



*Knox Grammar Preparatory School
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From the Head of the Preparatory School

27th May, 1992

The Secretary
Staff Salaries - Allowances Committee
Knox Grammar School
WAHROONGA 2076

Dear Sir,

I write to you regarding a change in the Schedule of Allowances for the Preparatory School.

The Cross Country allowance has been discontinued due to the holding of winter sports trials earlier in Term 2. The allowance for this activity was the Base of 1 and payable to Craig Treloar.

Recently the Preparatory School's Computer Network system came into operation and will be handled by Craig. He was responsible for the installation of the system, saving the School considerable expense, and will be responsible for the maintenance of the system. He is also totally responsible for the purchase and maintenance of all audio visual equipment at the Prep., a large job involving much out of school time and holiday periods.

After giving the matter considerable thought I propose that the A.V./Computer Network position be awarded an allowance of 2.5.

I am more than happy to elaborate on my reasons for this suggested allowance should the committee so request.

Yours sincerely,

R. Thomas