuA@education.govt.nz>  
**Sent:** Tuesday, 30 November 2021 12:10 pm  
**To:** Angus Woodhams <Angus.Woodhams@education.govt.nz>  
**Subject:** Out of Hours Music and Arts Scheme

Kia ora Angus

Once again welcome on board.

After ponderings with one of my colleagues I thought it was timely to just follow up on our discussions from the other week. Just wanting to see if there is a timeline on when the updated service guide will be available for schools? I remember in our discussions you were looking to get traction on this and a page on our website. After establishing that we will only capture Tutor hours towards a schools total allocation, I'm following up on any information on where the money for coordinator hours come from if they don't come from the Out of Hours Music and Arts annual allocation. Also as discussed if there is any plans for a National Hui with the rest of the regions about this scheme and how information, payments and reporting are captured. 9(2)(a)

any feedback on these previous discussions would be grateful.

Ngā mihi

**Madisen Su'a** | Senior Education Contracts Adviser  
Te Mahau | Te Tai Raro

DDI +6496329592 | Mobile 9(2)(a)

**From:** [Angus Woodhams](#)  
**To:** [Nicole Williams](#); [Edward Gilbertson](#)  
**Cc:** [Ken Maher](#); [9\(2\)\(a\)](#); [Marta Besier](#)  
**Subject:** RE: OOHMA funding/allocation mechanism  
**Date:** Tuesday, 8 November 2022 10:52:00 am  
**Attachments:** [image001.png](#)

---

Kia ora Nicole,

That is my understanding. You could run it past some of the regional staff maybe to double check how it works?

Mata Gilbert, [9\(2\)\(a\)](#) are two names that come to mind.

Ngā mihi,

**Angus Woodhams** | Senior Adviser, School Support  
Te Pae Aronui

DDI +6444630968

---

**From:** Nicole Williams <[Nicole.Williams@education.govt.nz](mailto:Nicole.Williams@education.govt.nz)>  
**Sent:** Friday, 4 November 2022 2:51 pm  
**To:** Angus Woodhams <[Angus.Woodhams@education.govt.nz](mailto:Angus.Woodhams@education.govt.nz)>; Edward Gilbertson <[Edward.Gilbertson@education.govt.nz](mailto:Edward.Gilbertson@education.govt.nz)>  
**Cc:** Ken Maher <[Ken.Maher@education.govt.nz](mailto:Ken.Maher@education.govt.nz)>; [9\(2\)\(a\)](#) <[9\(2\)\(a\)@education.govt.nz](mailto:9(2)(a)@education.govt.nz)>; Marta Besier <[Marta.Besier@education.govt.nz](mailto:Marta.Besier@education.govt.nz)>  
**Subject:** OOHMA funding/allocation mechanism

Kia ora Angus and Edward,

Thank you both for talking to me about the OOHMAS. I'm still looking to make sure I'm clear on the mechanism of how employee hours are funded/then paid - I want to check if the assumption is correct that:

- Schools apply and are allocated a certain number of hours.
- Within those hours they could then decide to allocate them to whichever OOHMA staff they like, For example – if a school had 50 hours, it could allocate those hours, as is likes and pay through Edpay through teacher salaries (e.g):
  - 20 hours to a level 1 tutor
  - 10 hours to a coordinator
  - 10 hours to a coordinator assistant
  - 10 hours to two level 2 tutors.

Do either of you have an idea who might be able to confirm or correct the above assumption? Or inform me if the mechanism is different ?

Ngā mihi

**Nicole Williams** | Principal Advisor, Te Ranga Tikanga Kaimahi | Employment Relations  
Te Puna Ohumahi Mātauranga | Education Workforce

DDI +6444638563 |

Kiwi Wealth House

[education.govt.nz](http://education.govt.nz)

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga*  
*We shape an education system that delivers equitable and excellent outcomes*

Te Mahau



**From:** [Schools AK Contracting](#)  
**To:** [Employment Relations](#)  
**Cc:** [Angus Woodhams](#); [Cassandra Tossell](#); [Anu Bhatia](#)  
**Subject:** FW: OOHM - Coordinator Hours Inclusive & Application Increase. Herenga Waka  
**Date:** Monday, 12 June 2023 2:02:37 pm  
**Attachments:** [image001.png](#)  
Out of scope

**Importance:** High

Kia ora team

I've moved on from my role in this space, but need some guidance re the query below for our Senior Contracts Advisors & Administrators.

Here in Tamaki Makaurau (now 3 regions) there are schools that traditionally only report their tutor hours towards their annual allocation of Out of Hours Music & Arts hours. The co-ordinator hours are never recorded against their allocation, this is a historical thing that has been happening over many years and one Angus and I have been trying to get to the bottom of since I started. 9(2)(g)(i)

There is a cohort of Co-ordinators in Tamaki Makaurau that know this has traditionally been happening and the concern is the impact and messaging to other Out of Hours Music and Arts schools. Our region is not the only region that has this issue, we understand that this has also historically been happening in other regions too.

We cannot in one hand go back to schools and tell them that co-ordinator hours are inclusive in their annual allocation, when historically other schools have had a long tradition of reporting these co-ordinator hours separately. We need some clear coms to assist the regions on how to deal with queries such as below. Given the timeframe for schools and their planning now that the agreement with the PPTA has been finalised a crucial response to this would be welcomed, or a planned hui to discuss urgently.

Ngā mihi

**Madisen Su'a** | Business Support Manager  
Tamaki Herenga Tangata | Te Mahau | Te Tai Raro

DDI +6496329592 | Mobile 9(2)(a)

Auckland Mt Eden Office

[education.govt.nz](http://education.govt.nz)

*He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga*

*We shape an education system that delivers equitable and excellent outcomes*



Out of scope