

On the following morning the committee met, all members except Mr. Tate being present. It was then agreed that in future all correspondence be laid before the Principal & Registrar

That all letters be written by the Registrar except those of a semi-personal character and those including and requiring special technical information

Any materials required by the Staff to be applied for by them, to be initiated by the Principal, and ordered by the Registrar.

All matters referring to buildings repairs &c to be dealt with by the President & Registrar.

That the Registrar attend all meetings of Staff, so as to be familiar with the working of the School

J. D. Woodcock

That all departments come under the supervision of the Principal and include the Art School Trade Classes and Junior Technical School

The Principal's signature be fixed to all diplomas Advertisements govt under the signature of the Principal

All communications to and from the Staff to go through the Principal -

The School of Mines and Industries  
Callant 4<sup>th</sup> April 1913

Present - Mr. Lieut Col. Bolton, J. Fitches, J. Herman & D. Hill W. J. Humphreys & Maxwell, R. J. Tate & J. Vickery -

Minutes of meetings held 14<sup>th</sup> July, 28<sup>th</sup> July & 19<sup>th</sup> March were read and confirmed -

Accounts amounting to £ 378-10-3 were passed for payment

The Registrar's Report was received and adopted

Mr Tate & Mr Hill } Mr Figgis was granted <sup>from Council meeting</sup> six months leave of absence owing to his visiting England

The Report of the Art Principal Mr H. H. Smith was received and adopted

Mr Humphreys & Mr Vickery } It was decided to obtain from the Educational Department a statement as to the School's liability for accounts incurred on behalf of the Junior Technical School

The Report of the Principal was received and adopted and it was decided to refer the suggested alterations in the new buildings to the President & Col. Bolton with power to act -

W. Middleton  
Chairman  
25/4/13