

Vladka Smith

From: Enid Liew
Sent: Wednesday, 12 January 2022 7:22 am
To: Angus Woodhams; Edward Gilbertson; Jared Hutchins; 9(2)(a)
Cc: 9(2)(a); 9(2)(a)
Subject: RE: OOHMA wages budget

Kia ora everyone

I just realised I wasn't replying to the latest email.

11240 is a funding code.

All charges into this funding code has always been coded to Teachers Salary.

**Teacher Payroll Data Warehouse
Version: 50.0.0**

Funding Codes

Search/Filter

Code Description

Funding Codes

Code	Description
-	Unknown
0	No description
0.00	No description
11010	BG Bulk Grant
11020	CE Community Education BG
11050	BS Bulk Salaries
11100	CF Central Funding
11200	MA Curriculum Development
11210	MB International Exchange
11240	MM Out of Hours Music and Art

Teachers Salaries

Special Schools (11900)	3-3317-4750-721
Primary Schools (11900)	3-3317-4750-743
Secondary Schools (11900)	3-3317-4750-745

Bulk Grant

Staff charged to BG (Direct Debit 11010)	3-9999-2210-215
Community Education (Direct Debit 110100)	3-9999-2210-215

Ministry Charges

Curriculum Dev (11200) (Whakapiki)	3-6304-6235-507
MV (11370) (Bus Drivers)	3-3317-4480-736
ST (11500) (ST Trustees Staff Shortages)	3-3317-4750-743
MM (11240) Out of Hrs Music @ Art	Teachers Salary Codes
CF (11100) central Funding	Teachers Salary Codes

Hope this helps.

Ngā mihi,

Enid Liew | Senior Financial Accountant
Te Puna Rangatōpū | Corporate
DDI +6444638552

Ngā mihi,

Enid Liew | Senior Financial Accountant
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From: Angus Woodhams <Angus.Woodhams@education.govt.nz>
Sent: Tuesday, 11 January 2022 4:05 PM
To: Edward Gilbertson <Edward.Gilbertson@education.govt.nz>; Jared Hutchins <Jared.Hutchins@education.govt.nz>; 9(2)(a) @education.govt.nz; Enid Liew <enid.liew@education.govt.nz>
Cc: 9(2)(a) @education.govt.nz; 9(2)(a) @education.govt.nz
Subject: RE: OOHMA wages budget

Thanks so much for all your help everyone. I think the mystery has been solved. I'll follow this up with payroll team directly if that works for everyone, as Edward tells me its possible to pull reports from the code, which should be able to answer my questions.

If there is anything everyone else needs going forward or if you want to be looped into how things are progressing do let me know.

Ngā mihi nui,
Angus

Angus Woodhams | Senior Adviser
Te Pae Aronui
DDI +6494871111

From: Edward Gilbertson <Edward.Gilbertson@education.govt.nz>
Sent: Tuesday, 11 January 2022 2:58 pm
To: Jared Hutchins <Jared.Hutchins@education.govt.nz>; 9(2)(a) @education.govt.nz; Enid Liew <enid.liew@education.govt.nz>
Cc: Angus Woodhams <Angus.Woodhams@education.govt.nz>; 9(2)(a) @education.govt.nz; 9(2)(a) @education.govt.nz
Subject: RE: OOHMA wages budget

It looks like this is classified as "Min Charges" and is posted to teacher salaries.

This is from the EPL Journal on the Control-RC Codes tab

Ministry Charges

Curriculum Dev (11200) (Whakapiki)	3-6304-6235-507
MV (11370) (Bus Drivers)	3-3317-4480-736
ST (11500) (ST Trustees Staff Shortages)	3-3317-4750-743
MM (11240) Out of Hrs Music @ Art	Teachers Salary Codes
CF (11100) central Funding	Teachers Salary Codes

So the only way to track the costs would be reporting through TPDW?

