

1910.
NEW ZEALAND.

EDUCATION:
ALLOWANCES MADE BY EDUCATION BOARDS TO SCHOOL
COMMITTEES FOR INCIDENTAL EXPENSES.

Return to an Order of the House of Representatives dated the 3rd August, 1910.

Ordered, "That there be laid before this House a return from the different Education Boards, and for each of the last four years, showing,—(1) The amount per head paid to the School Committees, giving the variation in amount due to the size of the school; also the conditions—as, for example, caretakers' residences—which affect the amount paid, and showing the years in which the special ninepenny capitation was paid: (2) a statement of what each Board expects the School Committees to do with the moneys paid to them by the Board; also giving any variations in what the Boards have expected from the School Committees during the above period."—(Mr. ALLEN.)

STATEMENT showing ALLOWANCE TO SCHOOL COMMITTEES per Unit of Average Attendance, calculated from Incidental Expenses of Schools as shown in Boards' Annual Returns, exclusive of Item Special Capitation of 9d. on Average Attendance.

Education District.	1906.			1907.			1908.			1909.		
	Average Attendance.	Amount.	Amount per Unit of Average Attendance.	Average Attendance.	Amount.	Amount per Unit of Average Attendance.	Average Attendance.	Amount.	Amount per Unit of Average Attendance.	Average Attendance.	Amount.	Amount per Unit of Average Attendance.
		£	£		£	£		£	£		£	£
Auckland ..	28,519	7,997	·281	28,057	8,266	·294	30,359	8,186	·270	32,604	8,992	·276
Taranaki ..	4,367	1,157	·265	4,246	1,180	·278	4,550	1,118	·246	4,959	1,256	·253
Wanganui ..	11,104	2,573	·232	10,926	2,648	·242	11,587	2,666	·230	12,062	747	·228
Wellington ..	14,356	3,208	·223	14,007	3,164	·225	15,011	3,084	·205	15,767	3,209	·204
Hawke's Bay ..	7,803	2,633	·338	7,878	2,596	·330	8,438	2,576	·305	8,894	2,796	·314
Marlborough ..	1,730	520	·301	1,763	398	·226	1,867	562	·301	1,964	448	·226
Nelson ..	4,838	1,137	·235	4,682	1,108	·237	4,868	587	·121	4,902	880	·176
Grey ..	1,385	167	·121	1,460	277	·190	1,569	264	·168	1,657	283	·171
Westland ..	917	170	·185	903	168	·186	919	170	·185	986	191	·194
North Canterbury	16,822	5,056	·301	16,161	5,246	·325	17,339	5,652	·326	17,575	5,979	·340
South Canterbury	4,565	1,214	·266	4,506	1,219	·271	4,656	1,214	·261	4,767	1,217	·255
Otago ..	17,088	5,131	·300	16,958	5,096	·291	17,338	5,156	·297	17,768	5,292	·298
Southland ..	8,464	2,265	·266	8,479	2,371	·271	8,659	2,347	·271	8,778	2,359	·268
Totals ..	121,958	33,218	·272	120,026	33,737	·281	127,160	33,582	·265	132,773	35,649	·268

Education Department, Wellington, 30th August, 1910.

G. HOBGEN.

RATE OF ALLOWANCES TO SCHOOL COMMITTEES MADE BY THE SEVERAL EDUCATION BOARDS.

Grade of School.	Education Boards.											
	Auckland.			Taranaki.			Wanganui.			Wellington.		
	From.	£	s. d.	From.	£	s. d.	From.	£	s. d.	From.	£	s. d.
0	3 0 0	3	0 0	3 0 0	3	0 0	2 13 4	2	13 4	8 0 0	8	0 0
I	4 6 0	4	6 0	5 12 6	5	12 6	5 0 0	5	0 0	8 0 0	8	0 0
II	6 6 0	6	6 0	9 7 6	9	7 6	9 15 0	9	15 0	8 0 0	8	0 0
III	9 6 0	9	6 0	12 3 9	12	3 9	13 0 0	13	0 0	10 0 0	10	0 0
IV	12 6 0	12	6 0	19 10 0	19	10 0	20 14 0	20	14 0	20 0 0	20	0 0
V	23 0 0	23	0 0	26 10 0	26	10 0	24 14 0	24	14 0	24 0 0	24	0 0
VIA	30 0 0	30	0 0	34 10 0	34	10 0	29 18 0	29	18 0	28 0 0	28	0 0
VIB	38 0 0	38	0 0	42 10 0	42	10 0	36 8 0	36	8 0	36 0 0	36	0 0
VIIA	46 0 0	46	0 0	52 10 0	52	10 0	47 13 2	47	13 2	44 0 0	44	0 0
VIIIB	56 0 0	56	0 0	62 10 0	62	10 0	55 8 4	55	8 4	48 0 0	48	0 0
VIIIC	66 0 0	66	0 0	71 5 0	71	5 0	63 6 8	63	6 8	52 0 0	52	0 0
VIIID	76 0 0	76	0 0	80 3 6	80	3 6	71 5 0	71	5 0	56 0 0	56	0 0
VIIIE	86 0 0	86	0 0	88 18 6	88	18 6	79 6 6	79	6 6	72 0 0	72	0 0
IXA	96 0 0	96	0 0	106 5 0	106	5 0	87 1 8	87	1 8	80 0 0	80	0 0
IXB	106 0 0	106	0 0	115 0 0	115	0 0	95 0 0	95	0 0	80 0 0	80	0 0
IXC	113 10 0	113	10 0	123 15 0	123	15 0	102 18 4	102	18 4	80 0 0	80	0 0
XA	121 0 0	121	0 0	130 0 0	130	0 0	130 0 0	130	0 0	130 0 0	130	0 0

RATE OF ALLOWANCES TO SCHOOL COMMITTEES MADE BY THE SEVERAL EDUCATION BOARDS—continued.

