



# Out of Hours Music and Art Programme Guide

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## Background

Started in the 1950s, the Out of Hours Music and Art (OOHMA) programme was established to assist primary and intermediate schools to further their students' education through out-of-school professional tuition not normally available within the staffing of schools.

The programme provides a national allocation of approximately 56,000 hours for music and art classes in New Zealand each year. Approximately 90% of funded classes are in music, with the remainder in visual and performing arts.

The OOHMA programme is intended to promote equity and give access to classes to those who can't normally access them.

## Host schools

There are approximately 140 host schools spread across New Zealand. They are allocated a number of funded teaching hours and provide classes for students from primary and intermediate schools in their region. The classes must be offered out of normal school hours to be eligible for funding.

The host school takes all responsibility for programme scheduling, OOHMA staff employment, and safety checking as per the requirements in the Children's Act 2014. Most staff employed by host schools are employed part-time.

Host schools are allocated hours **for one year only and need to apply each year for a new allocation**. The criteria for allocation applies and is considered by a panel each year.

Applications for music classes require a type of instrument to be specified. Approval will not be given for classes on theory alone.

Applications must be submitted no later than the **end of week 1, term 4** each year, for the following year. Please get in touch with your local ministry office for an application form.

Classes must be approved by the Ministry before they commence, and OOHMA staff cannot be paid until approval is given.

### **New applications and additional hours**

Schools can apply to be a new host school at any time prior to the **end of week 1, term 4** each year. Get in touch with your regional office (contact below) to discuss the selection criteria and the possibility of setting up a new host school.

Existing host schools can also indicate if they would like more hours, if these become available (for example through an existing host school no longer wanting to offer OOHMA or offering a reduced number of hours than allocated).

All schools (existing host schools and new schools) wanting to host OOHMA need to complete an application form to indicate the classes they would like to offer. Ask your regional ministry office for the form. There is huge demand and limited hours available, therefore proposed hours must be accurately recorded. Please note that more hours may become available at the end of term 1.

### **Allocated hours**

The total funding provided through the programme is around \$3 million per annum (GST exclusive). The Ministry of Education provides the host school payments based on the allocated staffing hours. There are two components:

- » An administration grant, based on allocated hours, to cover the costs incurred by host schools in relation to heating, cleaning, caretaking and administrative support for the programme. This is paid by 30 November for the following year.
- » A payment for tutor, facilitators and coordinator salaries, which are paid by the Ministry centrally, through the host school's payroll. The annual allocation of hours is inclusive of all OOHMA staff.

Hours for the following year will be allocated by the ministry no later than 31 October.

At the end of term 1, host schools should indicate to the regional office if any hours will not be required for the following terms. These hours will be reallocated to new or existing host schools.

Reporting requirements for this programme are minimal, but it is important that all unused hours are reported termly to regional ministry staff so they can be redistributed. The aim is to ensure no young person misses out if there is still funding available in any year. Your ministry contact will discuss with you these requirements. If you give unused hours back, this will not prejudice your application for the next year.

## Managing classes

Classes must be advertised in such a way as to invite applications from, and be accessible to, all year 1 - 8 students in your area, but this should prioritise young people from higher equity index schools, who should receive classes at no cost. Do also reach out to local home-school organisations.

The following is a guide to the types of classes that can be funded through the OOHMA programme.

If you are unsure of whether a class qualifies for funding, please contact your Ministry of Education regional office for further clarification. The NZ arts structure can be found [here](#).

### Music

Music classes explore a range of sounds, elements, and theory. Music classes can include, but are not limited to:

- Vocals including choir, barber shop, acapella, waiata
- Cultural groups, including Kapa Haka
- Orchestra
- String instruments including violin, cello, double bass, guitar, harp, ukulele, banjo
- Brass instruments including trumpet, French horn, bugle, slide trombone
- Keyboard instruments including piano, synthesizer, organ, harpsichord
- Woodwind instruments including flute, clarinet, oboe, bassoon, saxophone, bagpipes, recorder
- Percussion instruments including drums, tambourine, xylophone, bells
- Māori and Pacific music

### Art

This may include forms of expressions through creative, performing, and visual arts within aesthetic and technological frameworks. Art may include but is not limited to:

- Dance
- Drama
- Performance art
- Drawing
- Sculpture
- Design
- Painting
- Printmaking
- Māori and Pacific art
- Photography
- Moving image
- Visual art including technology
- Architecture

### Other suggested class ideas:

Spoken word, rap/hip hop, music production and engineering, sonic art and interactive audio-visual performance art.

