



SUPPLEMENT

TO THE

NEW ZEALAND GAZETTE

OF

THURSDAY, DECEMBER 17, 1908.

Published by Authority.

WELLINGTON, FRIDAY, DECEMBER 18, 1908.

Regulations under the Education Acts.—Staffs and Salaries, and Grants to Secondary Schools.

PLUNKET, Governor.

ORDER IN COUNCIL.

At the Government Buildings, at Wellington, this seventeenth day of December, 1908.

Present:

THE RIGHT HONOURABLE SIR J. G. WARD, K.C.M.G., PRESIDING IN COUNCIL.

IN exercise and pursuance of the powers and authorities vested in him by the Education Act, 1908, and the Education Amendment Act, 1908, the Governor, with the advice and consent of the Executive Council of the Dominion, doth hereby revoke all regulations heretofore made under the authority of the said Acts, or any Act thereby repealed, regarding staffs and salaries in public schools, and in lieu thereof doth make the regulations hereto annexed; also, with the like advice and consent, doth make the regulations regarding probationers in public schools and the regulations as to grants in secondary schools, hereto annexed; and, with the like advice and consent, doth prescribe that this Order shall come into force on the first day of January, one thousand nine hundred and nine.

REGULATIONS.

STAFFS AND SALARIES.

1. (a.) For the purposes of the Education Act, 1908 (hereinafter called "the principal Act"), and the Act amending the same (hereinafter called "the Acts"), and of these regulations, the average attendance to be taken as the basis of computations for any school year shall, except where it is prescribed otherwise, be the average daily attendance for the year ended 31st December immediately preceding, called hereinafter "the yearly average attendance." The yearly average attendance for any school or

department thereof shall be found by adding together the average daily attendances thereat for the four quarters ending 31st December, as ascertained at the end of each quarter, and dividing the total by four; and for any district it shall be the total of the yearly average attendances of all the schools in such district; the result in each case shall be expressed as a whole number correct to the nearest unit, one-half being reckoned as a whole.

(b.) If the average attendance at any school for any quarter is less than two-thirds of the average weekly roll-number for such quarter, or if there be in any quarter less than thirty half-days on which the average attendance is at least half the number of the children on the roll, then, in order to find the yearly average attendance, there may, at the option of the Board, be substituted for the average attendance for such first-named quarter either the average attendance for the corresponding quarter of the preceding year or the average attendance for the quarter ending 31st December of the preceding year, and the yearly average attendance thus found shall be in lieu of the yearly average attendance as defined in sub-clause (a) hereof.

(c.) Further, for the average attendance of any two quarters a similar substitution, on the application of the Board, may, *mutatis mutandis*, be made in the case of any school in regard to which it is shown to the satisfaction of the Minister, on the certificate of the District Health Officer, that an infectious disease of an epidemic character has during the period or periods concerned been locally prevalent to the extent of affecting 10 per cent. or more of the children of school age.

2. On 1st January in each year the schools in each education district shall be classified by the Board in the grades and subgrades named in Part I of the First Schedule to the Education Amendment Act, 1908 (hereinafter called "the Amendment Act"), according to the yearly average attendance for each school for the year immediately preceding:

Provided that the grade of a school shall not be reduced unless such attendance, or the mean of the attendance for the two years or for the three years immediately preceding the said 1st January, is as low as is indicated in Table A.

Table A.

Showing Decreased Yearly Average Attendance necessary for Reductions in the Grades of Schools.

(1) Grade to which School is to be reduced.	If Yearly Average Attendance has fallen		
	(2) For Three Years to	(3) For Two Years to	(4) For One Year to
O	8	6	3
I	15	12	9
II	25	20	15
III	35	30	25
IV	80	70	60
V	120	110	100
VI	200	185	170
VII	300	285	270
VIII	450	435	420
IX	600	585	570

Nevertheless, the subgrade to which a school belongs within such grade shall be determined in accordance with the yearly average attendance for the year immediately preceding, as hereinbefore provided.

3. (a.) Notwithstanding the grade in which any school is placed, if at the beginning of any quarter it appears that the attendance at such school has increased so that the mean of the quarterly average attendance for the three quarters, or for the two quarters, or the attendance for the quarter immediately preceding is as high as that shown in column (2), or column (3), or column (4), as the case may be, of Table B hereto, the number of teachers and pupil-teachers shall be the same as if the school were placed in the grade shown in column (5) of that table; or if in any other respect the staff of such school is, at the beginning of any quarter, less than it would have been had the Amendment Act not been passed, the Board shall, in the same way as if the grade or subgrade were that shown in column (5) of Table B, appoint the additional teachers (if any) required in accordance with subsection (5) of section 5 of that Act, and in either case the salaries shall be as therein mentioned:

Provided that, except in so far as the staffing of any school may be modified by the regulations referred to in subsection (2) of section 5 of that Act, any school (other than a school in Grade IV) the staff of which is in accordance with the provisions of the Fourth Schedule to the principal Act may, if the Board so determines, be deemed to be staffed in accordance with the Second Schedule to the Amendment Act.

(b.) Any assistant substituted for two pupil-teachers under note (d) to the Fourth Schedule to the principal Act shall be deemed to be entitled to a salary of Grade IA under the Amendment Act.

Table B.

Showing Increase in Quarterly Average Attendance upon which the Staff of a School may be increased.

