

Reference Guide 3: Education Records Pupils, Teachers & Schools

Summary

This reference guide gives an overview of the key education records that we hold which contain information about pupils, teachers and schools in Canterbury and Westland; please note that our records relate only to **publicly-funded** schools.

- September 2018

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Introduction

Education Records held in the Christchurch Regional Office

We hold records documenting **public** educational administration, pupils, teachers (including teacher training) and schools (including **Special Schools**) in the Canterbury and Westland areas from a number of sources; these include the various Education Department offices, the Canterbury Secondary Schools Council, the Canterbury Education Board, the Ministry of Education, and in some cases, the schools themselves.

Note that some education records from our region are held by museums; the Canterbury Museum for example still holds some early Canterbury Education Board records, including minute books from Canterbury and the West Coast.

The administration of **Native Schools** (called Maori Schools from 1952), and the associated records, were transferred from the Head Office of the Department of Education to its Auckland office in 1948. These archives are therefore held at Archives New Zealand's Auckland Regional Office. We do, however, have some brief details about the Kaiapoi Native School 1851-52 amongst our Canterbury Association archives, and the Arowhenua Native/Maori School see: [Archives Reference: CH191].

This guide relates specifically to school, student and teacher records, but the education-related material held here is extensive, and lends itself to research by those with a wider academic interest in aspects of the history of New Zealand's public education system. Ask an archivist for more details about records that might be of assistance in this area.

Access

All records are open access, with the exception of the following:

Restrictions apply where school records contain private information about named individuals or families (whether students or staff), records may be restricted for 60 or 100 years, depending on the degree of sensitivity of the information.

Board of Trustees minutes and associated papers are restricted for 10 years from date of closure to protect the integrity of the administrative process.

Canterbury Education Board Inspection Reports and General Files are restricted for 60 years from date of closure.

Who do I write to in order to request access permission?

Manager - Records Services

Ministry of Education

✉ P.O. Box 1666

Thorndon

Wellington 6140

💻 records.services@education.govt.nz

☎ (04) 436 8000

In some instances when a school is still operating but has transferred their legacy records to us directly, the principal of the school needs to be approached with access permission requests. See Archway or an archivist for further information if you are unsure.

School Records

Introduction

We principally hold the surviving records of closed schools. It should also be noted that if a closed school was consolidated (merged) with another school, then its records might be found with those of the latter school.

We do not hold pupil records from every school listed overleaf, in some cases, the only surviving records of a school are administrative in nature. Canterbury Education Board Inspection Reports and School General Files (along with those from the Board's successor agencies) can provide additional detail about a school, its teachers and students.

School records include: Registers of Daily Attendance, Registers of Admission, Progress and Withdrawal, Examination Registers (later Records of Survey, and Registers of Progress and Achievement), Examination Schedules, Classification Returns and Lists, Inspection Reports, Photographs, Property Files, Maps and Plans, Ephemera, Boards of Trustees Minutes and Reports (and those of the earlier School Councils and School Committees), Principals' Correspondence, etc.

The NZ Society of Genealogists has indexed many of the school admission registers that we hold (indexed items are marked with an asterisk in the list overleaf). These indexes are available for viewing in the Reading Room.

List of Schools

Please note that the complete archives references are not provided on this list; to view full lists of the records that we hold for each school, and to order any records for viewing in the Reading Room, you will need to conduct a search on our online finding aid Archway:

