

- 18-10-39 5-10-39 From Education Department re Equipment Grant advance
- 6-10-39 From Education Department re election of Technical Schools' representative on Melbourne University Council.
- 6-10-39 From Education Department stating that Order in Council has been obtained for the appointment of Mr Matthew G. Beauland as a member of the School Council vice Mr J. Lavois, resigned.
- 6-10-39 From Lance Heitmann applying for a refund of fee.
- 10-10-39 From Melbourne Technical College re Technical Schools' representative on University Council - Capt. Peters
- 10-10-39 From Preston Technical School re above and their nomination of Mr W. Cluck J.P.
- 10-10-39 From Sunshine Technical School re above and their nomination of Mr D. B. Ferguson.
- 10-10-39 From Footscray Technical School re above and their nomination of Mr R. G. Parsons.
- 18-10-39 From Alfred A. Davis applying for a refund of fee. (Mrs Barrow & Jones)

Business out of correspondence

Representative of Technical Schools on University Council.
 It was resolved that this school support the four candidates in the following order.

Mr A. G. Farrow	1.	} Mrs Jones & Smail
Capt. C. H. Peters	2.	
Mr D. B. Ferguson	3.	
Mr W. Cluck	4.	

18-10-39 Refunds of Fees.
 It was resolved that the following refunds be granted:

- Mr St. Patrick's College on acc of Bryant Drum £1-1-0.
- Mr Alfred Davis 1-2-6
- Mr Lance Heitmann £1-1-0, of which sum an amount of £1. to be retained in payment of this term's fee for Drawing. (Mrs Smail & Jones)

General Certificate of Mechanical Engineering.
 It was resolved that the Certificate of Mechanical Engineering be and is hereby awarded to Leslie M. Bailey. (Mrs Beauland & Jones)

Welcome to Mr Matthew G. Beauland.
 The Chairman extended a cordial welcome to Mr Beauland and expressed the hope that he would find the work interesting and the company congenial. Mr Beauland suitably responded.

Letter of condolence.
 It was resolved that a letter be sent to Mr Barrow-Smyth expressing Council's sympathy in the loss suffered by his lady in the passing of Mr Barrow-Smyth who had had very close association with the school Council while he was Principal of the Technical Art School prior to its incorporation with the School of Mines. (Mrs Barrow & Jones)

Visit to Mr W. H. Middleton.
 The Chairman reported that whilst he and Mr Loderman and Mr Smith were in Melbourne