Grade or Subgrade in which School is placed. (1)	Average Attendance rises for			Staff to be as if School were in Grade (5)
	Three Quarters to (2)	Two Quarters to (3)	One Quarter to (4)	
III	40	45	50	IV
IV	85	90	95	V
V	125	130	135	VI _A
VI _A	165	170	175	VI _B
VI _B	210	220	230	VII _A
VII _A	260	270	280	VII _B
VII _B	310	320	330	VIII _A
VIII _A	360	370	380	VIII _B
VIII _B	410	420	430	VIII _C
VIII _C	460	470	480	IX _A
IX _A	510	520	530	IX _B
IX _B	560	570	580	IX _C
IX _C	610	620	630	X _A
X _A	and so on, adding 50 for each subgrade above Subgrade X _A .			

(c.) This clause shall affect the staffing of a school only for the quarter therein prescribed.

(d.) Nothing in this clause shall be deemed to affect the grade in which a school is placed, or (except as prescribed herein) to affect the salary or house allowance of any teacher whose appointment has not been made by virtue thereof.

4. In any school placed on 1st January in Grade 0 the average attendance on which the amount payable for or on account of the salary for any quarter shall be paid shall be the average daily attendance for the quarter immediately preceding, or the yearly average attendance for the year ending 31st December preceding, or the mean of the average attendance for the four quarters immediately preceding, whichever is the highest.

5. (a.) In the case of the opening of a new school, or of the opening afresh of a school that has been closed for more than six months immediately preceding, the amount of the salaries payable to the teachers of the school from the date of opening thereof shall be paid to the Board after the first calendar month in which the school has been open continuously on and after the first Monday of the month.

(b.) Until the end of the first quarter during the whole of which the school has been open as aforesaid, the staff and the salaries of such school shall for any period be the same as for a school graded under clause 2 hereof as having an attendance equal to the average daily attendance of the said school from the day of opening until the end of such period; and thereafter as for the mean of the average attendance for the several quarters until 31st December next ensuing.

(c.) The mean of the quarterly average attendances for the year in which the school has been open continuously for not less than one quarter immediately preceding the end of such year shall be deemed to be the yearly average attendance for such year, and on 1st January next ensuing the school shall be graded according thereto for the purpose of the Second Schedule of the Amendment Act.

6. As soon as, under the provisions of the Acts and of these regulations, a reduction in the staff of a school is imminent, it shall be the duty of the Board to give notice to every teacher whom it may deem necessary to discharge in order to carry out such reduction.

7. In the case of a reduction in the staff of a school, or in the case of the closing of a school, such amount shall be paid to the Board in respect of the teachers whose services are dispensed with as will enable the Board

to comply with section 61 of the principal Act, but on no account will payment be made to the Board for the salary of any teacher for a longer period than four months after the end of the quarter in which the school ceases to be entitled to the services of such teacher; nor, in the case of the closing of a school, for a longer period than four months after the closing.

8. Average daily attendance for the purposes of paragraph (b), (ii), of subsection (1) of section 6 of the principal Act shall be the yearly average attendance for the year immediately preceding.

9. The sums payable to Boards under section 6 of the principal Act for the salaries and allowances of teachers and pupil-teachers, as determined by the Acts and these regulations, shall be paid to the Boards in monthly instalments.

PROBATIONERS.

1. On 1st January or as soon after as may be in each year, beginning with the year 1909, the Board may appoint one probationer for each twelve hundred or part of twelve hundred children in yearly average attendance in the district: Provided that, subject to the conditions hereinafter prescribed, the Board may in the year 1909 appoint double the number named above—namely, one-half as probationers of the second year, with a term of one year, and one-half as probationers of the first year, with a term of two years.

2. (a.) The Board shall select the most suitable candidates in the district irrespective of their place of residence, if they possess the qualifications hereinafter prescribed; and shall appoint every candidate so selected to the nearest convenient school of Grade IV or a higher grade, provided that not more than two probationers shall be appointed in any year to the same school.

(b.) In general, not less than one-half of the probationers selected in any year shall be appointed to schools of Grades IV, V, and VI.

3. (a.) No one shall be appointed as a probationer who has not passed the Matriculation Examination, or the Civil Service Junior Examination, or the examination for Senior Free Places, or who is not otherwise qualified, under clause 7 of the Regulations for Free Places and Scholarships at Secondary and District High Schools, to hold a senior free place in a secondary school.

(b.) No one shall be appointed as a probationer unless he has reached the age of sixteen years, is of good moral character, of sound health and good constitution, and free from all such physical defects as are incompatible with efficiency in teaching.

4. The term of probation shall be two years for all probationers, with the exception of those appointed in the year 1909 with a term of one year. A year means a year beginning on 1st January and ending on 31st December.

5. It shall be the duty of the head teacher in any school to direct the studies and the professional training of the probationers in that school in such manner as the Board determines in accordance with regulations approved by the Minister.

6. The remuneration payable to probationers shall be as follows:—

First year, £20 with a boarding allowance of £30 if obliged to live away from home, or with an allowance of actual travelling-expenses not exceeding £10 per annum if obliged to travel more than four miles daily each way to prosecute their duties.

Second year, £25 with a boarding allowance of £30, or with a travelling-allowance not exceeding £10, on the same conditions as for the first year.

7. Every probationer who has completed his course to the satisfaction of the Board is eligible for admission to a training college as a student in Division A on the same conditions as if he had completed a course as pupil-teacher.

8. Subject to the Acts and these regulations, the Board of each education district may make its own regulations relating to probationers, and such regulations shall come into operation as soon as they have received the approval of the Minister.

GRANTS TO SECONDARY SCHOOLS.

In the case of any secondary school giving free places in accordance with the Acts and regulations thereunder, the net annual income per head for the purpose of section 10 of the Amendment Act and the Fifth Schedule thereto shall be determined in accordance with paragraph (f) of such Schedule on 1st January in each year, and the grants payable thereunder on account of free pupils for attendance at such secondary school for any part of that year shall be calculated on the net annual income per head so determined.