 www.archway.archives.govt.nz

| List of schools from which we hold records: | | |
|--|---|-------------------------------------|
| Name | Location/Former or Later Name | Archives Reference |
| Adair School | | CH206, 1a-b |
| Addington School | Christchurch | CH330 |
| Ahaura School | Westland | CH72 |
| Aickens School | <i>formerly</i> Jackson's | CH206, 1c |
| Akaroa School [1851] | | CH290, 7/9 |
| Alford Forest School | | CH206, 2a-f |
| Allandale School | | CH206, 2g-h |
| Anama School | | CH206, 3a-6i |
| Aniseed Creek School | | CH206, 7a-b |
| Aranui High School | | CH625 |
| Aratika School | <i>formerly</i> Kotuku | CH206, 7c-d |
| Arthurs Pass School | Arthurs Pass | CH206, 8a-g CH284, 1a |
| Ashburton Forks School | | CH206, 9a-b |
| Ashwick Flat School | | CH206, 10a-f |
| Avondale Primary School | | CH1048 |
| Avonside Girls' High School | | CH1099 |
| Awaroa School | | CH206, 10g-k |
| Awatuna School | | CH526 |
| Aylesbury School | | CH206, 10L |
| Barr Hill School | | CH206, 11a-c |
| Barrys Bay School | | CH206, 12a-13k CH206, 12e & 12f* |
| Bealey School | | CH206, 14a-g CH206, 14a* |
| Bell Hill School | | CH206, 15a |
| Berlins School | Buller Gorge West Coast | CH386, photocopies |
| Birchfield School | Westport area | CH386, photocopies |
| Birdlings Flat School | | CH206, 15b-e |
| Blackball School | Blackball | CH206, 16a-29h |
| Blue Duck Creek School | Karamea area | CH386, photocopies |
| Branton Intermediate School | | CH1058 |
| Bruce Bay School | <i>formerly</i> Weldtown School <i>consolidated with</i> Jacobs River School | CH1086 |
| Burkes Pass School | Burke's Pass | CH206, 30a-32h |
| Burnham Industrial School | | CH438, restricted |
| Bushside School | see also Alford Forest | CH206, 33a-h |
| Burwood Primary School | | CH1055 |
| Burwood School | | CH499 |
| Cameron's School | | CH206, 34a-36h |
| Cape Foulwind School | Westport | CH386, photocopies |
| Carew School | | CH206, 37a |
| Cashmere Fresh Air School | Christchurch | CH206, 37b-c |
| Central New Brighton School | | CH1078 |
| Chamberlain School | <i>consolidated with</i> Albury | CH206, 37d |
| Christchurch Hospital Class School | Christchurch | CH206, 37e-f |
| Church Commercial School [1851-52] | Christchurch | CH290, 7/9 |

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| Church Commercial School [1851-52] | Lyttelton | CH290, 7/9 |
| Church Commercial Boys' School [1852] | Lyttelton | CH290, 7/9 |
| Clarence Bridge School | Marlborough | CH206, 38a-c CH206, 38a* |
| Cloudy Range School | | CH206, 38d |
| Conway Flat School | | CH206, 38e |
| Corbyvale School | Karamea area | CH386, photocopies |
| Courtenay School | | CH206, 39a-f CH206, 39a* |
| Coutts Island School <i>aka</i> Kaiapoi Island and Hollyford School | | CH206, 40a-h CH206, 40a & 40b* |
| Craigmore School | <i>formerly</i> Longridge | CH206, 41a-d; CH 1028 |
| Cricklewood School | | CH206, 41e |
| Dalbeg School | <i>see</i> Eskvale School | |
| Dochertys Creek School | | CH206, 42a-43i |
| Double Hill School | | CH206, 43j |
| East Eyreton School | | CH206, 44a |
| Elgin School | | CH206, 44b-e |
| Eskvale School | <i>formerly</i> Dalbeg | CH206, 45a-f |
| Esk Valley School | <i>formerly</i> Otaio | CH206, 46a-47b |
| Fairdown School | Westport area | CH386, photocopies |
| Fendalton School | Christchurch | CH206, 48a |
| Foveran School | | CH206, 48b-f |
| Freeville School | | CH1078 |
| French Farm School | | CH206, 49a-d CH206, 49a & 49b* |
| Fresh Air Home School | <i>see also</i> Huntsbury Home | CH206, 49e |
| Gapes Valley School | | CH206, 50a-53f |
| Gebbies Station School [c1851] | Gebbies Pass | CH290, 7/9 |
| Glen Kowhai School | <i>formerly</i> Lyndon Downes | CH206, 54a-55h CH206, 54a* |
| Glenmoor Primary School | | CH1057 |
| Grammar School (Temporary) [1852] | Lyttelton | CH290, 7/9‡ |
| Grammar School [1852] | Christchurch | CH290, 7/9‡ |
| Grammar School & Elementary Class | | CH290, 7/9‡ |
| Grange Road School | | CH206, 56a-57e |
| Granity Convent Primary School | Granity | CH386, photocopies |
| Granity District High School | Granity | CH386, photocopies |
| Granity High School | Granity | CH386, photocopies |
| Granity Primary School | Granity | CH386, photocopies |
| Granity Public School | Granity | CH386, photocopies |
| Greenpark Primary School | | CH1063 |
| Greenstone School | West Coast | CH386/43, photocopies |
| Halkett School | 1906 1961-1996 | CH747 |
| Halswell School | Christchurch | CH206, 58a |
| Hannaton School | <i>Became</i> Nukuroa <i>and later</i> Studholme | CH1028 |
| Happy Valley School | | CH206, 58b-c |
| Harewood Airport School | <i>aka</i> Transit School | CH206, 59a-60d |
| Hatters Terrace School | West Coast - 1879 1948-1954 | CH516 |
| Hector Public School | Westport area | CH386, photocopies |
| Highbank School | | CH206, 60e |
| Hogben School | | CH232 |
| Holmes Bay School | Pigeon Bay | CH206, 61a-f CH206, 61a & 61b* |
| Homebush School | | CH206, 62a-b |
| Hook School | South of Makikihi, near Waimate 1913-1989 | CH915, 19a-20c |
| Hornby High School | | CH771 |
| Humphreys School | | CH206, 62c |