Grade of School.	Education Boards.											
	Grey.			Westland.			North Canterbury.			South Canterbury.		
	From.	To.	£ s. d.	From.	To.	£ s. d.	From.	To.	£ s. d.	From.	To.	£ s. d.
0 ..	1 10 0	2 0 0	1 10 0	3 0 0	3 0 0	8 0 0	8 10 0	11 10 0	0 10 0	4 0 0	8 0 0	10 3 6
I ..	2 0 0	2 10 0	2 0 0	3 0 0	4 0 0	12 0 0	16 5 0	15 17 6	4 10 0	7 10 0	8 0 0	11 18 6
II ..	2 10 0	3 10 0	3 10 0	4 0 0	5 0 0	16 5 0	20 0 0	19 12 6	9 0 0	11 0 0	10 0 0	19 16 0
III ..	3 10 0	5 0 0	5 0 0	5 4 0	11 0 0	20 0 0	31 10 0	31 10 0	12 10 0	14 0 0	13 0 0	26 12 6
IV ..	5 0 0	18 0 0	18 0 0	11 2 0	15 0 0	31 15 0	41 10 0	41 10 0	14 0 0	20 0 0	16 0 0	33 12 6
V ..	18 0 0	23 15 0	23 15 0	15 2 0	19 0 0	41 15 0	51 0 0	51 0 0	20 0 0	23 0 0	28 0 0	40 12 6
VI A	23 15 0	32 10 0	32 10 0	19 2 0	23 0 0	51 4 0	59 0 0	59 0 0	29 0 0	34 0 0	40 0 0	58 2 6
VI B	32 10 0	40 0 0	40 0 0	23 1 0	25 10 0	59 4 0	69 0 0	69 0 0	34 0 0	40 0 0	44 0 0	66 17 6
VII A	40 0 0	47 10 0	47 10 0	25 11 0	28 0 0	69 4 0	79 0 0	79 0 0	40 0 0	45 0 0	46 0 0	75 12 6
VII B	47 10 0	55 0 0	55 0 0	28 1 0	30 10 0	79 4 0	89 0 0	89 0 0	45 3 0	52 10 0	56 0 0	84 7 6
VIII A	55 0 0	62 10 0	62 10 0	30 11 0	33 0 0	89 4 0	99 0 0	99 0 0	52 13 0	60 0 0	66 0 0	93 2 6
VIII B	62 10 0	63 15 0	63 15 0	33 1 0	35 10 0	99 4 0	109 0 0	109 0 0	60 3 0	67 10 0	78 10 0	101 17 6
IX A	63 15 0	65 0 0	65 0 0	35 11 0	38 0 0	109 4 0	119 0 0	119 0 0	67 13 0	75 0 0	84 15 0	110 12 6
IX B	65 0 0	66 5 0	66 5 0	38 1 0	40 10 0	119 4 0	127 0 0	127 0 0	75 3 0	82 10 0	91 0 0	119 7 6
IX C	66 5 0	66 5 0	66 5 0	40 11 0	43 0 0	127 3 0	134 10 0	134 10 0	82 13 0	90 0 0	103 5 0	119 7 6
XA	..	..	..	43 1 0	45 10 0	134 13 0	142 0 0	142 0 0	90 3 0	97 10 0	103 10 0	119 7 6

Education Department, Wellington, 30th August, 1910.

G. HOGGEN.

RETURN for each of the Last Four Years showing the Years in which the SPECIAL NINEPENNY CAPITATION was paid to School Committees.

PAYMENT of the special capitation was made in the years 1906, 1907, and 1908.

Education Department, Wellington, 30th August, 1910.

G. HOBGEN.

VARIATIONS IN WHAT THE BOARDS HAVE EXPECTED FROM THE SCHOOL COMMITTEES.

DURING THE PERIOD 1906-9 (INCLUSIVE).

THE several Education Boards report as follows:—

Auckland.—No change during this period.

Taranaki.—Has reduced Committees' share of the repairs.

Wanganui.—No change.

Wellington.—No change in the regulations, but their application has been relaxed: Board now does more repairs, allows separate capitation for each school building and for temporary buildings, provides furniture-renewals and sanitary buckets, pays accident insurance for cleaners.

Hawke's Bay.—Committees do not now supply "appliances."

Marlborough.—Scale of allowances was increased in 1908, and certain stationery has been supplied by the Board since that date.

Nelson.—Board now pays bank charges, and gives additional grants for fuel to country schools, except schools of Grade 0.

Grey.—Committees now pay cost of outgoing postage.

Westland.—No change.

North Canterbury.—No change; but there is a tendency to lessen Committees' responsibilities.

South Canterbury.—No change, except that there has been a decrease in the repairs required to be done by Committees, as Board's workmen now do many repairs formerly done by Committees.

Otago.—No change; but it is remarked that in the case of some large schools the allowances are not enough to pay for cleaning and fuel.

Southland.—No change.

Education Department, 30th August, 1910.

G. HOBGEN.

EDUCATION BOARDS' REGULATIONS: SCHOOL COMMITTEES' FUNDS.

A copy of each (thirteen) Education Board's regulations is attached.

Education Department, Wellington, 30th August, 1910.

G. HOBGEN.

REGULATIONS OF THE AUCKLAND EDUCATION BOARD.

School Fund.

1. The School Fund consists of (1) moneys granted out of the Board Fund; (2) donations, subscriptions, and all other moneys which may be granted to the Committee for the purposes of the Act. All such donations and subscriptions should be included in the Committee's accounts.

2. The grant from the Board Fund consists of an allowance regulated quarterly according to the following scale by the average attendance at the school. Payments are made quarterly in advance, according to the ascertained average for the preceding quarter.