ALEX. WILLIS,
Clerk of the Executive Council.

Regulations under the Education Acts.—Training Colleges.

PLUNKET, Governor.

ORDER IN COUNCIL.

At the Government Buildings, at Wellington, this seventeenth day of December, 1908.

Present :

THE RIGHT HONOURABLE SIR J. G. WARD, K.C.M.G., PRESIDING IN COUNCIL.

IN exercise and pursuance of the powers and authorities vested in him by the Education Act, 1908, and the Education Amendment Act, 1908, the Governor, with the advice and consent of the Executive Council of the Dominion, doth hereby revoke all regulations heretofore made under the authority of the said Acts, or any Act thereby repealed, regarding Training Colleges, and in lieu thereof doth make the regulations heretofore annexed; and, with the like advice and consent, doth prescribe that this Order shall come into force on the first day of January, one thousand nine hundred and nine.

CONTROL AND ORGANIZATION.

1. The Education Board of any district in which any training college is situated, hereinafter called "the Board," shall have the entire control and management of such college, subject to the provisions hereinafter contained.

The "university district" shall mean the university district in which the training college is situated, and the "university college" shall mean the university college in such university district.

2. For every training college there shall be a Committee of Advice, consisting of the Chairman or other member of the Board, an Inspector of the Board, a representative of the professorial board of the university college, and a representative of the other Education Boards (if any) in the university district, to be chosen, if there be more than one other Board, in such manner as the Minister of Education shall determine.

The Board shall, as soon as possible, consider and give due weight to such representations and recommendations as the Committee of Advice may from time to time lay before it. A record shall be kept by the Secretary of the Board of such representations and recommendations, and of the action taken by the Board thereon.

The Committee of Advice shall meet at least once in each year at a time to be fixed by the Committee. Meetings may be called at any other time on the request of a member of the Committee, or on the initiative of the chairman.

3. Every training college shall have a normal or practising school connected with it. The normal school shall in general consist of **three parts**,—

- (a.) A "main school" organized as an ordinary public school with not more than 450 children in average attendance: Provided that no pupil-teachers shall be employed on the staff.
- (b.) A "model school," organized as an ordinary public school under one sole teacher, or as a side school with thirty-five to forty children in average attendance.
- (c.) Secondary classes, worked under the same conditions as to admission and programme of work as the secondary classes of a district high school, but with an average attendance not exceeding fifty. These classes shall be considered to be part of the main school referred to in subclause (a) hereof.

There may be added to the normal school with the approval previously obtained of the Minister :—

- (d.) A junior kindergarten class or classes, containing not more than forty children between the ages of three and five.

4. The organization of the normal school and the salaries of the staff shall be approved by the Minister of Education; but in no case shall the salaries be less than those payable under the Education Amendment Act, 1908, and regulations thereunder.

5. In addition to the staff of the normal school there shall be a principal of the training college, and such other lecturers or instructors as the Minister may from time to time approve. The principal shall be appointed by the Board, subject to the approval of the Minister.

6. The following shall be the maximum staff and salaries for any normal school and training college taken together:—

- (1.) Principal of the training college: £500 a year, or £600 if the principal be also the Professor or Lecturer on Education at the University College.
- (2.) Headmaster of the normal school: Salary of Grade 10, together with house allowance as for head teacher of a public school of Grade X.
- (3.) First assistant: Salary of Grade 7.
- (4.) Kindergarten mistress .. }
First secondary assistant .. } Each with a salary of Grade 6.
Head teacher of model school }
- (5.) Other assistants, lecturers, and instructors approved by the Minister:—

1	with salary of grade 5 ;
1	" 4 ;
1	" 3 ;
2	" 2 ;
2	" 1 :

Provided that in lieu of two assistants, lecturers, or instructors of Grade 1, the Board may, with the approval of the Minister, appoint one assistant, lecturer, or instructor with a salary of Grade 4, or may in like manner appoint one with salary of Grade 5 in lieu of one with salary of Grade 2, and one of Grade 1, or one with salary of Grade 6 in lieu of one with salary of Grade 3, and one with salary of Grade 1 :

Provided also that if there be a junior kindergarten class or classes in the normal school, the maximum staff named herein may, with the approval of the Minister, be increased by the addition of one assistant with a salary of Grade 2 :

Provided also that the Minister may approve of grants not exceeding £200 in all for providing for the instruction of the students in subjects of manual instruction, in physical and military drill, and in singing ; but no part of any of such grants shall be paid to any of the staff named above :

Provided further that if in any one year the total number of students is much less than 100, or the average attendance in all departments to the normal school is much less than 500, the staff may, at the discretion of the Minister, be reduced proportionately.

7. Every training college shall be open at all times to—

- (1.) Any member of the Board or of the Committee of Advice
- (2.) Any Inspector of Schools employed by an Education Board in the university district ;
- (3.) The Inspector-General of Schools or any other Inspector of the Education Department.

ENTRANCE TO TRAINING COLLEGES AND ALLOWANCES TO STUDENTS.

8. (i.) In regard to admission to any training college no distinction shall be made between applicants residing within the education district in which such training college is situated and applicants residing outside such district.

(ii.) Subject to these regulations students may be admitted as holders of studentships in Division A, or in Division B, or in Division C.

Studentships.—Division A.