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| Huntingdon School | <i>see also</i> Lynnford | CH206, 62d CH206, 62d* |
| Huntsbury Home School | <i>combined with</i> Fresh Air | CH206, 62e-62h |
| Inangahua Junction School | Inangahua | CH386, photocopies |
| Inchbonnie School | | CH206, 63a |
| Infant School [1852] | Lyttelton | CH290, 7/9 |
| Irishman's Creek School | | CH206, 63b-f |
| Island Bay School | Akaroa Heads | CH206, 63g-i CH206, 63g* |
| Jacks Mill School | | CH206, 64a-d |
| Jacksons School | | CH206, 65a-f |
| Jacobs River School | <i>consolidated with</i> Bruce Bay School (<i>formerly</i> Weldtown School) | CH1086 |
| Kaiapoi School | <i>see</i> Coutts Island | |
| Kaiapoi School [1852] | | CH290, 7/9 |
| Kaituna Valley School | | CH206, 66a-b Compiled from other sources* |
| Kakapotahi School | | CH206, 66c-g CH284, 1b-g |
| Kapua School | | CH206, 66h |
| Karamea School | Karamea area | CH386, photocopies |
| Kendal Primary School | | CH1053 |
| Killinchy School | | CH206, 67a-69h CH206, 67a* |
| Kimbell School | <i>formerly</i> Silverstream | CH206, 70a-71f |
| Kimberley School | | CH206, 71g-h |
| Kingsdown School | | CH206, 72a-74e CH284, 2a-3e |
| Kingslea Girls' School | Christchurch | CH378, restricted |
| Kiri Kiri School | <i>consolidated with</i> Oxford | CH206, 75a-b |
| Kohika School | | CH206, 75c |
| Kokatahi School | | CH206, 76a-d |
| Kongahu School | Karamea area | CH386, photocopies |
| Kowai Bush School | | CH206, 77a-79c CH206, 77a* |
| Kowhitirangi Upper School | | CH206, 79d-e |
| Kukupu School/Pigeon Bay Side School | | CH907, 1aa-2af |
| Kumara Junction School | Kumara | CH526 |
| Lake Coleridge School | | CH680 |
| Land of Promise School | Karamea area | CH386, photocopies |
| Le Bons Bay School | <i>see</i> Summit Road | |
| Leader Valley School | North Canterbury | CH206, 80a-b CH206, 80a* |
| Linwood Intermediate School | | CH1056 |
| Little Akaloa School | | CH206, 80c |
| Little Rakaia School | | CH800, 1a-1c |
| Little Wanganui School | Karamea area | CH386, photocopies |
| Longbeach School | | CH206, 80d |
| Longridge School | <i>later merged with</i> Craigmore | CH206, 80e CH1028 |
| Lynnford School | <i>see also</i> Huntingdon | CH206, 81a-g CH206, 81a* |
| Lynton Downs School | <i>see</i> Glen Kowhai | |
| Lyttelton Girls' School [1852] | Lyttelton | CH290, 7/9 |
| Lyttelton Main School | | CH1067 |
| Lyttelton West Primary School | | CH1069† |
| Mangamaunu School | Kaikoura | CH206, 82a-b CH206, 82a* CH284, 4a-5b |
| Manning Intermediate School | | CH1052 |
| Maronan School | | CH206, 82c |
| Marsden School | | CH206, 82d-e |