Ngā mihi

Edward Gilbertson | Kaikaute Whakahaere | Resourcing Management Accountant
Te Pae Aronui

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From: Jared Hutchins <Jared.Hutchins@education.govt.nz>

Sent: Tuesday, 11 January 2022 2:55 pm

To: [REDACTED] <[REDACTED]@education.govt.nz>; Edward Gilbertson <Edward.Gilbertson@education.govt.nz>; Enid Liew <enid.liew@education.govt.nz>

Cc: Angus Woodhams <Angus.Woodhams@education.govt.nz>; [REDACTED] <[REDACTED]@education.govt.nz>; [REDACTED] <[REDACTED]@education.govt.nz>

Subject: RE: OOHMA wages budget

Hi [REDACTED]

11240 is a Ministry GL but it is based on the old structure which the payroll still uses. There is a translation that occur between EPL and the Ministry Finance.

[@Enid Liew](mailto:Enid.Liew@education.govt.nz) can you confirm the GL string based on the new sstructure?

Thanks
Jared

Jared Hutchins | Senior Advisor
Te Puna Ohumahi Mātauranga | Education Workforce
Phone +6444638383

From: [REDACTED] <[REDACTED]@education.govt.nz>

Sent: Tuesday, 11 January 2022 2:52 PM

To: Edward Gilbertson <Edward.Gilbertson@education.govt.nz>

Cc: Angus Woodhams <Angus.Woodhams@education.govt.nz>; [REDACTED] <[REDACTED]@education.govt.nz>; Jared Hutchins <Jared.Hutchins@education.govt.nz>; [REDACTED] <[REDACTED]@education.govt.nz>

Subject: RE: OOHMA wages budget

Hi Ed,

The GL code 11240 is not a ministry finance code, will you be able to apply it in the resourcing system and identify the payments made to the OOHMA staff?

Thanks,

9(2)(a) | Management Accountant
Te Puna Rangatōpū | Corporate
DDI 9(2)(a)

From: 9(2)(a) <9(2)(a)@education.govt.nz>
Sent: Tuesday, 11 January 2022 2:12 pm
To: 9(2)(a) <9(2)(a)@education.govt.nz>
Cc: Angus Woodhams <Angus.Woodhams@education.govt.nz>; Edward Gilbertson <Edward.Gilbertson@education.govt.nz>; 9(2)(a) <9(2)(a)@education.govt.nz>; Jared Hutchins <Jared.Hutchins@education.govt.nz>
Subject: RE: OOHMA wages budget

Kia ora 9(2)(a) ma

Jared passed this to me so I could provide some context to this discussion.

The Out-of-Hours Music Programme (OOHM) was removed from the Staffing Orders in Council in August 2005 but has continued to operate since that time anyway. It is probably for this reason that there is no budget and also no specific person accountable for the programme as it effectively does not exist.

GL code 11240 pays for all staff considered to be part of the delivery of the programme which includes Tutors, Coordinators (teaching and non-teaching) and Liaison Assistants (I have never heard of Facilitators). The programme is supposed to be run outside of school hours, preferably Saturday mornings, and cannot be charged for as it was designed to allow children from areas/schools who did not have the money to be able to learn and instrument for free.

The rates that were set in November 2005 remain unchanged and this is all that is funded by the Ministry. the rates are not negotiated as this programme is not part of the sector (currently). If schools choose to pay more than these rates then they become accountable for the additional cost, not the Ministry.

9(2)(g)(i)

That's all I have.

Nga mihi
9(2)(a) | Senior Advisor (Kaitohutohu Matua) | School Payroll Operations | Te Puna Ohumahi Mātauranga | Education Workforce
Ext 40956
Level 12, Mātauranga House, 33 Bowen Street, Wellington

From: 9(2)(a) <9(2)(a)@education.govt.nz>
Sent: Tuesday, 11 January 2022 1:40 PM
To: Angus Woodhams <Angus.Woodhams@education.govt.nz>; Edward Gilbertson <Edward.Gilbertson@education.govt.nz>

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

Subject: RE: OOHMA wages budget

Hi Angus

This RC belongs to Resourcing so you and 9(2)(a) won't have the access to track the RC.

9(2)(a) looks after the Resourcing portfolio. For you to track the spending, we can send you the results for the OOHMA programme every month. It will show the monthly results, year-to-date and the full year position.

At the moment, I don't see any other costs against this line (7004-2628-4643-226) except the monthly journal Ed prepares. So I suspect that the tutor's salary might have been included in the operating payments resourcing made.