To be admitted in Division A a student must satisfy all of the following conditions—namely, he must—

- (a.) Have completed his course as a pupil-teacher or a probationer in some education district to the satisfaction of the Education Board of that district ;
- (b.) Have passed the matriculation examination of the University of New Zealand, or have satisfied the requirements in reading, English, and arithmetic, and in such other subjects as will secure him a partial pass for Class D ;
- (c.) Give satisfactory evidence of his ability to teach, as by a certificate to that effect signed by an Inspector of Schools ;
- (d.) Give satisfactory evidence as to moral character, and produce a satisfactory certificate of health from a medical officer approved by the Board ;
- (e.) Make a declaration of his intention to become a teacher, and enter into a bond as prescribed in subclause (iii) hereof.

The allowances payable to a student in Division A shall be £30 a year, together with the fees of the university college classes attended by the

student with the approval of the principal, with the further addition of £30 a year in the case of any student who is obliged to live away from home to attend a training college, or of the actual costs of travelling (not exceeding £10 per annum) in the case of a student who lives at home but is obliged to travel more than four miles daily each way to attend the training college.

Studentships.—Division B.

To be admitted in Division B a student must satisfy all of the following conditions—namely, he must,—

- (a.) Being not less than seventeen years of age, have passed the Matriculation Examination of the University of New Zealand.
- (b.) Comply within six months of the date of admission with such conditions as to probation in teaching as the principal of the training college with the approval of the Board may require.
- (c.) Satisfy conditions (d) and (e) as for students in Division A.

The allowances payable to a student in Division B shall be £10 a year, together with the fees of the university college classes attended by the student with the approval of the principal, with the further addition of £30 a year in the case of any student who is obliged to live away from home to attend the training college, or of the actual cost of travelling (not exceeding £10 per annum) in the case of a student who lives at home but who is obliged to travel more than four miles daily each way to attend the training college.

Studentships.—Division C.

The Board may admit as a student in Division C any uncertificated teacher who has been a teacher for not less than two years immediately preceding in a school or schools of a grade not higher than Grade III, and who satisfies conditions (c) and (d) as for Division A.

In regard to such of these students as have not satisfied condition (b) of Division A, the principal may, with the approval of the Board, arrange for their attendance at continuation classes or elsewhere in the non-professional subjects required for Class D.

No allowances shall be payable to students in Division C except in such cases (not more than five of those admitted to any college in any year) as may be approved by the Minister, but in no case shall the allowances exceed those payable to students in Division B.

(iii.) Every student to or for whom any of the allowances above mentioned are payable shall enter by his parent or guardian, or by some other person approved by the Board and the Minister, into a bond to return the amount paid in allowances in case he shall fail to complete his course, or be dismissed on the grounds named in clause 18 hereof, or fail to complete within the time prescribed such term of service as may be prescribed in a public primary, secondary, or technical school, or in any endowed school, in New Zealand. The bond shall be on the form supplied by the Department. No allowances shall be paid to or for any student until the said bond has been executed.

9. (i.) A studentship shall not be tenable with a Junior Scholarship of the university, or a Senior National Scholarship or any other scholarship, if the value of any such scholarship, added to that of the studentship, exceeds £60 per annum in any one year.

(ii.) None of the allowances named in clause 8 hereof shall be payable in the case of any student for a greater period than two years.

10. The allowances to any student shall not include university college fees in respect of any classes at which the student's attendances and progress have not been satisfactory, or, if such fees have been paid, the amount shall be deducted from any allowances due to him.

11. Notwithstanding anything in the above provisions, the Board may admit to the training college, for such period (not exceeding two years) as it may determine, any teacher of a public school or of a secondary school who, on the certificate of an Inspector of Schools or the recommendation of the Board of Governors of such secondary school respectively, may be deemed worthy of further training in professional work. No allowances shall be payable in such cases.

12. In no case shall the number of students admitted in any year under Division B or C, or under clause 11 hereof, be so great as thereby to make the total number of all students in attendance at the training college more than 100.

13. All allowances to students shall, subject to the restrictions named in these regulations, be paid quarterly.

CURRICULUM.

14. The curriculum of each training college shall provide for a two-years course of training for each student, and shall be subject to the approval of the Minister of Education.

15. In the arrangement of the curriculum regard shall be had to the opportunities of instruction offered by means of lectures at the university college; and, while it shall be borne in mind that the chief aim of the course to be taken up by any student is to develop the powers and character that mark a good teacher, the requirements of the Teachers' Certificate Examination, and, if possible, of a university degree, shall, as far as they contribute to this end, receive due weight.

16. The curriculum shall include—

- (i.) Attendance at the university college at such courses of lectures in English and in such other subject or subjects as the principal shall approve for each student.
- (ii.) The principles and history of education; school hygiene; methods of teaching.
- (iii.) Special courses in elementary handwork, or kindergarten, and in science for public schools (including nature-study, elementary agriculture and domestic science); provided that students who are attending science classes at the university may be exempted from attendance at science classes at the training college during the year in which they are so attending.
- (iv.) Courses in physical drill and singing, and in drawing, and other subjects of manual instruction.
- (iv a.) Courses of military drill and rifle shooting for men, and of needlework for women.
- (v.) Observation of the child and of methods of teaching; sufficient and regular practice in teaching.

17. (i.) Subject to the general control and management of the Board, the principal shall have full control of the staff of the normal school and training college and of the students; he shall also have power to arrange for the several courses of instruction in accordance with the requirements named above, to allot to himself and the other members of the staff such subjects of instruction as he may find convenient and the Board may approve, to choose text-books, and to determine the course of study and training of each student.

(ii.) A statement shall be furnished to the professorial board giving the names of all training-college students in attendance at the university college, and the classes approved by the principal for each student, in order that the professorial board may be in a position to report to the principal on the progress made by the students.

18. The Board may at any time, on the receipt of a report from the principal, dismiss a student or direct him to cease attendance at the training college on the ground of repeated neglect of duty, or gross misbehaviour, and all allowances to such student shall thereupon cease.