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| Mckenzie Residential School | Christchurch | CH256, restricted |
| Mead School | | CH206, 83a-f |
| Midland Railway School | | CH206, 85a-86c CH206, 85a* |
| Millerton School | Westport area | CH386, photocopies |
| Montalto School | | CH206, 88a-92g |
| Mona Vale School | | CH206, 87a-f |
| Morven Primary School | | CH1097 |
| Mount Grey Downs School | | CH206, 93a |
| Mount Nething School | | CH206, 93b |
| Mount Parker School | | CH206, 93c-h |
| Nelson Creek School | West Coast - 1943-1992 | CH516 CH699, box 19 |
| Ngakawau Public School | Westport area | CH386, photocopies |
| Normal School | | CH206, 94a-99d CH206, 94a-99d* |
| Nukuroa School | <i>Formerly Hannaton, later Studholme</i> | CH1028 |
| Oaro School | | CH206, 100a-b |
| Okarito School | | CH206, 100c-101e |
| Okuku School | | CH206, 102a-105c |
| Oparara School | Karamea area | CH386, photocopies |
| Orari Gorge School <i>see also</i> Tripp Settlement School | 1895-1962 1941-1974 | CH804, 1a-2 |
| Orton School | | CH206, 105d |
| Orwell Creek School | Westland | CH72 |
| Owenga School | Chatham Islands | CH206, 105e CH206, 105e* |
| Pendarves School | <i>consolidated with</i> Ashburton | CH206, 106a |
| Phillipstown Primary School | | CH1081 |
| Pigeon Bay Side School/Kukupa School | | CH907, 1aa-2af |
| Pigeon Bay (Main) School | | CH907, 2ah-2ch |
| Pleasant Valley School | | CH206, 106b |
| Port Levy School | | CH206, 106c-d CH206, 106c* CH284, 5c-10g |
| Porters Pass School | | CH206, 106e CH206, 106e* |
| Promised Land School | Karamea area | CH386, photocopies |
| Puaha School | | CH206, 107a-e |
| Puhi Puhi School | <i>consolidated with</i> Mangamaunu | CH206, 108a-c |
| Pukekura School | <i>consolidated with</i> Kakapotahi | CH206, 108d |
| Rangitata Island School | | CH206, 109a-d |
| Rangitata Station School | | CH206, 110a-e |
| Rapahoe School | | CH1090 |
| Richmond Primary School | Christchurch | CH1075 |
| Roa School | | CH206, 113a-114i |
| Robinsons Bay School | | CH206, 115a-116c CH206, 115a* |
| Rochfort Terrace Public School | Westport area | CH386, photocopies |
| Rockville School | Collingwood area | CH699, box 19 |
| Rosewill School | | CH206, 116d-e |
| Saltwater Creek School | | CH206, 117a-120e CH206, 117a* |
| Seafield School | | CH206, 121a |
| Sergeants Hill School | Westport area | CH386, photocopies |
| Shirley Intermediate School | | CH1045† |
| Shirley Primary School | 1916-1996 | CH956, CH 985 |
| Silverstream School | <i>see</i> Kimbell | |
| Slaty Creek School | | CH206, 121b-c |
| Snowdale School | | CH206, 121d-g |