### Class sizes

Class sizes and time frames for lessons are at the discretion of each school. The following should be used as a guide for class numbers.

| Music type             | Suggested roll |
|------------------------|----------------|
| String instruments     | 6              |
| Choir                  | 25             |
| Recorder               | 12             |
| Cello, Clarinet, Flute | 4              |
| Keyboard               | 4              |
| Orchestral group       | 14             |
| Cultural groups        | 12             |
| Brass, percussion      | 6              |
| Art                    | 15             |
| Dance                  | 14             |

Classes cannot be held during curriculum time.

We encourage you to ask ākonga what they'd like to learn and create your programme based around their needs and the available expertise in your area. If you struggle to find tutors, get in touch with your local ministry office, who can put you in touch with other OOHMA schools in your region.

These organisations may also be able to help you find tutors:

- [Music Education New Zealand Aotearoa](#)
- [Institute of Registered Music Teachers of New Zealand](#)
- [Aotearoa New Zealand Association of Art Educators](#)
- [Dance Aotearoa New Zealand](#)
- [Drama New Zealand](#)

Te Kete Ipurangi (TKI) subject association links:

- [Visual Arts](#)
- [Dance](#)
- [Drama](#)
- [Music – Sound Arts](#)

## Managing and paying OOHMA staff

The School Board of the host school is the employer and is responsible for the staff attached to the OOHMA programme. The host school must ensure that all OOHMA staff have an employment agreement.

Any funding received must be accounted for by the Board and details included in the Board's financial statement.

A Board may outsource management of this programme to a third party, but there must be a robust written agreement in place. Ultimately the School Board remains responsible for the programme, its staff and funding.

OOHMA staff who are members of the PPTA can join the Community Education Collective Agreement 2022-2025.

The individual employment agreement (IEA) terms are based on the collective agreement, so non-PPTA members won't miss out on the benefits, there are small variations however, outlined in the IEA.

Boards that employ staff who do not fall within the coverage clause of a collective agreement are expected to have individual employment agreements in place.

[Community Education \(Teaching Coordinators\) Individual Employment Agreement](#)

[Community Education \(excluding Teaching Coordinators\) Individual Employment Agreement](#)

[Community Education Collective Agreement 2022-2025](#)

## OOHMA staff role descriptions

A **Coordinator** is a person employed to coordinate a programme of community education courses or out of hours music and art run by a school board or boards of a state or state integrated school or schools.

A **Teaching Coordinator** is a coordinator, who either:

- is employed concurrently as a teacher within the same school under the terms of the applicable teachers' collective agreement, or
- was previously employed as a teaching coordinator within that school and continues as a coordinator even though they no longer teach classes within the school.

A **Non-teaching Coordinator** is a coordinator who is not a teaching coordinator and is graded as follows:

- Grade One: administers and coordinates the community education/OOHMA programme on a day-to-day basis.
- Grade Two: in addition to the Grade One duties, has a strategic focus including significant community liaison and marketing and may include professional leadership.
- Grade Three: in addition to the Grade Two duties and responsibilities, involves:
  - professional leadership in the development of Adult and Community Education (ACE) or OOHMA networks; and
  - identifying and meeting wider community needs; and

- responsibility for the professional development of tutors and others within the ACE or OOHMA sector.

Note coordinators are also given a time allowance based on the size of their position. See section 3.2 in the collective agreement for more.

A **Professional Supervisor** (formerly called Assistant Coordinator) assists the coordinator, and their duties include the assessment, coaching and guidance to tutors.

A **Coordinator Assistant** (formerly called Liaison Assistant) assists the coordinator and their duties do not include the assessment of, coaching of, and providing guidance to tutors.

A **Tutor** instructs a class or a course which is part of an ACE or OOHMA programme.

An OOHMA tutor shall be placed on step 1 unless the tutor has completed 200 hours of OOHMA tutoring. Education Payroll Limited (EPL) currently transition OOHMA tutors from step 1 to step 2 on receipt of a letter from the employing school confirming that 200 hours have been completed. Therefore, the onus is on the host school to inform EPL. How the hours are tracked or validated can be decided between the tutor and their employing host school.

## Funding and rates of pay

Salary payments are done through the Payroll of the host school through Education Payroll Limited, once the number of hours 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.

### Payment of Housekeeping Costs to Host Schools (Admin Costs)

- This covers cost for heating, cleaning, caretaking and clerical support associated with out-of-hours.
- The hourly administration grant rate changes each year. See here for the rate and more information: [Administration grant - Ministry of Education](#)
- Administration funding is paid to the host school in November for the following year.
- All OOHMA staff should be paid using the funding code **MM-11240**.