19. The principal shall make an annual report to the Board of the work of the training college, and the Board shall forward that report, with such other report as it may desire to make, to the Minister of Education before the 31st January in each year.

20. The Inspector-General of Schools shall inspect each training college from time to time, and shall report annually to the Minister.

ALEX. WILLIS,
Clerk of the Executive Council.

Regulations under "The Public Service Classification and Superannuation Amendment Act, 1908."—Teachers' Superannuation.

PLUNKET, Governor.

ORDER IN COUNCIL.

At the Government Buildings, at Wellington, this seventeenth day of December, 1908.

Present:

THE RIGHT HONOURABLE SIR J. G. WARD, K.C.M.G., PRESIDING IN COUNCIL.

IN pursuance of the powers conferred upon him by Part I of "The Public Service Classification and Superannuation Amendment Act, 1908," His Excellency the Governor of the Dominion of New Zealand, acting under the advice and consent of the Executive Council of the Dominion, doth hereby make the regulations set forth in the Schedule hereto for the purpose of giving effect to the said Part I of the said Act, and doth order that the same shall come into force on the date of the first publication hereof in the *New Zealand Gazette*, whereupon all regulations made under the authority of "The Teachers' Superannuation Act, 1905," and "The Teachers' Superannuation Act Amendment Act, 1906," shall be revoked.

SCHEDULE.

FORM OF ELECTION TO CONTRIBUTE.

1. Every qualified person who, under section 23 of "The Public Service Classification and Superannuation Amendment Act, 1908," elects to become a contributor to the Teachers' Superannuation Fund shall, within six months after the date of his first permanent appointment to the Education service, make application to the Secretary of the Superannuation Board (or Minister of Education) in the following form:—

FORM OF ELECTION TO BECOME A CONTRIBUTOR TO THE TEACHERS' SUPERANNUATION FUND.

To the Secretary of the Teachers' Superannuation Board (or Minister of Education), Wellington.

Pursuant to section 23 of "The Public Service Classification and Superannuation Amendment Act, 1908," I state that I am permanently employed for not less than twenty hours a week in the Education service, having been appointed thereto in the capacity of _____ on the day of _____, 190 . I hereby elect to become a contributor to the Fund under the above-mentioned Act, and authorise the necessary contribution to be deducted from my pay in accordance with section 5 thereof.

Further, I hereby declare that the following particulars are correct to the best of my knowledge and belief.

Statement of Particulars.

Name in full (surname first): _____

Sex: _____ Date of birth _____, verified by _____ sent herewith.

Present appointment: [*Inspector, teacher, clerk, &c.*] under the [*Give the name of the Education Board or governing body of secondary school or managers of associated classes*].

Present salary: _____

Usual signature: _____

Dated at _____, the _____ day of _____, 190 .

CONTRIBUTIONS TO THE FUND.

2. The contributions of every member who elects to join the Fund shall begin not later than the first day of the month in which he elects to join, and in the case of a member who joins under the provisions of section 22 of the Act they shall begin from the date on which his salary begins.

3. The Secretary of every Education Board or other body being the employer of a contributor, and in the case of a contributor who is a member of the Public Service the head of the Department in which he is employed, shall, within seven days after the end of each month, make and transmit to the Secretary for Education a declaration in the following form, as to the amounts deducted from the pay of contributors and paid to the Public Trustee on account of the Fund, viz:—

I, [*Name and official designation*], do hereby solemnly and sincerely declare that the annexed statement, entitled "Return of Contributions to

Superannuation Fund deducted from the Pay of Members for the Month of _____, 190____, by the [*Name of Education Board or other body*],” is true and correct in every particular, and that the amount named as being the pay of each member respectively is the actual sum payable to him in respect of his service, but does not include allowances or payment for overtime.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of “The Justices of the Peace Act, 1908.”

Signature: _____

Declared at _____, this _____ day of _____, 190____, before me—

Justice of the Peace [*or Solicitor, or Notary Public*].

4. The statement referred to in the last preceding clause shall be in the following form:—

The Teachers' Superannuation Fund. Return of Contributions to the Superannuation Fund deducted from the Pay of Members for the Month of _____, 190____, by [*Name of Education Board or other employing body, or the Government Department to which the contributor belongs*] Registered No.; Name; school or employment; pay for the period; amount of deduction.

5. Every contributor whose pay is temporarily stopped owing to ill health, or who is on leave of absence without salary, or is temporarily unemployed, shall—

- (a.) Contribute to the Fund monthly so long as his pay is stopped, at one-third of the rate otherwise payable by him, and thereafter at the ordinary rate of contribution; or
- (b.) Cease to contribute to the Fund while his pay is so stopped, and thereafter contribute by way of deduction from pay an additional amount equal to one-third of his ordinary contribution for a period as long as that during which his pay was so stopped.

BENEFITS OF THE FUND.

6. The Secretary for Education shall furnish the Board with a report upon the case of every contributor who signifies his intention of retiring from the service and claiming on the Superannuation Fund, and such report shall contain the following information, viz.: Name of contributor; position in the service; whether or not an “original member”; age; cause of retirement; date of retirement; length of service; the date to which contributions to the Fund have been paid; where necessary the total salary received during all the years of contribution to the Fund, and in the case of an original member of the total salary received during all the years of service before the commencement of “The Teachers' Superannuation Act, 1905”; particulars of benefits (if any) accruing under “The Public Service Classification and Superannuation Act, 1908,” or any Act thereby repealed; allowance to which entitled.

7. He shall similarly, so far as the circumstances apply, advise the Board with respect to contributors who retire “medically unfit,” or before pension-age, or who are dismissed.