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| South Malvern School | | CH206, 122a-123h CH206, 122a & b* CH284, 11e |
| Springbank School | Rangiora | CH206, 124a-125e CH206, 124a* CH284, 11a-d |
| Springbrook School | | CH803, 1a-3f |
| St. Albans School | | CH790, 1a-4 |
| St. Canice's School | Westport | CH386, photocopies; CH 1006 |
| St. John's School | Darfield | CH206, 126a-c CH206, 126a* |
| St. Joseph's Primary School | Ashburton | CH1060 |
| St. Joseph's School | Granity | CH1006 |
| St. Joseph's School | Leeston | CH206, 127a-130b CH206, 127?* |
| St. Joseph's School | Westport | CH386, photocopies; CH 1006 |
| St. Leo's High School [for boys] | | CH123 |
| St. Mary's College | Westport | CH386, CH1006 |
| St. Matthew's Victory Memorial School | | CH206, 131a-b; CH 266 |
| St. Saviours Shirley Side School | 1931-1937 | CH956 |
| Studholme School | <i>formerly</i> Hannaton <i>and</i> Nukuroa | CH206, 132a-133d; CH 1028 |
| Summit Road School | Le Bons Bay | CH206, 134a-f |
| Sutherlands School | | CH206, 134g |
| Sydenham School | 1873-1999 | CH915, Box 1-18i |
| Taratuhi School | <i>formerly</i> Claverley | CH206, 136a-137d |
| Tasman Downs School | Lake Pukaki | CH206, 138a-e |
| Tasman Primary School | | CH1093 |
| Tawai School | | CH206, 135a-d |
| Teddington School | | CH206, 139a-i CH206, 139a* |
| Teschemakers School | | CH206, 140a-c |
| Tetaho School | | CH206, 140d-e |
| Timaru Main School | | CH1028 |
| Tormore School | | CH206, 141a-c |
| Totara Valley School | | CH206, 141d |
| Tripp Settlement School <i>see also</i> Orari Gorge School | 1945-1974 | CH804, 1a-2 |
| Turiwhate School | | CH206, 142a-d |
| Tycho District School | | CH206, 142e |
| Unlimited Paenga School | | CH1051 |
| Upper Otaio School | <i>see</i> Esk Valley | |
| Van Asch College (Sumner School For The Deaf) | | CH8 |
| Waihao Downs School | | CH206, 143a |
| Waiho Gorge School | | CH284, 11f |
| Waikakahi School | | CH206, 143b |
| Waikuku Primary School | | CH1050 |
| Waimangaroa Primary School | Waimangaroa | CH1049 |
| Wainui School | | CH206, 144a-147h CH206, 144a & b* |
| Waitohi Flat School | | CH206, 148a-b |
| Wangapeka Road School | Karamea area | CH386, photocopies |
| Wangapeka Track School | Karamea area | CH386, photocopies |
| Warren School | | CH699, box 19 |
| Weldtown School | <i>Became</i> Bruce Bay School <i>consolidated with</i> Jacobs River School | CH1086 |
| West Christchurch School | Christchurch | CH206, 148c-f CH206, 148c-148f* |
| Westport Public School | Westport | CH386, photocopies |
| Westport Girls' School | Westport | CH386, photocopies |
| Westport Boys' School | Westport | CH386, photocopies |
| Westport District High School | Westport | CH386, photocopies |

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| Westport State School | Westport | CH386, photocopies |
| Winchmore School | | CH206, 149a-d |
| Windsor School | | CH1073 |
| Winslow School | | CH206, 149e |
| Woodstock School | | CH206, 149f |
| Woolston School | | CH1084 |

** Denotes records which have been indexed by the NZSG (see above for more information).*

† Denotes records currently in the process of being transferred to us from the Ministry of Education.

‡ Denotes records indexed on our in-house database.

School Histories

The Canterbury Education Board compiled some brief histories of schools in the Canterbury and Westland areas [Archives Reference: CH210]; photocopies of these are available for browsing in the Reading Room (ask an archivist if you would like to view these). Often copies of more extensive school histories are available within the records that we hold from particular schools - especially amongst jubilee and anniversary material.

Canterbury Association Schools

When the Canterbury Association set out to interest prospective emigrants in going to Canterbury, it made a great deal of its policy to establish schools and churches in the new settlement. The First Four Ships arrived at Lyttelton between 16 and 27 December 1850, and early in January 1851 the first schools were opened in rooms at the Lyttelton Immigration Barracks.

Records relating to Canterbury Association schools can be found under the following archives reference: [Archives Reference: CH290, 7/9].