Average Attendance.	Grant per Annum. £	
5	3	and an increase of 6s. per annum for each additional unit of average attendance above 5 and up to 60.
61	20	and 3s. per annum for each additional unit of average attendance up to 100.
101	26	and 4s. per annum for each additional unit of average attendance up to 500.
501	106	and 3s. per annum for each additional unit of average attendance.

3. The grant is paid to such bank as the Committee shall from time to time appoint, to an account to be called "The ——— School Fund Account"; and no moneys are to be drawn out of the bank except by authority of the Committee, and by cheque signed by the Treasurer and by such one or more members of the Committee as the Committee may from time to time appoint.

4. Committees should forward to the bank the signatures of the members authorized to sign cheques upon the account.

School Buildings.

5. It is the duty of Committees to make proper provision for the cleaning of the schoolrooms and offices. The schoolrooms and furniture should be swept and dusted daily, and washed as often as they are found to need washing. The windows also should be kept clean. Fuel should be provided in the winter. The School Fund is intended primarily to defray these expenses.

6. It is the duty of Committees to exercise a general supervision over the school buildings, to do all in their power to protect the buildings and furniture from damage, and to cause any small repairs to be made at the cost of the School Fund.

7. In regard to the use of the school building for other than school purposes, Committees should not allow the school to be so used when there is another building in the district available; and they should insist that no damage be done to the school building, fittings, or furniture; that the schoolroom be left thoroughly clean, the furniture replaced, and the key returned in good time to the teacher.

8. The Board disapproves of the schoolroom being used as a dancing-school or for frequent dancing assemblies.

9. Committees are recommended to have school buildings fumigated as a means of preventing the spread of infectious diseases when prevalent in the neighbourhood.

10. Subject to the approval of the Committee, the schoolroom may be used as a polling-booth for public elections, and the teacher may act as Returning Officer in such cases.

School Stationery.

11. The following stationery is to be supplied for the use of scholars in the public schools: Ink, pens, penholders, slates, slate-pencils, pencil-holders, lead pencils, erasers, chalk, foolscap paper, and blotting-paper.

12. These articles are to be procured and supplied by the School Committee of the district, in such manner as they may direct, and in quantities sufficient to meet the requirements of each school.

13. The articles are to be supplied free of charge for the use of scholars in school. They are not to be used for home work, nor must they on any account be removed from the school.

14. Committees and teachers are requested to certify in the monthly certificate for each month that there is an adequate supply of stationery in the school.

Miscellaneous.

15. Committees are requested to exert their influence in upholding the teacher's authority in the school, and to assist and protect the teacher in the discharge of his duties.

16. The course of instruction is regulated under the provisions of the Act.

17. Parents or guardians must not be allowed to interfere in school matters. If they have any complaint to make, they must make it not to the teacher personally, nor in school, nor in the presence of the pupils, but in writing to the Committee, whose duty it will be to investigate the complaint.

18. It is the duty of the Chairman of the Committee, or of some other member duly authorized by the Committee, to sign the teacher's monthly certificate and quarterly return, and also to countersign all requisitions for school furniture and appliances.

19. Committees are reminded that there is no power to close schools unless in very exceptional circumstances. Schools should not be closed for more than one day without the authority of the Board.

20. Committees are requested to render all possible assistance to the Board in obtaining accurate returns of attendance—(1) by from time to time inspecting and revising the register of attendance, which is open to their inspection at the school; (2) by carefully examining the returns when presented by the teacher for signature and approval; (3) by seeing that the returns are forwarded to the Board at the earliest possible opportunity.

REGULATIONS OF THE TARANAKI EDUCATION BOARD.

School Property.

55. The school-site, buildings, fencing, and all appliances are legally vested in the Board as public property, and cannot be sold or otherwise disposed of without the consent of the Board.

56. The Secretary of the Board shall have charge of the furniture of any school which is closed or is being removed.

57. Committees are expected to exercise a general supervision over school buildings, and to do all in their power to protect the buildings and furniture from damage.

58. Committees must not allow the school to be used for other than school purposes when another building in the district is available. When the building is used, they must insist that the school be left thoroughly clean, the furniture replaced, the key returned in good time to the teacher, and that, if any damage be done to the buildings, fittings, or furniture, the damage be made good. Committees are authorized to make a charge not exceeding 10s. on each occasion of using, to cover the cost of cleaning after use.

59. A School Committee shall not allow dancing in any school under its jurisdiction, except it be for the express purpose of raising money (1) to augment the School Fund, (2) to provide prizes for school-children. Where dancing is allowed for purposes other than the above, the contributions to the Committee's funds may be withheld by the Board.

60. Head teachers are requested to make known to their Committees any necessity which may arise for effecting repairs to the school buildings, furniture, &c. Teachers are expected to take a direct interest in maintaining the school buildings and premises in becoming order, especially when such can be done at the expense of slight personal effort.

61. If anything pertaining to a school or building is negligently lost or wilfully destroyed, the teacher must at once report to the Committee, so that action may be taken to recover the amount of damage, and a copy of the teacher's letter to the Committee must be written in the log-book.

62. Teachers shall particularly attend to the proper ventilation of their class-rooms, and shall do what lies in their power to secure the maintenance of the school buildings, furniture, offices, and grounds in the tidiest manner possible, and shall exercise all due care to preserve the buildings, furniture, fencing, &c., from being injured. The Inspectors are specially enjoined to take note of the manner in which this rule is attended to by the several teachers.

63. Residences are for the use of head teachers, and cannot without the express sanction of the Board be let to, or occupied by, any other persons. When such sanction is obtained, the head teachers shall be held responsible for any injury to the residence, fences, grounds, &c., beyond fair wear-and-tear, and shall provide for such insurance as the Board may direct.