8. With respect to claims on the Fund arising upon the death of a contributor, the Secretary for Education shall investigate the same and report thereon to the Board.

9. The Board shall, at its first meeting after receipt of the necessary particulars consider such cases as have been reported upon, and grant allowances in accordance with the terms of the Act, and determine the date from which the first payment in each case shall be made.

10. The Secretary of the Board shall forthwith after the Board's decision advise the contributor or beneficiary of the same, and where necessary require him to elect whether he accepts a retiring-allowance or a refund of his contributions in lieu thereof.

11. In respect of every contributor who becomes a claimant on the Fund, it shall be the duty of the Education Board or other body under which the service of such contributor was effected, and in the case of a contributor who is a member of the Public Service it shall be the duty of the head of the Department in which he is employed, to prepare such statements as to the service of the said contributor, or the amounts of salary paid to him, or other like particulars as may be required by the Board. The accuracy of every such statement shall be affirmed by declaration of the person by whom it is prepared, and the Board shall not consider any case in which such statements have not been supplied.

12. The receipt of any person to whom the Board may direct any sum accruing in respect to benefits derivable under the Act to be paid shall be an absolute discharge to the Fund of all further liability in respect of the amount so paid.

THE BOARD.

13. All meetings of the Board shall be held in Wellington.

14. Ordinary meetings shall be held quarterly on the third Tuesday in January, April, July, and October.

15. Special meetings may be held at such times as the Board considers necessary.

16. At all meetings the Chairman shall have a deliberative as well as a casting vote.

17. The Board shall keep a correct record of the business transacted at its meetings.

18. Every member of the Board shall receive notice of the business to be transacted at the ordinary meetings at least one week prior to the date of any such meeting, and a notice concerning the business to be transacted at any special meeting at least three days prior to the holding of such meeting.

19. Members of the Board shall not be entitled to or be paid any remuneration for their services as members, but shall, whilst travelling on the business of the Board, be entitled to travelling-allowance in accordance with the scale prescribed by the regulations for the time being in force relating to officers travelling on the public service: Provided that in the case of elected members the minimum daily allowance (exclusive of cost of transport) shall be 10s.

ELECTION OF MEMBERS OF THE BOARD.

20. The Secretary for Education shall be the Returning Officer for the election of the elective members of the Board.

21. There shall be prepared by the Returning Officer two separate alphabetical voting-lists, to wit,—

(a.) One of all contributors resident in the North Island;

(b.) One of all contributors resident in the South Island, in which shall be included contributors resident in Stewart Island or in the Chatham Islands:

and such lists shall be open to inspection by contributors at all reasonable times.

22. The Returning Officer shall from time to time add to the respective lists the names of all contributors who become entitled to be enrolled thereon, and shall remove therefrom the names of all persons who cease to be so entitled:

Provided that the validity of any election shall not be questioned on the ground that a name wrongly appears in a list or has been omitted therefrom.

23. For every election the voting-lists shall be closed on the day on which nominations close, and shall remain closed until the election is completed.

24. Any contributor may, by notice addressed to the Returning Officer posted or delivered so as to reach the Returning Officer not less than seven days before the lists are closed, object to any voting-list on some specified ground, and the Returning Officer shall forthwith after the receipt of any such objection inquire into and dispose of the same.

25. Every extraordinary election shall be held on a date to be fixed by the Returning Officer, being not later than the fiftieth day after the vacancy occurs.

26. Not less than forty days before any election the Returning Officer shall by advertisement in the *New Zealand Gazette*, or otherwise, publicly notify in respect of the election—

(a.) The day on which the election will be held, and the hour at which the poll will be closed;

(b.) The number of vacancies;

(c.) The day and hour for the closing of nominations, being not more than twenty days before the day of election.

27. No person shall be eligible for election unless he is nominated in writing by at least two contributors.

28. Every nomination-paper shall be in the form or to the effect following:—

The Returning Officer (being the Secretary for Education, Wellington).

I, [Name and address], being a contributor to the Teachers' Superannuation Fund resident in the [North or South] Island, do hereby nominate [Name and address] as a candidate for election to the Teachers' Superannuation Board at the election to be held on the _____ day of _____

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[Signature.]

Dated this _____ day of _____, 190 .

Candidate's consent, to be subscribed at foot of nomination-paper :—
I hereby consent to my nomination—

[Signature of candidate nominated.]

Dated at _____, this _____ day of _____, 190 _____.

29. If the nomination-paper does not bear the written consent of the candidate nominated, such consent may be given by him to the Returning Officer before the nominations are closed, and any nomination-paper shall be void if the consent of the candidate nominated therein is not duly given as aforesaid.

30. If in either Island the number of persons nominated is not more than the number of vacancies to be filled, the persons nominated shall be declared to be duly elected; but if the number of persons nominated exceeds the number of vacancies to be filled, a ballot of the contributors resident in that Island shall be taken.

31. In any case in which a ballot becomes necessary the Returning Officer shall, immediately after the nominations are closed, prepare and post to each contributor a printed ballot-paper containing, in alphabetical order of surnames, a list of all the duly nominated candidates for whom such elector is entitled to vote; and such ballot-paper shall be in the form or to the effect following:

Ballot-paper for Use at Election to be held on the _____ Day of _____, 190 _____, of _____ Members of the Teachers' Superannuation Board by the Contributors resident in the _____ Island.

Candidates.

[Full names of all duly nominated candidates, in alphabetical order of surnames.]

Directions.

The number of candidates to be elected is _____.

The voter must draw a line through the name of every candidate for whom he does not intend to vote, and the number of names left uncanceled must not exceed the number of candidates to be elected.

The voter's name must not be written on the voting-paper.