Below is a summary of the opening and closing dates of the Canterbury Association schools, and the names of the teachers known to have taught in them.

| <i>Details of Canterbury Association Schools:</i> | | | |
|--|---|---|--|
| <i>Name</i> | <i>Opening Date</i> | <i>Closing Date</i> | <i>Teachers</i> |
| Collegiate Grammar School at Lyttelton | Opened 6 Jan 1851 | Closed 31 Mar 1852 when it transferred to Christchurch | Teachers Rev Henry Jacobs, William Holmes |
| Church Commercial School Lyttelton | Opened Jan 1851 | Closed 31 Mar 1852 when it divided into separate Boys & Girls Schools | Teachers Edward Toomath, Mr & Mrs Gilbert Mayo |
| Lyttelton Infant School | Opened Mar 1851 | Closed 1854? 1855? | Teachers Mrs Collis, Miss Rosetta Godfrey, Mrs Jane Jagers, Mrs Ranson |
| Gebbies Station School | Opened Mar 1851 | Closed ? | Teacher William Blatchford |
| Boys' Church Commercial School Lyttelton | Opened 31 Mar 1852 | Closed 1 May 1854 when it became the District Boys School. | Teacher Gilbert Mayo |
| Girls' Church Commercial School Lyttelton | Opened 31 Mar 1852 | Closed 1 May 1854 when it became the District Girls School. | Teachers Mrs Jane Jagers, Mrs Gilbert Mayo, Annie Simpson |
| Akaroa Church Commercial School | Opened June 1851 | Closed 7 Feb 1852 | Teacher Robert Wadsworth |
| Christchurch Church Commercial School | Opened 20 June 1851 | Closed 31 Mar 1854 & transferred to Provincial Government. | Teachers John Bilton, Mrs E Horrell |
| Collegiate Grammar School | Opened 26 April 1852 and remains as Christ's College. | | Teachers Rev Henry Jacobs, Mr Baines, Christopher Calvert, William Holmes, Mr Percival |
| Kaiapoi Native School | Opened June 1851 | Closed 15 Nov 1852 | Teacher Henry Fletcher |

The Grammar School provided a classical education while the Commercial Schools offered a more general primary education.

A detailed account of early Canterbury schools may be found in:

Watson, L.E.L, *Education in Canterbury 1851-1857*, (an unpublished M.A. thesis, University of Canterbury, 1961).

Teachers

Introduction

This section of the guide covers records documenting the training of teachers and their employment history. These records can be found in the archives of the Provincial Government (1853-77), which had its own Education Board/Department, the post-Provincial Education Boards (Canterbury and Westland), the Department of Education (later the Ministry of Education), and the Christchurch Teachers' College/College of Education. Records of teacher training can also be found in the archives that we hold from the Christchurch Normal School.

Early records of the post-Provincial Education Board, beginning in 1876, are also held by Canterbury Museum, but we have some material, including annual reports and salary registers, for teachers in the region.

Records containing teacher information include: Salary Cards, Salary Registers, Teachers' Registers, Inspection Reports, Annual Reports, General Files, Department and Ministry of Education (Southern Regional Office/Christchurch Office) Records, Official Publications.

Please note: Additional material relating to teachers' careers is available via the records that we hold from the schools in which they taught (detailed earlier in the guide).

Teacher Training Records

Many teachers received their training at the Christchurch Normal School and Teachers' College (now the College of Education - part of the University of Canterbury).

Teachers who wish to obtain a record of their training, or information about staff at the College, can request a transcript by writing to:

Contact:

Christchurch College of Education

University of Canterbury

✉ Private Bag 4800, Christchurch 8140.

The College of Education has in its Records Department boxes of student cards in alphabetical order.

We hold photographs of staff and students, from 1886-1993, arranged by year and division. Also amongst the wide variety of material are plans, posters, Council reports, Registrar's and Principal's files, and Student Association minute books.

Christchurch College of Education photographs and slides include pictures of individual teachers, as well as school children. Many of the photographs are from the College Calendar. Also included are campus and building photographs.

You can search through lists of College of Education holdings on Archway, by choosing the advanced search option, clicking on the 'records' box in the diagram, and entering 'CALN' in the agency field.

Education Board Teachers' Employment Records

Personal Files

We **do not** hold the personal files of individual teachers.