64. Head teachers are expected to keep their residences, and the fences and hedges about their residences, in good order, and to keep the grounds attached to the residences free from weeds, &c. The Inspectors are specially enjoined to take note of the manner in which this rule is attended to by head teachers.

65. All grounds attached to a school are intended primarily for the use of the pupils, and, should there be more than enough for their needs, the head teacher shall have the right to use the remainder. A Committee may, however, with the consent of the Board, by letting or leasing any portion of the grounds make such arrangements as may be deemed expedient in the interests of the school. In all such cases, however, the head teacher shall be consulted, and any revenue derived from such letting or leasing shall form part of the funds of the Board.

66. All requisitions for school furniture and appliances must be made in writing, and must be signed by the head teacher and countersigned by the Chairman of Committee, and, in order that such requisition may be more expeditiously dealt with, teachers should call the attention of the Inspector to their requirements when he makes his visit to the school.

School Fund.

67. There shall be a fund known as the "School Fund" in connection with every school under the Board's control.

68. The Committee of each district for the time being has charge of such fund.

69. The School Fund consists of,—

- (a.) Money granted out of the Board Fund from time to time.
- (b.) Donations, subscriptions, and all moneys that may be obtained by the Committee for educational purposes.

Incidental Expenses of Schools.

70. The Board shall, by quarterly instalments, contribute every year to the "School Fund" of the several schools the sums set down in the following scale:—

When the average attendance is 30 and under, 7s. 6d. each on the average attendance.

Over 30 and not exceeding 50, 7s. 6d. each for the first 30, and 3s. 9d. each for all over 30.

Over 50 and not exceeding 100, 6s. each for the first 50, and 3s. each for all over 50.

Over 100 and not exceeding 300, 4s. 6d. each for the first 100, and 4s. each for all over 100.

Over 300, 4s. 6d. each for the first 100, 4s. each for the next 200, and 3s. 6d. each for all over 300.

Where any school is connected with an efficient sewage system the rate to be paid to Committees shall be 9d. per head less than the above rates.

71. The following services shall be a first charge on the "School Fund": viz., cleaning the school and grounds; providing proper sanitary conveniences, lavatory, and suitable requirements; water for the use of the children; effecting minor repairs to school buildings and fencing, and supplying firewood for the use of the schools.

72. In addition to the ordinary capitation grant, the Board will assist by subsidy all voluntary subscriptions collected locally by a Committee for the improvement of the school grounds and buildings, or for the purchase of useful apparatus or appliances for the school; but in all cases special application must be made to the Board in writing, and full particulars of the work required and an estimate of the cost given before any expenditure in this direction can be incurred by a Committee. The Board will not hold itself responsible for any liabilities incurred unless its sanction has first been obtained.

73. The schoolroom is to be well swept out and the furniture dusted daily.

74. Tanks must be cleaned out at least every six months, and chimneys must be swept annually.

75. The school floor is to be washed with hot water, soap, and disinfectant at least once a quarter. The desks and forms are to be washed with hot water and soap when required.

76. During the winter months firewood, split and ready for use, is to be provided and delivered by the Committee, at the request of the teacher. When required, the fires should be lit before the school opens for the day.

77. In the event of any School Committee neglecting to make proper arrangements for any of the services chargeable on the School Fund, the Board may, on such neglect being reported to the Board, suspend payment of its contribution to the School Fund until such neglect is remedied.

78. Committees shall provide paper, ink, pens, chalk, &c., for school use, and to defray the cost may authorize the teachers to collect 6d. per quarter from children above Standard I.

79. Committees are requested to exert their influence in upholding the teacher's authority in the school, and to assist and protect the teacher in the discharge of his duties.

80. The duties of teachers being defined generally by the Board's regulations, it is not considered desirable that Committees should interfere with the procedure and discipline of schools. If any change in school procedure is considered necessary, the Board's approval should be obtained before any action is taken.

81. In order that Committees' accounts may be clearly kept and expeditiously audited, attention is drawn to the following: Each Committee must keep a proper account of its receipts and expenditure, and render a clear and correct balance-sheet at the end of the year (31st March) on a form provided for that purpose. Any Committee which may be in doubt as to the most desirable mode of keeping its books and accounts will receive every information and assistance on application to the Secretary, who will, if necessary, furnish specimen copies showing how the entries should be made. Only such moneys as are manipulated by the Committees are to be entered on the balance-sheets referred to. Payments made by the Board through the medium of the Committees, for which detailed vouchers are required, are not to be entered in the annual statements. Committees should, however, keep separate memoranda of such sums for their own guidance. No money is to be taken from the capitation allowance for prizes or school treats.

82. The principal moneys which the Committees are to render an account of are (a) the School Fund, (b) donations, (c) subscriptions, and net proceeds of any entertainments, &c.

83. As the whole of the Committees' accounts for the year have to be summarized by the Secretary and forwarded to the Department, Committees are particularly requested to see that their accounts are correctly balanced, and forwarded to the Secretary early in April.

REGULATIONS OF THE WANGANUI EDUCATION BOARD.

School Fund.

4. *What it consists of.*—The School Fund consists of (1) moneys granted out of the Board Fund to the Committees; (2) donations, subscriptions, and all other moneys which may be granted to the Committee for the purposes of the Education Act, except moneys subscribed for school prizes, picnics, &c.

5. *How computed.*—The grant from the Board Fund to the School Fund shall be computed on the average daily attendance for the year ending 31st December preceding, and shall be paid to the Committee at the end of each quarter. Payment, however, may be withheld pending the audit of the annual balance-sheet.