This ballot-paper must be enclosed in a sealed envelope, and, if posted to the Returning Officer, must be posted on or before the day of the election, or, if delivered to him, must be delivered before the day of the election, or not later than 5 o'clock in the afternoon of that day.

The envelope is to be addressed "The Secretary for Education (being the Returning Officer for the Teachers' Superannuation Board Election), Wellington."

32. The ballot-paper sent to each contributor shall have a number corresponding with one written opposite his name on the voting-list. The Returning Officer shall cause this number to be written on the left-hand bottom corner of the ballot-paper before it is sent out.

33. The ballot-paper, if delivered to the Returning Officer, must be so delivered in a sealed envelope before the day of the election, or not later than 5 o'clock in the afternoon of that day; and, if posted to him, must be posted in a sealed envelope on or before that day.

34. The poll shall close at 5 o'clock in the afternoon of the day of the election; but all ballot-papers shall be included and counted which are received by the Returning Officer in due course of post before the close of the eighth day after the day of the election.

35. A ballot-paper shall be informal in any of the following cases, that is to say:—

- (1.) If the name of the voter appears thereon; or
- (2.) If the names of candidates left uncanceled exceed the number of candidates to be elected; or
- (3.) If, being personally delivered to the Returning Officer, it is not delivered at his office before the close of the poll; or if, having been forwarded by post, it is not received at the office of the Returning Officer on or before the eighth day after the day of the election; or
- (4.) If, from the postmark on the envelope or otherwise, the Returning Officer is satisfied that it was not posted until after the day of the election.

36. On the close of the eighth day after the day of the election the Returning Officer shall open and examine all the ballot-papers duly delivered to him or received by him through the post as aforesaid, and, after rejecting informal ballot-papers, if any, shall ascertain the candidates (not exceeding the total number to be elected by each class of contributors) who have received the greatest number of the votes of such contributors, and shall declare such candidates to be elected.

37. If by reason of an equality of votes given for two or more candidates the election is not complete, the Returning Officer shall complete the election by casting lots in the presence of one of the non-elective members of the Board.

38. Forthwith after the completion of the election, the Returning Officer shall notify in the *Gazette* the result of the election, specifying the names of the person elected in the case of each Island, the names of the candidates, and the number of votes received for each candidate, and declaring the candidate who has received the greatest number of votes to be elected.

39. The voting-papers shall, after being counted, be enclosed in a sealed packet, and, unless a scrutiny is demanded, shall be kept unopened in the custody of the Returning Officer for two months, and shall then be destroyed. A scrutiny must be demanded in writing by not less than seven voters within fourteen days after the publication of the result of the election.

GENERAL.

40. The Public Trustee shall from time to time as securities offer invest the moneys of the Fund in freehold securities at current rates of interest. Such portions of the Fund as shall not be so invested shall bear the "Common Fund" rate of interest.

ACCOUNTS AND STATEMENTS.

41. The accounts and statements referred to in Section 37 of the Act shall be as follows:—

1. *Statement of Contributors, showing Annual Rates of Salaries and Contributions as at 31st December, 19 .*

	Number.			Annual Salary.	Annual Contributions.
	M.	F.	Total.		
Contributors at 31st December, 19					
New contributors entered during the year					
Increase in salaries and contributions by promotion during the year					
Totals					
Contributions discontinued during the year by resignations, &c.					
Number of informal applications registered in error and now cancelled					
Decrease in salaries and contributions during the year					
Totals at 31st December, 19					

2. *Particulars of Contributions discontinued during the Year ending 31st December, 19 .*

How discontinued.	Number of Contributors.			Annual Rate at Date of Retirement.		Allowances granted.	
	M.	F.	Total.	Salary.	Contributions.	Pensions: Annual Rate.	Other Payments (non-recurring).
By death before pension entered upon—							
Contributions paid to personal representative							
Leaving widow or child							
By voluntary retirement							
Medically unfit—							
(a.) Not over fifteen years' service							
(b.) Over fifteen years' service							
By retirement at pension age							
Totals							

3. Statement of Retiring-allowances for the Year ending 31st December, 19 . . .

(1) Particulars.	(2) Total Retiring-allowances.			(3) Details of Column (2).							
	Number.		Amount.	On Attainment of Retiring-age.		Medically unft.		Widows.		Children.	
	M.	F.		Number.	Amount.	Number.	Amount.	Number.	Amount.	Number.	Amount.
				M.	F.	M.	F.	M.	F.	M.	F.
Retiring-allowances at 31st December, 19 . . .											
Retiring-allowances granted during the year at retirement of contributor . . .											
Retiring-allowances granted to widows and children of deceased annuitants . . .											
Total . . .											
Retiring-allowances discontinued during year . . .											
Retiring-allowances existing at end of year . . .											
<i>Particulars of Retiring-allowances during the Year.</i>											
How discontinued—											
By death . . .											
By expiry . . .											
Total . . .											
<i>Progress of Retiring-allowances since Establishment of Fund to 31st December, 19</i>											
Total granted . . .											
Total discontinued . . .											
Total existing at 31st December, 19 . . .											

4. Further Details of Allowances.

(a.) Return of Annuitants deceased as at End of December, 19 , and Annual Rate of Allowances granted to the Widows and Children.

Annuitant	Annual Rate of Lapsed Pension.	Annual Rate of Allowance to Widows and Children.	Date of Death of Annuitant and Payment of Benefits to Widow, &c.	Refund of Contributions.

(b.) Return of Widows and Children as at End of December, 19 , who ceased to be entitled to Benefits.

Name.	Widow or Child.	Annual Rate of Allowance.	Date of Termination of Payment of Allowance.	Remarks.