Salary Cards

We have **some** salary cards from the Canterbury Education Board which have been indexed, but these are not complete. We **do not** have salary cards for secondary teachers and we do not have personal files or records of service (these were at the Canterbury Education Board but were then destroyed). Salary cards for primary and secondary school teachers who have been teaching in the last 15 or so years in the Canterbury region, should be held by:

Contact:

School Support Limited

✉ P.O. Box 293, Christchurch 8140.

☎ (03) 281 7686

Salary Registers

We hold salary registers from the Canterbury Education Board (the C.E.B. was an amalgamation of the North and South Canterbury Boards), and the Westland Education Board, showing the salaries for teachers school by school, but these are not complete. These registers are organised by year, then alphabetically by the name of the school. Salary registers give information on rates of pay and dates of employment. The Canterbury Museum holds some earlier C.E.B. salary registers (their holdings intermittently cover the period from 1878-1934).

Teachers' Registers

We also hold miscellaneous teachers' registers. The majority of these are archived, and for some years they were also printed in the *New Zealand Gazettes* and *Appendices to the Journals of the House of Representatives* (generally in section E). Teachers' registers usually include every person who is permanently employed as a teacher at primary, secondary or technical level, however, with the exception of the Westland Education Board Teachers' Registers, they do not give the name of the school.

Teachers' Registers contain the following information: Name, Year, Type of Certification, Year Certificate Obtained, Salary Scale, Type of Position, and District.

From 1958-88 these teachers' registers were issued every three years for primary school teachers and every year for secondary school teachers. Since October 1989, when the Department of Education was disestablished, the New Zealand Teachers' Council, now the Education Council of Aotearoa New Zealand, has been compiling Teachers' Registers, you can contact them via:

Contact:

Education Council of Aotearoa New Zealand

✉ P.O. Box 5326, Wellington 6140.

☎ (04) 471 0852

💻 enquiries@educationcouncil.org.nz

Inspection Reports

Once you have found the details of when and where a person taught, you could then read the relevant inspection reports. While used mainly to find information on pupils, the reports contain the teacher's name and his/her position on the staff. There is also a notes column where topics such as grouping of classes, use of specialists and interchange of teachers can be noted. The inspector's remarks in Section B relate to the general atmosphere of the school, the level of teaching, and the overall strength and weakness of the school. Publication of the reports was prohibited and there are still access restrictions in place (for further details, see the 'Access' section at the start of this guide).

Annual Reports

The names of head teachers in schools can be found in some Education Board Annual Reports - 1872-1987. In addition, some of these annual reports list school teachers within the district, but contain no other details than the years taught at various schools, the position in the school and the salary received. These archived annual reports are exactly the same as those printed in the Appendices to the Journals of the House of Representatives (*AJHR*).

General Files

The Education Board material also contains general files on schools which, although subject to an access restriction, usually provide useful information for researchers. (To apply for access, contact the Records Manager of the Ministry of Education - contact details can be found under the 'Access' section at the start of this guide).

Education Board Teachers' Employment Records:

| <i>Record Description</i> | <i>Dates</i> | <i>Accession</i> | <i>Series/Item</i> |
|---|---|-------------------------|---------------------------|
| Salary Cards | 1885-1993 (<i>few in later years</i>) | CH278 | |
| Salary Registers - South Canterbury | 1878-1916 | CH207, CH802 | /1-15, /4a-c |
| Salary Registers - North Canterbury | 1908-1915 | CH207 | /16-17 |
| Salary Registers - Canterbury | 1935-1959 | CH207 | /18-47 |
| Salary Registers - Westland | 1904-1905, 1930-1936 | CH284 | /21a & /21c |
| Inspection Reports | 1916-1936 | CH210 | /Box 50-57 |
| Inspection Reports - Misc. Schools | 1902-1980 | CH206, CH217 | |
| Inspection Reports - Special Education | 1979-1987 | CH232 | |
| Inspection Reports - Teachers/Institutions | 1972-1989 | CH232 | |
| Annual Reports - South Canterbury | 1879-1915 | CH207 | |
| Annual Reports - North Canterbury | 1878-1915 | CH207, CH210 | |
| Annual Reports - Canterbury | 1872-1987 | CH207, CH210 | |
| Annual Reports - Westland | 1876-1914 | CH207 | |
| List of Schools Opened and Closed - Canterbury | 1925-1977 | CH676 | /20-22 |
| List of Schools Opened and Closed - Westland | 1925-1956 | CH284 | /22b |
| Teachers' Registers - South Canterbury | 1876-1905 | CH207 | /48 |
| Teachers' Registers - Canterbury (Gazette List) | 1943-1960 | CH676 | /1-4 |
| Teachers' Register - Westland | 1885-1916 | CH207 | /52 |
| Misc. Teachers' Registers - Canterbury | 1956-1990 | CH232 | /Box 160 & 162 |
| Education Board Minute Book - Greymouth | 1893-1903 | CH284 | /13a & /14b |
| Education Board Minute Book - Westland | 1885-1893 | CH284 | /12a & /12b |
| General Files - Schools A-M | 1921-1989 | CH191 | |
| General Files - Schools M-Y | 1922-1988 | CH205 | |

