

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, That if the said (*name of Secretary*) do and shall from time to time, and at times hereafter, during his continuance in the said Office, well and faithfully perform all such acts and duties as do or may hereafter appertain to the said Office, by virtue of any law of this Province, and shall in all respects conform to and observe all such rules, orders and regulations as now are or may be from time to time established for or in respect of the said Office; and if on ceasing to hold the said Office, he shall forthwith, on demand, hand over to the Trustees of the said School Section, or to his successors in office, on the order of the Trustees, all books, papers, moneys, accounts, and other property in his possession by virtue of his said office of Secretary—then the said obligation to be void—other^{wise} to be and continue in full force and virtue.

Signed, sealed, and delivered } [*Name of Secretary*] (*Seals*)
in the presence of } [*Names of Sureties*] (*Seal*)
[*Name of Witness*]

REG. 6. It is the duty of the Secretary of Trustees, acting under the direction of the Board of Trustees, to keep the school house or houses in good repair, and supply the same with comfortable furniture, outhouses, fuel, maps, and apparatus.

MODE OF SUPPORT.

COMMENT.

The school meeting should be careful, in voting its estimates, to authorize a sum amply sufficient to enable the Trustees to meet the liabilities of the school year. Any balance remaining in the hands of the Trustees is, of course, to be carried to the credit of the next school year, while any deficit arising from an authorized expenditure may be carried forward and provided for in the estimate of the following year.

SCHOOL MEETINGS.

COMMENTS.

1. The following outlines indicate the usual and most important business to be transacted by the Annual School Meeting:—

[1.] To elect a chairman of the meeting. [2.] To elect a new Trustee or Trustees. (A majority of votes, i. e., *more than half*, is required for this election.) [3.] To receive and pass upon the report of the Auditors of Accounts. [4.] To receive the report of the Board of Trustees concerning educational operations of the year and the requirements of the Section for the ensuing year. [5.] To determine by a vote of a majority of the ratepayers present, what amount shall be raised by the Section during the ensuing year for any or all of the objects authorized by law; and if any sum is included for the purchase or improvements of grounds or for the purchase or building of school-houses, to fix the period (not to exceed five years) within which the sum voted for these purposes shall be collected; and if necessary, to authorize the Trustees to borrow money for the procuring of houses or lands. [6.] To transact any other necessary business.

2. The Board of Trustees should at its first meeting after the Annual School Meeting, fix the time and place for its regular meetings during the school year, if the requirements of the section render such meetings desirable. When this is done, no other notice of any regular meeting will be required to be given to the Trustees. Whenever a special meeting is necessary, each member should be duly notified of the same.

A majority of the Board of Trustees is competent to transact business only when all the members have received notice of the meeting.

INSPECTORS.

1. Official Circular issued to Inspectors of Schools on accepting office:

[1.] The person appointed Inspector is required as the condition of accepting and holding office to devote his attention exclusively to its duties.

[2.] The general duties and obligations of the Inspector remain as specified in the Act relating to Public Instruction.

[3.] Particular attention is directed to the importance attached by the Council of Public Instruction to the systematic and thorough inspection of school work. The Notes of Inspection suggest the proper subjects of inquiry and examination. The following points may be specially noted:

a. Time should be taken to enable an intelligent judgment to be formed regarding the classification of the school, the methods of instruction pursued, the order and discipline maintained, and the general ability and faithfulness of the Teacher. A class exercise or two conducted by the Teacher, either at his own discretion or by request of the Inspector, will prove far from sufficient for the above purposes. The latter official should in all cases personally test the knowledge and progress of the pupils by appropriate questions and requirements, and he should himself illustrate as opportunity may offer, the most approved methods of teaching the various branches. This work should be done in a kindly and sympathetic manner, yet *thoroughly*. Both the Teacher and his pupils should be led to regard the visit of the Inspector as an occasion of real importance. This object will be furthered if great care is taken by the Inspector to ascertain the *average* educational status of the School. It should be borne in mind that effective teaching approves itself by the results which it produces on the School as a whole. The Teacher who is able to secure the advancement of but a fraction of his pupils is a practical failure, and if satisfied with such a state of things, he has but a low conception of his duty.

b. It is believed that a satisfactory estimate of the character of the work done in the *smallest* school or department cannot be obtained in a less period than one hour and thirty minutes. For an ordinary school at least two hours will be required, and in many cases a full half-day will be found necessary. Many—perhaps a majority—of our Teachers are inexperienced. Some are lacking in skill; others in disciplinary power; others, again, do not faithfully apply themselves to their duties. Now it is as clear as a demonstration, that a mere flying visit to Schools in such hands is worse than useless. If no inspection is made, no opinion can be formed nor advice given; and the inexperienced, unskilled, feeble or idle Teacher, receiving from the supervisory authority no suggestion or criticism, is simply confirmed in the habits which impair his usefulness.

c. It might be shown that the dignity of the office of Inspector of Schools is as much at stake in this matter as is the welfare of the Schools themselves. The reduction in the number of Inspectorships, and the exclusive assignment to the work of inspection of gentlemen believed to be competent therefor, have had respect to both of these objects. Persons accepting the office should understand that, while a thorough semi-annual Examination of all the Schools, in accordance with these views, is within the reach of the Inspector, its accomplishment will involve protracted, and for months almost continuous, absence from home.

[4.] Should the Inspector find anything faulty or defective in the Teacher's methods of instruction or government, or in the classification and general management of the School, he is advised, with a view to the preservation of the Teacher's influence and authority, to reserve his suggestions and cautions for private conference with the Teacher, so far as he conveniently can. It will also be his duty, should he find the Law and Regulations of the Council disregarded in the organization and management of the School, or in respect to school accommodation and surroundings, to call the attention of the Trustees or Teacher, or both, as the case may require, thereto, that what is amiss or defective may be remedied before it works a forfeiture of public aid to the School.

REGULATION. Each Inspector of Schools shall, on the first day of each month, or as soon thereafter as possible, forward to the Superintendent of Education, according to forms furnished by that officer, an abstract of the inspectoral work of the preceding month.

TEACHERS.

COMMENT.

The attention of Teachers and Trustees is specially called to the necessity of complying with the provisions of the law in relation to the disposal of the County Fund. It appears from the School Returns that in some cases Teachers have, in their agreements with Trustees in respect to salary, assumed all risk as to the amount to be received from the County Fund. Such proceeding is contrary to the provisions of the law, and directly subversive of a most important principle of the School System, since the pecuniary penalty imposed upon the inhabitants of the Section by the