

The following correspondence was read and received. (Mrs Small & Tiffeth)

- Correspondence - 26-2-36 From Mr. R. J. Buckland, requesting refund of fee
- 5-3-36 " Mrs Davies, requesting transfer of fee
- 10-3-36 " Mrs E. Kepton, requesting refund of fee
- 11-3-36 " Mrs J. M. Stena, applying for reclassification
- 12-3-36 " Mrs Bedford, requesting free tuition
- 14-3-36 " Education Dept. re S. Baker's care of absence.
- 18-3-36 " Students Committee re dances & amusement tax
- 19-3-36 " Dr H. Pound - requesting difference in salary.

Refund of fees paid. It was resolved that the applications to Mr Buckland for a refund of £4 of the fee paid and of Mrs Kepton for the refund of £1 fee paid be granted. (Mrs Small & Jones)

Transfer of fee paid. Mrs Davies' request for the transfer of a bookkeeping fee to another term's fee for dressmaking was left in the hands of the Principal for adjustment. (Mrs Bush & Jones)

Free tuition. Mrs Bedford's application for free tuition was left in the Principal's hands. (Mrs Tiffeth & Hornbrook)

Reclassification. Mrs M. Stena's application for reclassification from Class D2, £276-£324 to Class D1, £348-£384, was approved and recommended. (Mrs Barrow & Jones)

Leave of absence. The Principal stated that as the result of his representations during a recent visit to the Department he was hopeful that having Baker's case resolved and an extension of sick leave ^{granted} beyond the fortnight on full pay and a fortnight on half pay as allowed by the Minister.

Application for difference in salaries. It was resolved that Dr Pound's application be recommended to the Department for approval. (Mrs Bush & Tiffeth)

Monies and amusement tax. It was resolved that a sub-committee consisting of the President Mrs Bush and Tiffeth, the Principal and the Registrar be appointed to deal with the Students Association Application and report to the next Council Meeting. (Mrs Jones & Barrow)

Appointment of Auditor. It was resolved that Mr W. A. Atkins A.D. & A. A.A.S. be appointed Auditor for the 12 months ending 31st December 1936 at a fee of £10-10-8 per annum. (Mrs Bush & Small)

Milk analyses.

The recommendation of the Finance Committee that the school provide the necessary apparatus required under the new Pure Food Regulations and estimated to cost £20 and that the cost of same be borne half by the school and half by the City Council was adopted and agreed to. (Mrs Bush & Tiffeth)

Nomination of new Councillor. It was resolved that Mr A. W. W. Lynch, Manager of St. K. Morley Coy Ltd. be recommended to the Department as a Government nominee in place of Mr A. H. Leeson, resigned. (Mrs Lederman & Small)

Visiting committee. Mrs Jones and Bush were appointed the visiting committee for the ensuing month, Mr Jones to be convenor. (Mrs Small & Tiffeth)

This concluded the business and the meeting closed.
W. Middlekin
22.4.36