

18-7-51 Accounts amounting to £¹⁶⁷⁻¹¹⁻¹⁰ ~~110-7-0~~ ^{8/14} for Maintenance and ^{3/4-8-9} on Special Equipment trust as per Chairman's Book, folios 41/42 were passed for payment. (Cushaw & Farr)

Correspondence The following inward letters were read and received:
 16-7-51 D. W. Morrison. Tending resignation as Maintenance Mechanic.
 16-7-51 F. Burt. Tending resignation as Cleaner. (Cushaw & Farr)

Business Resignations
 The resignations of Messrs D. W. Morrison and F. Burt were accepted from correspondence and inclusive of Saturday, 28th July and the action of the Principal in advertising for applicants was approved. (Cushaw & Savage)

General Business Appointment of Cleaners.
 The appointments of Mr R. F. Kuiper in place of Mr J. B. Abarnon, deceased, as from 16 July, and Mr H. S. Hooper in place of Mr F. Burt, resigned, as from 27 July, were approved. (Cushaw & Savage)

Assistant Instructor in Metallurgy.
 The Principal said that owing to the introduction of new subjects Mr Allsop was at present trying to teach subjects which had a Departmental time allotment of 44 hours ~~per~~ ^{for} a week.

18-7-51 Students were not getting sufficient instruction as theory and practical classes were taken concurrently and no time was available for setting up laboratory by training plant or for demonstrations with Mr. Treach. Fear the position would be worse and it was essential that some assistance be obtained for Mr Allsop. He had gone into the matter of timetables and had found that he could give an Assistant 24 teaching hours per week and still leave Mr. Allsop with 20 hours. As it had been found impossible to obtain an instructor in Metallurgy who could also undertake analytical work under Public Health Regulations he felt that the alternative would be to request authority for the appointment of an Assistant Instructor who could teach Metallurgy and Technical Chemistry or allied subjects. Mr Corneil was attending to all analytical work quite satisfactorily and ~~would~~ ^{would} probably be able to do so for some considerable length of time. It was resolved that authority be requested to appoint an Assistant Instructor in Metallurgy. (Cushaw & Savage)

Domestic Science Plans.
 The plans prepared by the Public Works Department for the proposed Domestic Science Department in the Museum Building were tabled. The Principal pointed out an error of 11 ft. in the