6. *Scale.*—The following is the scale upon which the grant from the Board Fund will be made:—

							£	s.	d.	
7 to	24 scholars	..	..	..	..	(each)	0	6	8	per annum.
25	34	..	..	..	..	..	9	15	0	..
35	50	..	..	..	..	..	13	0	0	..
51	75	..	..	..	..	..	16	18	0	..
76	100	..	..	..	..	..	20	14	0	..
101	150	..	..	..	..	..	24	14	0	..
151	200	..	..	..	..	..	29	18	0	..
201	250	..	..	..	..	..	36	8	0	..
251 and upwards	..	..	..	..	..	(each)	0	3	2	..

7. *Manner of expending.*—The sums contributed to the School Fund under the above scale are intended to meet the cost of cleaning school buildings and premises, sweeping chimneys, providing fuel for schoolrooms, making all necessary minor repairs to schools buildings, premises, and fences, improving school grounds, and the expenses incurred in connection with the Committee's meetings and correspondence, pens, penholders, ink and pencils for the pupils' use in school, and writing-paper, drawing-paper, and blotting-paper for examinations.

8. *Subsidies.*—(a.) Board's: To encourage Committees to improve the condition of the schools and grounds under their charge, the Board will be prepared to consider subsidizing at the rate of £1 for £1 all the moneys raised locally and expended wholly on the undermentioned works: Asphalted grounds, renewal of fencing of school premises and glebes, painting and papering interior of residences, painting and distemping the interior of schools, erecting shelter-sheds, fencing and preparing school gardens. A subsidy shall on no account be paid unless the Board's sanction to the expenditure has been obtained prior to the works being carried out, and all applications for such sanction must be accompanied by a full statement of the proposed works and an estimate of their cost. (b.) Department's: A subsidy of £1 for £1 is paid by the Department to all district high schools on moneys raised locally; and a pound-for-pound subsidy is also paid to all schools on contributions made in material, or money locally raised for the purpose of establishing or improving recognized school gardens.

9. *Accounts.*—(1.) Each School Committee must keep a proper account of its receipts and expenditure, and render a clear and correct balance-sheet at the end of the year (31st March) on a form provided for the purpose. Any School Committee which may be in doubt as to the most desirable mode of keeping its books and accounts will receive every information and assistance on application to the Secretary of the Board, who will, if necessary, furnish specimen copies showing how the entries should be made. Only such moneys as are included in the School Fund by the Committee should be entered in the balance-sheet. Payments made by the Board through the medium of the Committee, for which vouchers giving details of the items charged for are required, are not to be entered in the annual statements. Committees should, however, keep separate memoranda of such sums for their own guidance. No money is to be taken from the School Fund for prizes or school treats.

(2.) Committees' accounts shall be audited at the Board's office, and Committees are enjoined to see that their accounts are properly balanced and despatched, accompanied by detailed vouchers, to the Secretary for audit not later than the 5th day of April in each year.

(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;

- (c.) Fencing;
 (d.) Water-service;
 (e.) Extra cleaning where temporary buildings are occupied, as, for instance, during the construction of a school, or occupation of hired rooms in cases where the school is too small.
 (f.) The Board subsidizes to the utmost of its means the efforts of School Committees to effect permanent improvements.

The scale of payment quoted on attached sheet is smaller than in some other districts, but the Wellington Board makes to a larger extent than any other Board special grants where the special needs of the school render such assistance advisable.

The Secretary for Education, Wellington.

G. L. STEWART, Secretary.

SCALE OF PAYMENTS TO SCHOOL COMMITTEES.

Average Attendance.			Average Attendance.		
Reaches.	Under.	Quarterly Payment.	Reaches.	Under.	Quarterly Payment.
		£ s. d.			£ s. d.
..	25	2 0 0	260	300	10 0 0
25	40	2 10 0	300	340	11 0 0
40	60	3 0 0	340	380	12 0 0
60	80	4 0 0	380	420	13 0 0
80	110	5 0 0	420	460	14 0 0
110	140	6 0 0	460	500	15 0 0
140	180	7 0 0	500	600	18 0 0
180	220	8 0 0	600 and over	..	20 0 0
220	260	9 0 0			

HAWKE'S BAY EDUCATION BOARD: REGULATIONS re ALLOWANCES PAID TO SCHOOL COMMITTEES.

Payments to School Committees are made on the following scale, the payments being based on the average attendance for each preceding quarter:—

Average Attendance.				Per Annum.		Increase per Head on the Average.	
				From.	To.		
				£ s. d.	£ s. d.		
1 to 15	..	..	..	0 10 0	7 10 0	Or at 10s. per head.	
16	..	40	..	7 1 0	19 1 0	..	10s. increase over 15.
40	..	90	..	19 1 0	36 11 0	..	7s. 40.
90	..	150	..	36 11 0	51 11 0	..	5s. 90.
150	..	280	..	51 11 0	74 6 0	..	3s. 6d. 150.
280	..	480	..	74 6 0	99 6 0	..	2s. 6d. 280.
480	..	..	..	99 6 0	..	..	2s. 480.

The grant from the Education Board must be applied by each Committee to the following purposes: Keeping clean the school buildings and outhouses, spouting, and tanks; providing fuel and stationery; repairing windows, blinds, spouting, doors, furniture, fences, and outhouses; keeping the grounds clean and in good order, and trees and hedges topped and trimmed.

MARLBOROUGH EDUCATION BOARD.

22. Payments to School Committees for "incidental expenses" shall be based on the average attendance of the previous year at the schools under their control, and shall be according to the following scale:—

Average Attendance.

1 to 8 (only to schools held in buildings belonging to the Board)	..	..	£4 per annum.
9 .. 20	..	..	10s. per head per annum on the average attendance.
21 .. 30	..	..	9s. ditto.
31 .. 40	..	..	8s. 6d. "
41 .. 50	..	..	8s. "

Average Attendance.				
51 to 70	..	..	..	7s. 6d. per head per annum on the average attendance.
71 „ 90	..	..	..	7s. ditto.
91 „ 120	..	..	..	6s. 6d. „
121 „ 150	..	..	..	6s. „
151 „ 200	..	..	..	5s. 6d. „
201 and upwards	..	..	..	5s. „

Where a school is conducted in two or more separate buildings, each such building shall be considered a separate school.

