

1. Notes on Observations and Discussions During Visit To STCG on 31 October 2002

Date : 31 October 2002

Visit to : S.Thomas' College, Gurutalawa

Visitors : Fr.Mervin
Mr.V. Tharumaratnam (VT)
Mr.Lakshman Jayatilaka (LJ)
Mr.Mahen Ranasinghe (MR)

Fr.Mervin had his own discussions with the Headmaster.

The others made observations and had discussions as detailed below.

1.Cleanliness

There was a vast improvement in the cleanliness of the school, but bits and pieces of paper, polythene, broken glass etc. were lying around the quadrangle, under shrubs and on the verges along the roads. The workers appeared to have no knowledge of the extent of cleanliness required and they were given a clear briefing by MR, how every small piece of rubbish should be removed and the whole school maintained in a clean and tidy condition. The supervisor of the minor workers, Mr.Weerasena was taken around to show these areas requiring attention and he undertook to take necessary action to improve the situation.

There were several half barrels provided along the corridors of the senior dorms as rubbish bins, but some of the bases of these were found to be badly corroded and falling apart.

Obviously the rubbish, such as sweet wrappers had been thrown around by the students and some of the children were briefed on the importance of keeping the environment clean, maintaining the high standards, achieved during Dr.Hayman's era.

2.Arrangement of Beds etc. in Dormitories

LJ and MR inspected the dorms and it was encouraging that the system of keeping the beds in a line and the folding of blankets introduced by the old boys was being practiced to a large extent. There was still a great deal of improvement to be made. The junior dorms were in a better condition than the senior dorms. In both cases De Saram House was the worst with no care taken to align the beds and more blankets just folded and laid on beds. Dilshan, the prefect of Hayman Senior was shown the areas requiring improvement in his House and requested to take an interest and care in practicing the training given by Mr.Sujeewa Godage during the Leadership Workshop, he attended recently.

3.Senior Dormitories

The roof of the senior dormitories were found to be leaking in many places, as the overlap of roofing sheets was inadequate. The local contractor, Mr.Jamail was requested to give a quotation for taping the leaking joints with the sticky tape supplied sometime back by LJ.

It was sad to see several of the cement grills on the front wall, fixed during the recent replacement of the roof , broken and the paint on the windows scraped off, through obvious willful

acts. Several of the glass panes of the windows were also found to be broken, probably during casual cricket games outside the dorms.

One window, including the frame had been forcibly pulled out and subsequently repaired. The quality and the finish of the repair was very poor, totally ruining the good appearance of the senior dorms, achieved after the recent refurbishment.

4.Drying of Clothes

The details for providing galvanized mild steel (GMS) railing outside De Saram Senior dorm, for drying the clothes was given to Mr. Jamail, for a quotation.

5.Playing of Games in Unauthorized Areas

Students were seen playing cricket on the basketball court and there had been instances LJ had seen cricket being played immediately outside and on the lawns in front of the senior dorms.

6.Flower Garden Outside Senior Dormitories

The grass on the lawn outside the senior dorms was overgrown and the circles around the trees and shrubs in this area had not been cleared of grass since this garden was given a new look under the supervision of Mr.Sujeewa Godage, four months ago. The supervisor, Mr.Weerasena and the gardener were requested to take immediate action to remedy the situation. The fence needed refixing, requiring additional barbed wire. The barbed wire here was rather unsightly and the whole fence could be easily replaced with one similar to that at the back of De Saram Junior dorm, from branches of trees. Mr.Sujeewa Godage would be able to give expert advice on this.

7.Winchester Dormitory

Mr.Jamail had completed the refurbishing of toilets of Winchester dorm satisfactorily. It was learnt that the farmers and the labourers working nearby use these toilets when the students were not around. It may be necessary to provide a door, to be kept locked, in such situations, if the situation could not be controlled.

Some of the glass panes of the windows at the back of the dorm were found to be broken. If this had resulted from volleyball being played close to it, some protection to the windows would be necessary.

8.Badmiton Courts

The cement screed of the badminton courts was found to be badly cracked and lifted, as a result of the roots from nearby trees growing under it. A trench should be cut along the edge of the courts, to prevent the surface roots from growing in this direction, followed by resurfacing the damaged areas.

9.Swimming Pool

The swimming pool which had not been in use, in the last few months due to shortage of water, was being filled with the rain water, but the quality of water was very poor, the filtration system being non existent. The swimming pool and life saving equipment donated by some old boys in June this year were supposed to be still not used and under lock and key.

The tiled roof of the plant room had large holes, with many broken tiles. It was learnt that the students had caused the damage when throwing stones and sticks to pluck the avocado pears, from the branches overhanging the roof. There had been instances, the students were seen on the roof, particularly when the Headmaster was away.

Mr.Jamail had given a quotation for painting the pipework and he was requested to revise it to include relaying of tiles on the roof, repairing of damaged concrete support of pipework, wire brushing and painting of the windows and completely repainting the building.

