

(3.) Payments on account of work : Before any payment can be made on account of building or other work executed by authority of the Board it is necessary that a certificate from the Board's architect, or from some competent person approved by the Board, be forwarded to the Secretary, with a voucher for the amount on the form provided for the purpose. Vouchers for such payments must first be placed before the local School Committee, to be properly passed and certified by the Chairman. When contributions by Committees, outside of the School Fund, are subsidized by the Board, vouchers showing the liability incurred will be required before the Board's subsidy is paid.

*School Buildings and Property.*

10. *Supervision by School Committees.*—School buildings, furniture, and grounds are under the care of the School Committees, whose duty it is to exercise a general supervision over them, to do all in their power to protect them from damage, and to cause any small repairs to be made at the cost of the School Fund.

11. *Particulars as to Repairs.*—The Board will make no grant for repairs without being first furnished by the School Committee with full particulars of the work required and an estimate of the cost.

12. *Moneys not claimed.*—Except for works in progress, sums of money voted by the Board, but not claimed within six months, will not be paid unless a fresh application is made.

13. *Provision for cleaning Rooms.*—It is the duty of the Committee to make proper provision for the cleaning of the school building and offices. The rooms and furniture should be swept and dusted daily, and washed as often as they are found to need washing, at least once per month. The windows also should be kept clean. Fuel should be provided, and care should be taken that there is an ample supply of pure drinking-water for the use of the children. The School Fund is intended primarily to defray these expenses.

14. *Use of School Buildings for other than School Purposes.*—(1.) In regard to the use of the school buildings for other than school purposes, Committees should not allow the buildings to be so used when there is another building in the district available. Should, however, necessity arise for such use of a building, the Committee interested should insist that no damage be done to the grounds, buildings, fittings, or furniture; that the rooms be left thoroughly clean, the furniture properly replaced, and the key returned in good time to the head teacher. The furniture and appliances shall on no account be removed outside the school buildings.

(2.) If the frequent use of the school buildings for other than school purposes is calculated to injure the cause of education, the Board may deem it necessary to close the school. Committees are reminded that the head teacher has special charge of the school furniture, and that if he allows it to sustain material injury he is liable to lose his appointment.

15. *Damage by Pupils.*—Pupils wilfully defacing or injuring fences, building, or furniture render themselves liable to expulsion from their school. Desks should be kept free from ink-stains and scratches. When window-panes are broken, the cost of mending should be defrayed by the delinquent. Any repairs which may be necessary should be reported by head teachers to their Committees, and repairs in all cases should be effected without delay. At the same time, teachers are reminded that a slight personal effort on their part may often obviate the necessity of appealing to the Committee and putting that body to needless expense.

16. *Dancing in School Buildings.*—Schoolrooms are not to be used for dancing.

17. *Fumigation.*—Committees are recommended to have school buildings fumigated by the Public Health Officer, as a means of preventing the spread of infectious diseases when such are prevalent in the neighbourhood, and the Board will defray the cost.

18. *Glebe.*—When a sufficient amount of ground has been apportioned for the purposes of a playground, school garden, and accommodation paddock for the pupils' horses, the remainder of the glebe shall be held to be in the occupancy of the teacher, unless otherwise decided by the Board.

19. *Residences.*—Residences are for the use of the head teachers and their families, and cannot, without the express sanction of the Board, be let to, or be occupied by, any other person. The occupier shall be held responsible for any injury to the residence beyond fair wear-and-tear. From an outgoing teacher a certificate, signed by the Chairman of Committee, regarding the state of repair and the cleanliness of the residence, shall be required before his salary is paid.

WELLINGTON EDUCATION BOARD.

Memorandum.

Education Board, Wellington, 15th June, 1910.

In compliance with your request of the 25th May, I attach copy of the scale of allowances paid in this district to School Committees, excluding all grants for repairs paid out of building-maintenance votes. Where, as in a number of schools in this district, the children are accommodated in two different buildings, the Board estimates the amount payable on the separate averages of the children accommodated in each building. From the allowances made the Committees are required to provide for the following :—

- (1.) Cleaning and sanitary service.
- (2.) Fuel and lighting.
- (3.) Pens, ink, and stationery.
- (4.) Small repairs.

The Board pays, in addition to the capitation allowance, for,—

- (a.) Furniture-renewals rendered necessary by the ordinary wear-and-tear—*e.g.*, chairs, blinds, sanitary buckets;
- (b.) Asphalting;