If a school pass from a lower to a higher grade, the annual payment shall not be less than the highest amount payable to schools of the said lower grade. All payments based on the average attendance shall be calculated on the average attendance of the preceding year.

23. The “Incidental Expenses Fund” is expected to meet the cost of cleaning school buildings and premises, sweeping chimneys, providing fuel for the schoolrooms, making petty repairs to the school buildings, &c., and the expenses incurred in connection with the Committee’s meetings, and must not be spent on prizes, fêtes, or entertainments.

24. The following articles will be supplied free of cost to all schools attended by children from two or more families: Ink, powder, chalk, blackboards, maps, and official envelopes (addressed). Foolscap for examination purposes will be supplied free of cost, at the rate of half a quire per annum, for each scholar in Standards III to VII. If any further supply be required, it must be paid for by the Committee.

NELSON EDUCATION BOARD.

Memorandum.

Education Office, Nelson, 15th June, 1910.

In reply to your circular memorandum of the 25th ultimo, I have to inform you that,—

(a.) The Board’s scale of allowances to School Committees, exclusive of grants for repairs paid out of the building-maintenance votes, is as follows:—

For all schools having an average daily attendance of 1 and less than 12, nil.

For all schools having an average daily attendance of 12 and less than 26, 5s. 6d. per head per annum.

For all schools having an average daily attendance of 26 and less than 41, 5s. per head per annum.

For all schools having an average daily attendance of 41 and less than 91, 4s. 6d. per head per annum.

For all schools having an average daily attendance exceeding 91, 4s. per head per annum.

(b.) The money contributed to the School Fund under the above scale is expected to meet the cost of cleaning school buildings and premises, sweeping chimneys, providing fuel for schoolrooms, making petty repairs to school buildings, &c., and the expenses incurred in connection with the Committee’s meetings, and must not be spent on prizes, fêtes, or entertainments. Committees may purchase out of the school funds pens, ink, foolscap, blotting-paper, &c., for use of pupils in school.

The allowances are payable to Committees every quarter—namely, in February, May, August, and November. For general repairs, repainting, school furniture, fencing, and other items the Board makes grants as required to Committees on application.

N. K. WILLIAMS, Secretary.

The Secretary, Education Department, Wellington.

GREY EDUCATION BOARD.

Memorandum.

Education Office, Greymouth, 22nd June, 1910.

School Committee Allowances.

ANSWERING your memorandum of the 25th May ultimo, following are the allowances made to School Committees by the Grey Education Board:—

Scale A.

Average Attendance.		Yearly Capitation.			Average Attendance.		Yearly Capitation.			
		£	s.	d.			£	s.	d.	
Under 15	..	..	1	10	0	Between 200 and 249	..	7	10	0
Between 15 and 20	..	..	2	0	0	.. 250 .. 299	..	8	15	0
.. 21 .. 34	..	..	2	10	0	.. 300 .. 349	..	10	0	0
.. 35 .. 49	..	..	3	10	0	.. 350 .. 399	..	11	5	0
.. 50 .. 74	..	..	4	5	0	.. 400 .. 449	..	12	10	0
.. 75 .. 109	..	..	5	0	0	.. 450 .. 499	..	13	15	0
.. 110 .. 149	..	..	5	10	0	.. 500 .. 549	..	15	0	0
.. 150 .. 199	..	..	6	5	0	.. 550 .. 599	..	16	5	0

These amounts are paid out of General Administration Account, and are intended to assist in meeting the cost of—

- (1.) Cleaning school buildings and premises;
- (2.) Providing fuel for schoolroom;
- (3.) Defraying expenses of Committee meetings and correspondence.

(Similar amounts on the same scale are yearly paid the Committees out of the maintenance vote, for making necessary repairs on school premises, buildings, furniture, and fencing.)

In addition to Scale A, the Board, out of General Administration Account, makes special grants to Committees of schools having an average attendance of 100 or over, towards paying the expenses of caretaking, according to the following scale:—

Scale B.

Average Attendance.	Yearly Capitation.	Average Attendance.	Yearly Capitation.
	£ s. d.		£ s. d.
Between 100 and 149	.. 12 10 0	Between 300 and 349	.. 37 10 0
.. 150 .. 199	.. 17 10 0	.. 350 .. 399	.. 43 15 0
.. 200 .. 249	.. 25 0 0	400 and over	.. 50 0 0
.. 250 .. 299	.. 31 5 0		

In further addition, the Board supplies free school requisites, including foolscap plain and standard ruled blotting-paper, chalk, ink, pen and pencil holders, nibs, marking-pencils, official envelopes, and all school and Committee stationery, out of general administration accounts.

The cost of this supply, which is debit against School Committee accounts, amounts annually to a very close approximation of 1s. *per capita* of the average attendance.

No portion of the Board's contribution to Committees is allowed to be spent on prizes or school fêtes or entertainments.

In this connection I may state that out of the maintenance vote the Board is willing to pay pound-for-pound subsidy on all moneys voluntarily raised, and expended strictly in accordance with the conditions of the maintenance-vote grant: but under no circumstances is the subsidy paid on funds voluntarily raised by Committees for cleaning, fuel, or Committee expenses.

The amounts of voluntary contributions provided for school use (all purposes) during the three years ending 31st March, 1910, were as follows:—

	£	s.	d.
1907-8	170	15	2
1908-9	63	13	11
1909-10	123	0	1
Total	£357	9	2

The Secretary, Education Department, Wellington.