Mr.Jamail was also requested to give a quotation to clean the sand filtration tank and fill it with the necessary quantity of quality sand.

The worker in charge of the plant room undertook to remove all alum deposits in the tank and the delivery chamber and to get rid of all rubbish and unnecessary material from the plant room. Mr.Weerasena agreed to oversee this work.

The pump shaft was found to be worn and the bearing made an unhealthy noise. It was agreed that the mechanic of VT would be asked to remove it for necessary remedial work when he visited College in connection with the biogas plant, hopefully next week.

10. Water Header Tank

The swimming pool which had not been in use, in the last few months due to shortage of water, was being filled with the rain water, but the quality of water was very poor, the filtration system being non existent. The swimming pool and life saving equipment donated by some old boys in June this year were supposed to be still not used and under lock and key.

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10. Water Header Tank

The leaking header tank located above the old firing range was inspected, to find that it was cracked in three corners and the plastering was in good condition. It was considered that repairing of these cracks would be adequate in the first instance and if it failed to seal the leaks,

further remedial measures should be taken. Accordingly Mr. Jamail was requested to revise his quotation to exclude plastering work.

The second tank adjacent to it, which was in use, required to be replastered and this should be carried out after satisfactory completion of the remedial work of the first tank.

11. Water Supply to Main Classroom Toilet

Even though it was reported at the last Ex-Co meeting held on 5 October 2002 that the non-supply of water to the header tank above the classrooms was due to the failure of the pump motor, it was revealed that the pump was in good working order. Several valves had been installed this morning, to isolate supplies to other branches of the delivery line of this pump, but the pump still failed to deliver water to the header tank. The pump plate indicated a maximum head of 70', which was judged to be lower than the required head to pump to the tank. Later the Headmaster agreed to contact Jinasena pumps for recommendations for a new pump, through their branch at Hawaeliya. This information and a price once received would be passed to Mr. Rizvi Jaleel, for a competitive offer from his Company.

It was noticed that temporary measures such as holding together PVC pipe joints with coir ropes, wooden pegs, etc. were being used and Mr. Weerasena was advised to employ permanent measures in future.

The water supply from Ohiya side was through a 1" pipe reducing to ½" at the water meter. An application had been made to change the water meter to a 1" one and the delay was supposed to be due to the non availability of 1" meters in the local branch. It was suggested that the matter should be pursued through Mr. Prabath Jayasundera.

12. Hayman Laboratory

While inspecting the pipeline it was noticed that the roof of the Hayman Lab had caved in, in two places, as a result of branches of trees falling on it, when cutting trees, two years or so ago. The walls were also found to be cracked in several places. The roof should be inspected and permanent remedial work carried out, without further delay, to prevent a possible disaster.

13. Laboratory Gas Plant

The science teacher showed an abandoned gas plant to MR and it appeared to be in reasonable order, except for the broken belt. There was no power supply to test the motor and the mechanic, Shantha undertook to test the motor and check for any obvious defects, for further action later. This should also be shown to the mechanic of VT when he arrives with the biogas plant material, next week.

14. Maintenance Stores

MR considered that proper procedures should be adopted for keeping stocks, purchase, acceptance, delivery, dispatch etc. in the maintenance stores to prevent fraud and to ensure efficient maintenance.

15. Headmaster's Office in the New Block

The proposed partitioning of the upper floor hall was discussed with the Headmaster in detail. The Headmaster agreed to have his office, directly above the pantry, supposedly as originally

planned. Mr.Jamail was requested to give a fresh quotation for aluminium partitioning and modifications to the ceiling and walls. The aluminium partitioning provided by Mr.Jamail in the present office was inspected and found to be satisfactory.

16. Audio Visual Equipment

In reply to LJ's question, Fr.Nihal advised that a DVD, VCR,TV and associated sound equipment would be adequate to meet the initial requirements of an audio visual system. LJ offered to give some tapes of educational matter in due course.

17. Other Remedial Work

There was a leak in the roof above the passage in the accounts room, either due to some damage or clogging of the gutter, breaking the plaster of the wall. This should be checked and repaired immediately for obvious reasons. The floors of the passages outside junior dorms also require remedial work.

18. Accommodation for Temporary Teachers from UK

The bungalow previously occupied by Mr.Chandrasekera was inspected by LJ and MR and found to be in need of extensive repairs to the roof, ceiling, walls and kitchen, replacement of bathroom/toilet facilities and , minor repairs to the floor, doors and windows, including replacement of door locks. The garden was totally overgrown requiring a complete overhaul.

Mr.Jamail was requested to give a quotation for the repair of the bungalow and it was stressed that a high quality work was required, as it was intended to be given to the British teachers.

The two roomed vacant quarters in the Keble complex was considered as an alternative and Mr.Jamail was requested to give a quotation for all necessary remedial work, including total replacement of toilet facilities

The flat underneath the sickroom was considered by LJ and MR, as another alternative , being cosy and cheaper to repair, but the Headmaster had reservations. Mr.Jamail was however asked to give a quotation for its repair to a high standard, similar to the others.