A number of host schools supplement Ministry funding with financial support from charities and local businesses, and many charge a small fee to parents and caregivers (generally ranging from \$60 to \$150 per annum).

Students from schools high on the equity index cannot be charged to access OOHMA. This programme should be targeted towards those that can't usually access opportunities like this. How this is decided is at the host school's discretion.

Please ensure you use the correct grade code when processing the pay of staff.

| Grade Code | CECA role title Grade/Step       | Rates from 1 Dec 2022 | Rates from 1 Dec 2023 |
|------------|----------------------------------|-----------------------|-----------------------|
| OMLIA      | Coordinator Assistant            | \$27.86               | \$28.82               |
| OMCOR      | Non-Teaching Coordinator Grade 1 | \$30.33               | \$31.29               |
| OMCOR      | Non-Teaching Coordinator Grade 2 | \$35.21               | \$36.27               |
| OMCOR      | Non-Teaching Coordinator Grade 3 | \$83,452pa            | \$85,956pa            |
| OMTUT      | Tutor Step 1                     | \$34.48               | \$35.52               |
| OMTUT      | Tutor Step 2                     | \$45.16               | \$46.52               |
| OMACO      | Professional Supervisor          | \$50.81               | \$52.34               |

### Leave

The sick leave entitlement ten days per year. Additionally, fixed-term employees whose break in employment with the same employer is less than three months will have their service considered continuous for the purposes of sick leave.

The collective agreement also covers bereavement, parental and family violence leave. Please refer to the agreement for more.

### Hours of work

Employees must be paid for all hours of work that are required to perform their role. For tutors, in addition to instruction, their work may include preparation for classes, administration, reporting and additional student activities such as examination preparation. For specific advice on this clause, employers should contact the New Zealand School Trustees Association (NZSTA).

The hours of work required for a role must be agreed in writing between the employee and the employer.

There is no maximum number of hours per role. All OOHMA staff hours come out of the total allocation given to them, it is up to the host school to decide how to allocate the hours to staff.

### Class cancellations

The cancellation of classes must have at least 24-hours' notice for tutors if no payment is to be made. OOHMA tutors are paid for classes as usual, even if they are cancelled, and the class is rescheduled for a later time.

For more information about the collective agreements and terms and conditions of employment we recommend you read the full information available in the [Circular 2023/03](#) and the CECA settlement [Frequently Asked Questions](#).

## Contact

| OOHMA Regions                                                                                 | Contact number | Contact email                                                                                          |
|-----------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------|
| Tai Tokerau                                                                                   | 09 436 8900    | <a href="mailto:enquiries.whangarei@education.govt.nz">enquiries.whangarei@education.govt.nz</a>       |
| Auckland (inclusive of Tāmaki Herenga Waka, Tāmaki Herenga Tāngata and Tāmaki Herenga Manawa) | 09 632 9400    | <a href="mailto:SchooolsAKContracting@education.govt.nz">SchooolsAKContracting@education.govt.nz</a>   |
| Waikato/Bay of Plenty                                                                         | 07 850 8880    | <a href="mailto:enquiries.hamilton@education.govt.nz">enquiries.hamilton@education.govt.nz</a>         |
| Hawke's Bay/Tairāwhiti                                                                        | 06 833 6730    | <a href="mailto:enquiries.HBTairawhiti@education.govt.nz">enquiries.HBTairawhiti@education.govt.nz</a> |
| Taranaki/Whanganui/Manawatū                                                                   | 06 349 6300    | <a href="mailto:enquiries.whanganui@education.govt.nz">enquiries.whanganui@education.govt.nz</a>       |
| Wellington                                                                                    | 04 463 8699    | <a href="mailto:enquiries.lowerhutt@education.govt.nz">enquiries.lowerhutt@education.govt.nz</a>       |
| Nelson/Marlborough/West Coast                                                                 | 03 546 3470    | <a href="mailto:enquiries.nelson@education.govt.nz">enquiries.nelson@education.govt.nz</a>             |
| Canterbury/Chatham Islands                                                                    | 03 378 7300    | <a href="mailto:enquiries.christchurch@education.govt.nz">enquiries.christchurch@education.govt.nz</a> |
| Otago/Southland                                                                               | 03 471 5200    | <a href="mailto:enquiries.dunedin@education.govt.nz">enquiries.dunedin@education.govt.nz</a>           |