P. F. DANIEL, Secretary.

WESTLAND EDUCATION BOARD.

SIR,—

Education Office, Hokitika, 8th June, 1910.

Herewith you will please find appended the scale of allowances made to School Committees for cleaning rooms, fuel for school use, and incidental expenses of the Committee (such as postage, stationery, &c.).

Yours, &c.,

The Secretary for Education, Wellington.

CHAS. KIRK, Secretary.

11. The annual grant from the Administration Account shall be according to the following scale, and shall be paid quarterly on the average attendance of the previous quarter:—

Average Attendance.	Fixed, per Annum.	Capitation over First Number.
	£ s. d.	s. d.
8 and not over 20	3 0 0	..
Over 20 and not over 30	4 0 0	..
.. 30 .. 40	4 10 0	4 0
.. 40 .. 50	6 0 0	4 0
.. 50 .. 70	8 0 0	2 0
.. 70 .. 90	10 0 0	2 0
.. 90 .. 120	12 0 0	2 0
.. 120 .. 150	15 0 0	2 0
.. 150 .. 200	18 0 0	2 0
.. 200 .. 250	23 0 0	1 0
250 and over	25 10 0	1 0

NORTH CANTERBURY EDUCATION BOARD.

Incidental Expenditure.

The incidental allowances granted to School Committees are intended to be used for the following purposes, viz.:—

For keeping clean the schoolrooms, with all outbuildings, including scavengering when necessary.

For providing fuel, and for having the schoolrooms kept properly warmed and the school chimneys swept.

For making necessary repairs to the school buildings, furniture, and premises, as detailed below.

For defraying any expenses in connection with the Committee's business and correspondence, and any advertising ordered by the Committee.

For providing blotting-paper, foolscap, chalk, ink, and pens (including slate-pencils for the infants) used in the school.

Under the head of "Repairs" it shall be considered the Committee's duty,—

- (1.) To keep in good order and repair all furniture and apparatus used in the school, including gymnastic apparatus, for which the Board will take no responsibility;
- (2.) To glaze all broken windows, and to provide and fix new window-blinds and hat and coat hooks, or pegs, when required;
- (3.) To keep in repair all fastenings and hangings of doors and windows, including door handles and locks, sash-cords and fastenings, &c.;
- (4.) To keep in repair, clean, and free from birds' nests, dead leaves, or other obstruction, all gutters, valleys, spouting, and downpipes, and to refasten any loose shingles, iron, ridging, spouting, barge-boards, and flashings;
- (5.) To trim hedges, and to keep all fences (boundary-fences between the school grounds and the teacher's house or premises shall be trimmed or kept in repair, as the case may require, conjointly by the Committee and the teacher occupying the house), gates and posts, bridges and culverts, protective walls, closets and screens, asphalt or concrete paths and floors, in order and repair; to keep the school grounds tidy and level, and to clear off all gorse, broom, &c., and to comply with Road Board notices relative to same;
- (6.) To keep clean and in good order and repair all drains, channels, water tanks and stands, windmills and stands, wells, pumps, buckets, and filters;
- (7.) To provide door-mats, coal-scuttles, fire-irons, fenders, utensils for cleaning, and closet-pans, as required;
- (8.) Generally to attend to any repairs that may be needed for the good order and preservation of the school buildings and premises.

The Committee shall also report to the Board if the teacher fails to fulfil his agreement to keep the teacher's house and premises in good order. If the teacher occupying the house be a mistress, the Committee shall have the scavengering done and charge her with the cost, but such charge shall not be more than at the rate of £1 per annum.

			£	s.	d.
Up to 8 (minimum per district school)	..	..	8	0	0
9 „ 20 (increasing by 10s. per head)	..	..	14	0	0
21 „ 40 „ 7s. 6d. „	..	..	21	10	0
41 „ 150 „ 5s. „	..	..	49	0	0
151 „ 510 „ 4s. „	..	..	121	0	0
511 and upwards „ 3s. „	..	..	121	3	0 and upwards.

SOUTH CANTERBURY EDUCATION BOARD.

Regulations for the Payment and Disbursement of the School Fund for Incidental Purposes.

1. For the purpose of meeting incidental expenses, every School Committee shall have the control of a fund called the "School Fund."

2. The School Fund shall consist of (a) regular grants for incidental expenditure made by the Board; (b) donations, voluntary subscriptions, and all other moneys which may be paid to the Committee for educational purposes.

3. The grants from the Education Board shall be applied to the following purposes: Repairing school furniture, buildings, premises, grounds, and fences; cleaning school buildings and premises; improving the school grounds; providing stationery for school use; providing such appliances as the Committee may deem necessary for educational purposes and the funds at its disposal will allow; paying expenses in connection with the Committee's meetings. No money from the Board's grants shall be spent on prizes, treats, or entertainments.

4. The grants from the Education Board shall be paid quarterly to the credit of the Committee, at such bank as they shall appoint. Moneys shall be withdrawn only by the authority of the Committee, and payments shall be made as far as possible by cheque, signed by the Treasurer and one other member appointed by the Committee.

5. Each Committee shall keep full accounts of receipts and expenditure in the books supplied by the Board for the purpose, and at the end of the year (31st March) shall make out a proper balance-sheet on the form provided for the purpose. The accounts shall be audited annually, and the books shall at any time be open to inspection by the Secretary of the Board. The balance-sheet, books, and vouchers must be sent to the Education Office for audit not later than the 5th April each year.