Regards,

9(2)(a) | Management Accountant
Te Puna Rangatōpū | Corporate
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From: Angus Woodhams <Angus.Woodhams@education.govt.nz>

Sent: Tuesday, 11 January 2022 1:16 pm

To: Edward Gilbertson <Edward.Gilbertsxx@xxxxxxxxxx.xxxx.nz >; 9(2)(a) <[REDACTED]@education.govt.nz>

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

Subject: RE: OOHMA wages budget

Thanks for this. I think you are on the right track Edward. The draft service guide (included below) says something similar. But the bit I've highlighted implies the ministry pays doesn't it?

I've spoken to my manager 9(2)(a) and we are both of the assumption that resourcing used additional funding paid through the operational grant at the agreed rates below. The school can then pay the staff what they like per hour and find the funding for the difference from other sources, including fees charged to users. Another possibility is maybe what you pay schools currently covers wages AND admin. Also we don't have the access to track an RC unfortunately.

Any tips on who else to chat to Jared are much appreciated.

Payment of Supervisors, Tutors and Other Staff

- [Ministry of Education](#) Operational Funding Components – Out of Hours Music and Arts scheme for primary schools only. The funding code for operational costs is BG-11010
- The funding code for OOHMA tutors' remuneration is MM-11240
- This is done through the **Payroll** of the host school via EdPay, once the number of hour entitlement is approved for the year and is confirmed at the end of each school term. The payment approval is to be signed by the principal of the host school and the expenditure must be accounted for within the host school's annual accounts.
- The minimum payment rates are given below. 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 at a higher hourly rate than those detailed below must be met by the school from its own resources.**

Tutors

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

\$26.63 per hour under 200 hours (plus holiday pay)

\$35.38 per hour over 200 hours (plus holiday pay)

Co-ordinators

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

\$22.72 per hour for non-teachers

For teachers: pro rata on salary

Facilitators

- A person employed to assist the co-ordinator and who also mentors the tutors. These duties include the assessment, coaching and providing of guidance to tutors.

\$40.00 per hour

Payment of Housekeeping Costs to Host Schools (Admin Costs)

- This covers cost for heating, cleaning, caretaking and clerical support associated with out-of-hours. This is generally calculated as 25% of the total number of tutor hours that have been allocated.
- The hourly administration grant rate is \$10.92 (incl. GST) in 2021.

Angus Woodhams | Senior Adviser

Te Pae Aronui

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From: Edward Gilbertson <Edward.Gilbertson@education.govt.nz>

Sent: Tuesday, 11 January 2022 12:44 pm

To: Angus Woodhams <Angus.Woodhams@education.govt.nz>; 9(2)(a) <[REDACTED]@education.govt.nz>

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

Subject: RE: OOHMA wages budget

Kia ora Angus

I'm not aware of schools being provided with a staffing entitlement for OOHMA, and I've just checked this with our staffing senior advisor who agrees. It may be that the OOHMA wages are being charged back to the schools and coming out of their operational funding, in which case the funding will partially offset this cost. This is speculation.

You would need to ask somebody with more knowledge of our staffing systems. Jared may be able to point you in the right direction.

Ngā mihi

Edward Gilbertson | Kaikaute Whakahaere | Resourcing Management Accountant

Te Pae Aronui

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From: Angus Woodhams <Angus.Woodhams@education.govt.nz>

Sent: Tuesday, 11 January 2022 12:18 pm

To: Edward Gilbertson <Edward.Gilbertsxx@xxxxxxxxxxxx.nz>; 9(2)(a) <[REDACTED]> <[\[REDACTED\]@education.govt.nz](mailto:[REDACTED]@education.govt.nz)>
Cc: 9(2)(a) <[REDACTED]> <[\[REDACTED\]@education.govt.nz](mailto:[REDACTED]@education.govt.nz)>
Subject: RE: OOHMA wages budget

Kia ora koutou,

Thanks for this. For clarity I spoke with Ellen Heal and she mentioned all the resourcing team looks after is the administration payments via the ops grant. The figures you provided for our meeting Edward, match what Ellen held. Which means there must be a second budget for the staff wages that go through EdPay. I'm interested in who owns this budget and how we can find out what wage costs have been over the years. I don't have the ability to track an RC. I can ask my manager to see if she can. If you both have any other ideas or know who we could escalate this query to please do let me know.

Thanks for the help in untangling this mystery!

