

19-11-52 suitably responded.

Minutes The minutes of the last meeting held on 15<sup>th</sup> October, were taken as read and were confirmed.  
(Mrs John & Wyles)

Reports The Principal's Report was read, received and adopted.  
Received: Mrs Linaker & Callow  
Adopted: Mrs Webb & Linaker

Visiting Committee's Report.  
Mr Bealand apologized for his absence from the October meeting and reported that an inspection of the Administrative Block and the Plumbing Department had been carried out in October by Mr Pearson and himself.

In the basement occupied by the Painting class they noticed damp spots on two walls. In the Plumbing Department they found that the old wash basins, to which the attention of the Public Works Department had been drawn on several occasions, were still untouched. They were totally inadequate in and in poor condition.

With these two exceptions they found everything else to be in good order and condition.

The report was received and adopted  
(Mrs Callow & Wyles)

19-11-52 Appointment of Assistant Instructor in Carpentry.  
It was resolved that the action of the President and the Principal in seeking Department approval for the appointment of an assistant instructor in Carpentry and Joinery be endorsed.  
(Mrs Wyles & Linaker)

Melbourne University Technical Colleges Board.

The President drew members' attention to the report of the Technical Colleges Board recently received and which was tabled. He said that he had been told at the recent Technical Schools' Conference that the report was the best received by any school inspected.  
Recognition was granted for a further period of three years.

Letter of Commendation

It was resolved that a letter be forwarded to Mr E. J. Barker, the Instructor in Mechanical Engineering commending him for the excellent job he had done in installing the two-stroke Diesel engine and Heenan-Proctor dynamometer recently received.  
(Mrs Bealand & Smal)

Next Meeting of Council

It was resolved that the next meeting of the Council be held on Tuesday, 9<sup>th</sup> December, at the usual time.  
(Mrs Kibson & Bealand)