6. Each quarterly payment shall be calculated on the average attendance for the year ending 31st December preceding, and shall be based on the following scale:—

Average Attendance.				Annual Grant.			
0 to 15				10s. per unit			
				£ s. d.			
16 to 20	..	..	..	9	0	0	
21 „ 25	..	..	..	11	0	0	
26 „ 32	..	..	..	12	10	0	
33 „ 40	..	..	..	14	0	0	
41 „ 50	..	..	..	15	10	0	
51 „ 60	..	..	..	16	10	0	
61 „ 75	..	..	..	18	0	0	

Average Attendance.				Annual Grant.			
				£ s. d.			
76 to 90	..	..	..	20	0	0	
91 „ 120	..	..	..	23	0	0	
121 „ 150	..	..	..	29	0	0	
151 „ 200	..	..	..	34	0	0	
201 „ 250	..	..	..	40	0	0	
251 „ 300	..	..	..	45	0	0	
Above 300	..	..	..	3s. per unit.			

These regulations are in substitution of all previous regulations.
12th December, 1905.

A. BELL, Secretary.

OTAGO EDUCATION BOARD.

Memorandum.

Education Office, Dunedin, 6th June, 1910.

IN reply to your circular of the 25th ultimo, I forward a copy of the Board's scale of allowances to School Committees, stating the conditions upon which the payments are made, and the items of expenditure to be met by the Committee out of such payment.

In addition, the Board grants a subsidy of 10s. in the pound up to £2 10s. on sums raised locally and spent on the establishment of school libraries. Please see the enclosed circular regarding the subject.

I send also a copy of a regulation of the Board regarding subsidies on money raised locally, which has worked very successfully in this district. The subsidies in connection with this regulation are paid out of the Buildings Fund. Committees have raised large sums annually for improvements to their schools.

The Secretary for Education, Wellington.

P. G. PRYDE, Secretary.

Education Office, Dunedin, 31st May, 1902.

Memorandum for School Committees.

I HAVE to inform you that the Education Board at its last meeting decided that, as from the 1st April last, the payments to School Committees for incidental expenses shall be increased to the following rate per annum:—

Average Attendance							Annual Grant.	
for the Year.							£	
Under 15	..	..	..	..	..	..	8	
15 to 20	..	..	..	..	..	..	10	
21 „ 30	..	..	..	..	..	..	13	
31 „ 40	..	..	..	..	..	..	16	
41 „ 50	..	..	..	..	..	..	20	
51 „ 60	..	..	..	..	..	..	22	
61 „ 70	..	..	..	..	..	..	24	
71 „ 80	..	..	..	..	..	..	26	
81 „ 90	..	..	..	..	..	..	28	
91 „ 100	..	..	..	..	..	..	29	
101 „ 110	..	..	..	..	..	..	30	
111 „ 120	..	..	..	..	..	..	32	
121 „ 140	..	..	..	..	..	..	40	
141 „ 160	..	..	..	..	..	..	42	
161 „ 180	..	..	..	..	..	..	44	
181 „ 200	..	..	..	..	..	..	46	
201 „ 300	..	..	..	..	..	..	46 plus 4s. per capita.	
301 and upwards ..	..	..	..	..	..	..	66 „ 2s. 6d. „	

The Committees of district high schools will receive £5 per annum in addition to the amount allowed by the foregoing scale.

I have to point out that the above rate of payment is a considerable increase on the amount formerly paid.

The sums contributed to the School Fund under the above scale are intended to meet the cost of cleaning school buildings and premises, sweeping chimneys, providing fuel for schoolrooms; repairing the school appliances, furniture, apparatus, &c.; improving the school grounds; and the expenses incurred in connection with the Committee's meetings and correspondence. The Board cannot undertake to make any further allowance for the above purposes. No portion of the Board's contribution to the School Fund shall be spent on prizes, certificates of good attendance, fêtes, or entertainments. Committees may purchase out of the School Fund pens, pen-holders, ink, and pencils for the pupils' use in school, and writing-paper and blotting-paper for their use at the examinations.

To encourage Committees to improve the condition of the school and grounds under their charge, the Board will be prepared to subsidize at the rate of £1 for £1 all moneys raised locally and expended wholly on the undermentioned works: Asphalting grounds, renewal of fencing of school premises and glebes, erecting shelter-sheds, &c. A subsidy shall on no account be paid unless the Board's sanction to the expenditure has been obtained prior to the works being carried out, and all applications for such sanction must be accompanied by a full statement of the proposed works and an estimate of their cost.

SOUTHLAND EDUCATION BOARD.
Allowances to School Committees.

1. The Board will contribute every year to the School Fund of the several schools according to the following scale:—

£10 will be paid to each school in the district having an average attendance of 20 to 25, inclusive, or upwards.

A capitation subsidy of 3s. 6d. per head will be paid for all pupils in average attendance above the number of twenty-five in each school.

2. The sums contributed to the School Fund under the above scale are intended to assist in meeting the cost of—

(1.) Cleaning school buildings and premises.

(2.) Providing fuel for schoolrooms.

(3.) Making necessary repairs on school buildings, premises, furniture, and fencing.

(4.) For defraying the expenses incurred in connection with the Committee's meetings and correspondence.

3. The Board cannot undertake to make any further allowance for the above purposes. No portion of the Board's contribution to the School Fund is to be spent on prizes or school fêtes and entertainments.

4. Grants for extra works in connection with schoolhouses and grounds, such as shelter-sheds, coal-sheds, ornamental fencing, and gravelling grounds (if made) shall be on the principle of a subsidy equal to the amount raised by any Committee for such extra works.

5. Applications for all works must be accompanied by a statement of the extent, nature, and probable cost thereof.

6. Applications for refunds: No liabilities incurred by School Committees can be recognized by the Board unless its sanction has first been obtained.

The foregoing regulations, which supersede all previously existing ones, were adopted at a special meeting of the Board held on the 2nd day of October, 1889, and will come into operation on the 1st day of January, 1890.

By order of the Board.

Education Office, Invercargill, 25th November, 1889.

JOHN NEILL, Secretary.

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