Ngā mihi nui,
Angus

Angus Woodhams | Senior Adviser
Te Pae Aronui
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From: Edward Gilbertson <Edward.Gilbertson@education.govt.nz>
Sent: Tuesday, 11 January 2022 11:48 am
To: 9(2)(a) <[REDACTED]> <[\[REDACTED\]@education.govt.nz](mailto:[REDACTED]@education.govt.nz)>; Angus Woodhams <Angus.Woodhams@education.govt.nz>
Cc: 9(2)(a) <[REDACTED]> <[\[REDACTED\]@education.govt.nz](mailto:[REDACTED]@education.govt.nz)>
Subject: RE: OOHMA wages budget

Kia ora

Those codes don't mean anything to me I'm afraid.

OOHMA funding can be tracked through the RC mentioned by 9(2)(a) This funding is paid out through resourcing. The schools that receive it are determined by the regional offices.

Ngā mihi

Edward Gilbertson | Kaikaute Whakahaere | Resourcing Management Accountant
Te Pae Aronui
Nama Waea +6444631584

From: 9(2)(a) <[REDACTED]> <[\[REDACTED\]@education.govt.nz](mailto:[REDACTED]@education.govt.nz)>
Sent: Tuesday, 11 January 2022 11:24 am
To: Angus Woodhams <Angus.Woodhams@education.govt.nz>; Edward Gilbertson <Edward.Gilbertson@education.govt.nz>
Cc: 9(2)(a) <[REDACTED]> <[\[REDACTED\]@education.govt.nz](mailto:[REDACTED]@education.govt.nz)>
Subject: RE: OOHMA wages budget

Hi Angus

Thank you I had a great break.

Could you please provide more information about the funding? The funding code BG 11010 and MM 11240 are probably internal reference that business uses, unfortunately we don't hold that level of details.

Hi Ed @Edward Gilbertson

Do you know anything about the budget for tutor's salaries? Is it also budgeted in 7004-2628-4643-226?

Many thanks,

9(2)(a) | Management Accountant
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From: Angus Woodhams <Angus.Woodhams@education.govt.nz>
Sent: Monday, 10 January 2022 11:34 am
To: 9(2)(a) @education.govt.nz
Subject: OOHMA wages budget

Kia ora 9(2)(a)

I hope this finds you well and you had a lovely break. I'm interested to find out who holds this this budget MM-11240, are you able to help me please? – it's used to pay staff through payroll.

Also I'm wondering if you had any advice on how we might track the overall funding for OOHMA. We have the budget above and the Operational costs budget BG-11010 held by resourcing.

Ngā mihi,

Angus Woodhams | Senior Adviser
Te Pae Aronui
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National Office Mātauranga House

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*



Vladka Smith

From: Tejal Patel
Sent: Thursday, 25 May 2023 2:24 pm
To: Morag Allan; Angus Woodhams; Ken Maher; Nicole Williams, 9(2)(a); Mark Swinbank
Subject: RE: (2nd RESPONSE) RE: Bargaining OOHMA/ ACE request

Thank you Morag,

Appreciate you looking into this. It would be interesting to see how the hours vary between the two funding buckets (BG and TS).

9(2) /Mark – FYI the action can be closed.

Thanks,
TJ

Tejal Patel | Manager Operational Support | Resourcing Operational Support
Te Pae Aronui | Operations & Integration
DDI + 64 4 463 7027 | 9(2)(a)

From: Morag Allan <Morag.Allan@education.govt.nz>
Sent: Thursday, 25 May 2023 10:52 am
To: Angus Woodhams <Angus.Woodhams@education.govt.nz>; Ken Maher <Ken.Maher@education.govt.nz>; Tejal Patel <Tejal.Patel@education.govt.nz>; Nicole Williams <Nicole.Williams@education.govt.nz>
Subject: RE: (2nd RESPONSE) RE: Bargaining OOHMA/ ACE request

Mōrena e hoa ma,

I'll start with eating a slice or two of humble pie. I undertook some research and had a chat with a couple of people last week in my effort to come up with a simple solution for OOHMA rate increases given that I was under the impression it operated as a contributory model like ORS TAs. Until we met yesterday I was not aware that the "tutors, Coordinators (teaching and non-teaching) and Liaison Assistants/facilitators" were largely paid from a Ministry funded payroll bucket 11240 (extract from 9(2)(a) email of 11 Jan 2022 that Angus circulated yesterday). Sorry 😞

However, what it means from an implementation perspective is that EDK/Ken won't have to calculate a top-up for schools that pay staff from the 11240 code as the Ministry is already meeting the cost of the salaries – when rates are adjusted we'll still meet the cost. This might also apply to any backpay – it will be funded directly from that code. It is the OOHMA staff that are funded from school's bulk grant salary code (11010) that EDK/Ken will have to calculate and deliver a "top-up" for.

