

20-11-46. The following correspondence was read and received; -

- Correspondence 8-10-46 From W.H. Bannister, Lilydale offering £5 for parts of Linotype machine
- 17-10-46 Education Department re Staff increments
- 25-10-46 Education Department re 15 acres for a Junior Technical School
- 28-10-46 Ballarat City Council. £50 granted for next year.
- 28-10-46 Education Department. Water cooling unit to be provided.
- 6-11-46 Mr. B. Bryan withdrawing application for position of Assistant Instructor in Art and Applied Art.
- 19-11-46 Mr. G. W. Cornell applying for leave of absence
- 19-11-46 Charles By. Ltd. re repairs to typewriters. (Messrs B. John & A. W. Nicholson)

Business Linotype machine

out of It was resolved that tenders be invited by advertisement for the purchase of this machine.

(Messrs Farr & Jones)

Staff Increments

It was resolved that the various increments in accordance with the Education Department's Circular T46/334 of the 17<sup>th</sup> October be recommended.

(Messrs Farr & Nicholson)

Assistant Instructor in Art and Applied Art

It was resolved that the Education Department be notified that no applications were received for this position and requested to authorise its being re-advertised at the

20-11-46. Next higher classification.

(Messrs Farr & Dederman)

Junior Technical School

On the recommendation of the Finance Committee it was resolved that the School Council would raise no objection to a removal of the Junior Technical School to a new locality.

(Messrs Ballow & Farr)

It was then resolved that the City Council, the Advance Ballarat Association, and the Ballarat East Advancement Association be requested to indicate where an area of 15 acres could be acquired for the purpose of a new Junior Technical School.

(Messrs Dederman & Ballow)

City Council Grant of £50.

It was decided that the City Council Grant of £50 be acknowledged with thanks.

Repairs to Typewriters

It was decided to request Charles By. Ltd. to examine and report on the Remington typewriters in the Commercial Department.

Leave of Absence

It was resolved that Mr. Cornell's leave application for leave of absence with pay for the period 12<sup>th</sup> to 16<sup>th</sup> December be granted. (Messrs Jones & Farr)

General Bank Authorities

Authority was given for Mr. R. W. Richards to sign cheques and saving bank withdrawals in place of Mr. D. S. Kesselring. (Messrs Farr & Branland)