Department of Education (Southern Regional Office) & Ministry of Education (Christchurch Office) Records

For general education records since approximately 1915 which may include specific references to teachers, it would be worthwhile looking through Series 2261 on Archway.

We have received various registered files from the above agencies which deal with such matters as kindergarten staffing and salaries, primary, intermediate and secondary teachers' appointments, inspections of schools, and training of teachers.

Official Publications

A wide variety of official publications, many of which contain information about teachers, are available for viewing in the Reading Room; simply order these via Archway (see the table overleaf for more details) [Archives Reference: CH1116]. They include the following:

Canterbury Provincial Government Gazettes

The 1876 Education Board Report includes an alphabetical list of teachers with the name of the school, it also contains inspection reports. The earlier provincial gazettes do not include lists of teachers but sometimes have annual reports and inspection reports.

Appendices to the Journals of the House of Representatives (AJHR)

The first annual report of the Minister of Education, which appeared in 1878, includes inspection reports. Education Board Annual Reports are in section H - Miscellaneous, for the years 1878-1879, but later are indexed under E for Education.

In the reports of Native Schools, the name of the teacher is mentioned in the returns for each school, this appears in the Native Affairs section of the *AJHR*. Section E in all the volumes for every year has some kind of list of teachers, although they do not always give the name of the school.

Volumes dating from 1854-1950 have been digitised and are available online:

 <http://atojs.natlib.govt.nz>

New Zealand Gazettes

Some gazettes only have names of secondary school principals, full-time assistant teachers in secondary schools and manual training schools, and tutors at Technical Institutes, rather than the entire Teachers' Register. Various volumes mention teachers who have resigned, as well as those who are still teaching, but the school is not always mentioned. Volume 2 of the New Zealand Gazette is worth checking for the lists of registered private schools and religious schools which include the name of the school, name of the proprietor or manager, and the address.

Education Gazettes

Contain interesting general information regarding various schools and national activities, and lists of teacher appointments.

Official Publications containing details about teachers:

| Description | Dates | Publication/Accession | Section/Item |
|--|----------------------|---|-----------------------|
| Education Board report includes alphabetical list of teachers and names of schools, also includes inspection report. | 1876 | <i>Canterbury Provincial Government Gazette</i> | Section H |
| Annual Reports | 1878- | <i>AJHR</i> | Section E |
| Native School Teachers | 1863-1930 | <i>AJHR</i> | Section E |
| District High Teachers | 1905-29 | <i>AJHR</i> | Section E |
| Public Primary School Teachers | 1878-1924 1925-31 | <i>AJHR</i> <i>NZ Gazette</i> | Section E Volume 3 |
| Technical School and Manual-Training Staff | 1911- | <i>AJHR</i> <i>NZ Gazette</i> | Volume 1 |
| Teachers' Register | | <i>NZ Gazette</i> | Volume 3 |
| Classification of secondary school Assistant Teachers. | | <i>NZ Gazette</i> | Volumes 1,2, and 3 |
| Supplementary teachers' register and supplementary graded list of primary, secondary, and technical school teachers. | | <i>NZ Gazette</i> | |
| Schools opened and closed. | 1925-77 | <i>AJHR</i> | |
| Registered private schools/religious schools. | | <i>NZ Gazette</i> | Volume 2 |
| NZ Education Department <i>Education Gazettes</i> | 1934-78 | CH 210 | Box 83-87 |

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