I am going to dig a little deeper into the hours used. As there has been no monitoring of OOHMA hours allocated vs OOHMA hours used for many years the hours have crept up –they certainly had in 2021. While there's probably nothing we can do about this now, I'm interested in those schools who may be sticking to their hours against 11240, and charging additional to 11010 (their own BG), vs those who may be using more hours than they have been allocated, but charge all the salaries to 11240.

Ngā mihi,

Morag

Morag Allan | Kaitohutohu Mātāmua | Principal Advisor, Operational Policy
Operational Resourcing & Funding, Te Pae Aronui | Operations & Integration

DDI 04 463 2892

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



From: Angus Woodhams <Angus.Woodhams@education.govt.nz>
Sent: Wednesday, 24 May 2023 9:33 am
To: Ken Maher <Ken.Maher@education.govt.nz>; Tejal Patel <Tejal.Patel@education.govt.nz>; Morag Allan <Morag.Allan@education.govt.nz>
Subject: RE: (2nd RESPONSE) RE: Bargaining OOHMA/ ACE request

Some additional data I found from Nicole. Attached and below.

Year	Agreement_code	funding_code	funding_desc	Worked_Hours
2021	OOHM	11010	BG Bulk Grant	7533.51
		11020	CE Community Education BG	49.00
		11240	MM Out of Hours Music and Art	69333.27
		11900	TS Teachers Salaries	1.00
2022	OOHM	11010	BG Bulk Grant	4668.59
		11240	MM Out of Hours Music and Art	48216.87
		11900	TS Teachers Salaries	2.83

Released under the Official Information Act 1982

Suggested OOHMA comms

No allocations

Subject line: Out of Hours Music and Arts funding error

Kia ora X,

I hope your school year is going well so far. Our team noticed that in the past your school has been coding staff wages and allowances using the [Out of Hours Music and Arts](#) funding code 11240.

[Insert information of past claims]

As you have not been allocated funding for this programme, I just wanted to reach out to support you in ensuring your staff wages are coded correctly. These staff should be moved to another funding code, such as bulk grant or teacher salary, as appropriate. If you think you are receiving this in error, or you would like to discuss this further, I am happy to have a call with you.

Ngā mihi,

XXX

(Note for regions: you may need a school financial advisor on hand to support the correct coding of their staff wages and allowances)

Over usage of hours

Kia ora X,

I hope your school year is going well so far. Our team has noticed that your school in the past X years has claimed X more hours per year than your allocation, which is X hours. The Ministry wants to provide whatever support we can to help you remain within your allocated OOHMA hours in 2024.

We understand that, due to a historic misunderstanding some schools have thought only tutor wages need to be within the allocation, but all OOHMA staff should be included within your allocation hours. Please suggest a time to meet, so we can discuss your specific situation and help develop a timeline to return your OOHMA hours to within the funding allocation, while ensuring impacts on staff and students can be minimised. We will not be asking for reimbursement for these historical overpayments.

New Zealand School Boards Association (NZSBA) is on hand to provide support should you need to review your staffing arrangements.

Ngā mihi,

XXX

(Note for regions:

When having these meetings please get the following information:

- Background information on the school's situation
- how many staff may be impacted
- what type of contracts they are on
- how long the contract terms are
- the reasons for the fixed term
- tenure of the employee (how long have they been working there)
- were they put on the community education collective, or are they on an IEA
- are they on the right collective agreement?

Send this information with a summary of the school's situation to Angus who, with NZSBA, will determine a timeline for when the overall allocation funding will cease. We will meet with each regional team as needed after decisions have been made

Also note the Ministry cannot give employment advice to schools, this is NZSBAs remit, we should only gather the information and provide support in other areas.

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