

The frontage of the School Museum (South side) would, with a small counter and partition, leased as an agency to a local business, carry a sufficient stock available to students at stated hours. This room is well adapted and conveniently situated for all concerned.

Stocks can be accurately estimated from year to year and if approval is given to carry on this activity it would be opportune to take early steps to frame a list of our text book requirements etc. in order that stocks may be available for the incoming year by indent from abroad.

The amount of time at present spent by Mr. A. W. Steane, Dr. Pound, Miss Wright, Miss Williamson and other members of the School Staff would thus be largely done away with and release all for duties of much greater value. In addition a substantial income would be received for the lease of the room and portion of the income received could be made available by the Council in continuance of a "School Activities Fund" at present carried on by Mr. Steane of the Junior School. The profits derived from this source have been partly responsible for the improvements, maintenance etc. to garden and grounds on that side. Mr. Steane approves of the change as suggested and realizes the benefit of the time and labor saved to all members of his staff, such approval is given conditionally that the Council may consider a refund equivalent to portion of the difference to be brought about by the proposed change.

Office and administration (Systems and methods).

Nothing remarkable was noted in the systems practiced by each of the Schools. The results of all are nearly identical regarding account books etc. except as observed at Geelong where a classified costing system had been elaborated in the books for each of the many School Classes and Departments.

As an example - it is doubtful if the information revealing the fact that each student in the Chemistry Division or Art Division has cost the State a hundred or more pounds is worth recording. The marking of Rolls in the Art Departments of the Schools was done by instructors on the staff - a roll being kept for each assembly and marked either by cypher or in the usual way.

Attendance returns of individual students were recorded by card system as dealt with in the School here by the Science, Trade and Commercial sides but not the Art. This was done at the end of each term.

Office fittings and furnishings were carefully compared where time saving was of importance. In this respect both Geelong and Melbourne Schools were better served than our own. Council Chambers and furnishings were comfortably and invitingly arranged and in some cases Staff, Council, Student and other rooms were conveniently and advantageously adjacent to library and other buildings.

Time and circumstance did not permit of as thorough an examination as desirable. I did not meet the Principal of the Working Men's College who was absent at the time. I would welcome an opportunity later on of further seeing the work of this institution but my impression at present is that Swinburne College is progressive and conducted on an efficient and economic basis.

Office facilities for inquiry regarding curriculum, subjects of study etc.

The disadvantage in the School office felt by its members in this respect has long been realized mainly because of the absence of useful information regarding the details of the numerous Courses and fees. It is a simple matter and would save much time if we were placed in a position to explain to parents and others what is meant when a Course in Modelling or Commercial Illustrating or various courses for Artisans or Art Students is a subject of inquiry.