(c.) Return of Persons (Males and Females) in Receipt of Annual Allowances as at End of December, 19 .

A. Allowances granted to Contributors who reached the Retiring-age.

Name.	Occupation.	Annual Rate of Allowance.

(c1.) B. Allowances granted to Contributors medically unfit for Further Duty.

Name.	Occupation.	Annual Rate of Allowance.

(c2.) C. Allowance granted to Widows of Deceased Contributors.

Widows.	Occupation of Deceased Contributor.	Annual Rate of Allowance.

(c3.) D. Allowances granted to Children of Deceased Contributors.

Name.	Occupation of Contributor.	Annual Rate of Allowance.

5. Statement of Receipts and Expenditure for the Year ending the 31st December, 19 .

<i>Receipts.</i>	£ s. d.	<i>Expenditure.</i>	£ s. d.
To Balance from 31st December, 19	Allowances
Contributions	Contributions refunded
Overpayments to Fund Account	Commission
Interest	Law-costs
Interest accrued	Balance, Public Trustee
	£		£
	=====		=====

5A. Balance-sheet at the 31st December, 19 .

<i>Liabilities.</i>	£ s. d.	<i>Assets.</i>	£ s. d.
Fund as per Revenue Account		Amount in hands of Public Trustee for investment
*Retiring-allowances due, in course of payment	*Contributions due, in transmission
*Refunds of contributions due, and in course of payment	Other sums due [<i>Accounts to be specified</i>]
*Compensation due, and in course of payment		
Other sums owing [<i>Accounts to be specified</i>]		
	£		£
	=====		=====

* Included in the corresponding items in the Revenue Account.

ALEX. WILLIS,
Clerk of the Executive Council.

Regulations.—Manual and Technical Instruction.

PLUNKET, Governor.

ORDER IN COUNCIL

At the Government Buildings, at Wellington, this seventeenth day of December, 1908.

Present :

THE RIGHT HONOURABLE SIR J. G. WARD, K.C.M.G.,
PRESIDING IN COUNCIL.

IN pursuance and exercise of the powers and authorities conferred upon him by "The Education Act, 1908," and of all other powers and authorities him enabling in this behalf, His Excellency the Governor of the Dominion of New Zealand, acting by and with the advice and consent of the Executive Council of the said Dominion, doth hereby, in respect of the regulations made by Order in Council dated the third day of December, one thousand nine hundred and two, under the authority of "The Manual and Technical Instruction Act, 1902," revoke clause sixteen thereof, and in respect of the regulations made by Orders in Council dated the twenty-third day of March and the twenty-third day of May, one thousand nine hundred and eight, respectively, under the authority of "The Education Act, 1904," revoke clauses twenty-six (e) and thirty-six thereof, and in lieu of the said clauses doth make the regulations set forth in the Schedule hereto; and with the like advice and consent doth declare that this Order shall come into force on the first day of January, one thousand nine hundred and nine.

SCHEDULE.

I. SCHOOL CLASSES.

16. EXCEPT in the case of a secondary school or the secondary department of a district high school, claims on account of any pupil who attends two or more classes must not exceed 15s. per annum; except that where one of the classes attended by the pupil is (i) a class for woodwork or work in iron, (ii) a class for cookery or dairy-work, in respect of which payment is claimed at the higher rate specified in clauses 24 (b) and 25 (b) of these regulations, up to 20s. per annum in the case of (i) and 17s. 6d. in the case of (ii) may be claimed.

26. (e.) Where there is no female teacher on the staff of a public school below Grade IV, a payment of 10s. per annum will be made for each unit of the average attendance of the pupils on the roll of such school who receive instruction in needlework, as defined in the Standard Regulations, for not less than two hours a week regularly throughout the school year: Provided that in the case of a school of Grade I, II, or III the total of the payments for instruction in needlework shall not be less than £6 per annum.

II. "SPECIAL" AND "ASSOCIATED" CLASSES.

36. EXCEPT in the case of classes for teachers or of classes conducted in country districts by itinerant instructors, capitation shall not be paid on account of any class which has not received regular instruction during a period of at least ten weeks, and for at least twenty hours during the year.

Nor shall capitation be paid on account of any student for more than eight hundred hour-attendances per annum for all subjects altogether. Nevertheless payment shall not be made for more than six hundred hour-attendances per annum for all subjects altogether after the 1st day of January, 1909, nor for more than four hundred hour-attendances per annum for all subjects altogether after the 1st day of January, 1910, on account of any student taking a course of commercial instruction.

ALEX. WILLIS,
Clerk of the Executive Council*Amending Trout-fishing Regulations for Rotorua Acclimatisation District.*

PLUNKET, Governor.

ORDER IN COUNCIL

At the Government Buildings, at Wellington, this seventeenth day of December, 1908.

Present :

THE RIGHT HONOURABLE SIR J. G. WARD, K.C.M.G.,
PRESIDING IN COUNCIL.

WHEREAS regulations for trout-fishing were made by the Governor in Council on the twenty-eighth day of September, one thousand nine hundred and eight, and published in the *New Zealand Gazette* of the first day of October following: And whereas it is desirable to amend clause two of the said regulations:

Now, therefore, His Excellency the Governor of the Dominion of New Zealand, in pursuance and exercise of the powers and authorities vested in him by "The Fisheries Act, 1908," and of all other powers and authorities enabling him in that behalf, and acting by and with the advice and consent of the Executive Council of the said Dominion, doth hereby order and declare that the words "twentieth day of December" shall be omitted from clause two of the said regulations of the twenty-eighth day of September, one thousand nine hundred and eight, and that the words "first day of February" shall be substituted therefor.

ALEX. WILLIS,
Clerk of the Executive Council.