19. Primary School Dormitories

The smell from the night toilet between the first two dorms had spread to the upper dorm and it was unbearable, to stay even a few seconds there. The students advised that the night toilets were cleaned only on Saturdays and Sundays, but was disputed by the cleaning staff, reasoning that the students used them during the day. It should be considered a health hazard for young children to be exposed to such bad conditions. The night toilets should be kept locked during the day, to prevent children using it. In this case a covered access should be provided to the outside toilets, for use during rainy weather.

(It is worthy of note that even the toilets in Foster Hall smell so badly, due to lack of flushing, after use. The state of toilets had been a subject of discussion even during the last AGM

20. Primary School Staff Quarters

The staff quarters attached to the back of the dorms occupied by Mrs.Anandappa, her husband and three children was in an appalling and pathetic condition, with the whole roof leaking badly

and the house filled with smoke from the adjoining kitchen. This house, constructed in clay, ages ago, appeared to be beyond any repair, to say the least. The Headmaster had offered alternative accommodation to them earlier, and had been turned down, for reasons of their own. The headmaster however agreed to make the same offer again.

The other quarters, where there had been complaints to the OBA regarding the bad condition, could not be inspected, as the occupants were out.

21. Biogas Project

The location for the construction of 3 Nos. dry digesters was determined to be in the area below the pantry of the new office/dining hall building, by VT and MR. Mr. Jamail was requested to give a quotation for concreting, including cement, sand, aggregate and 2'x 2' wire mesh. The steel shutters and a concrete mixer would be supplied by VT.

Mr. Jamail confirmed the current prices for material, including delivery, as follows:

Aggregate - Rs.3,500/cube

Sand - Rs.2,700/cube

Cement - Rs.380/ 50 kg bag

VT wished to send the shuttering, concrete mixer and other associated equipment to College within next week and LJ agreed to look into the transport.

It was estimated that one digester could be commissioned within three weeks from now, if work commenced next week.

22. Gasifier

VT checked the daily consumption of firewood by the kitchen and the bakery and considered that a saving of Rs.750 per day could be made if producer gas was used to operate the bakery. He offered to install a gasifier he owned, to generate producer gas, using the firewood available. He would give full details within a couple of days, so that the gasifier could be sent to College along with the other equipment, next week.

23. Poultry and Vegetable Farms

The Headmaster reported that the poultry farm was running at a loss and a special request had been made to the Auditors appointed by the OBA, to make a complete assessment.

The cost of poultry food was Rs.450,000/month compared to Rs.350,000/month for food for students, while the sale of chickens brought an income of Rs.520,000. Taking into account the cost of baby chicks, operation and maintenance of the farm, there is bound to be a loss.

Recently the security staff had caught an individual carrying a bag of 75 eggs with an invoice for only 50 eggs. When questioned by the Headmaster, the excuse of the Farm Manager had been that he had allowed the customer to count the eggs himself, as the Farm Manager was too busy. Ha. Ha. Ha.

(Remember that even the man who climbed a palm tree to drink toddy and got caught when coming down, had an answer.

Owner: "Why did you climb the tree?"

Thief : "To cut grass".

Owner: "What bloody grass on top of the tree?"
Thief : "That is why I am coming down empty handed"
and walked away.

Minor staff have been allowed to grow vegetables in allocated plots to appropriate their income. This practice could lead to unnecessary problems, when trying to recover the land. Furthermore, it was noticed that at any given time there were more than 8 persons working in the vegetable plots, during normal working hours, even in rain, while there was nobody attending to the flower gardens etc.

24. Library

LJ handed in more books to the library on the day. There was no proper inventory for the books supplied to the library previously and proper inventories should be taken for all books in the library.

It was also learnt that there was no proper procedure for lending and returning of books with books being removed surreptitiously by various persons. **25. Laboratory**

Some items of laboratory equipment were handed over to the science teacher on the day .

26. Tables and Chairs

The Headmaster undertook to get a quotation from the contractor for making tables and chairs, using the timber from the tree, which had fallen.

27. Old Dining Hall

The old dining hall was being used for students to watch TV and for table tennis. Perhaps it could be used as a recreation room for other indoor games like carrom, darts etc. and for music and reading. It is important to have a duty master responsible for activities in the hall on a roster basis, to ensure proper use of the facilities and to take appropriate action for loss and/or damage to the equipment.

28. Recommendations

a. Good quality half barrels (red coloured oil drums are stronger than the green ones) should be provided near every dorm, classrooms, other buildings and along the roads at reasonable intervals. With the biogas plant becoming a reality soon, everyone should be educated to separate the tin cans, bottles and polythene from the other bio degradable matter when dumping. Separate dustbins should be provided to separate these, wherever possible. In the case of the kitchen separate dustbins is a must.

b. Playing games in unauthorized areas should be stopped and those caught should be severely punished. Damage to property is costly to repair and efforts by the OBA to refurbish and provide better facilities is meaningless if the students keep damaging them.

c. The avocado tree near the swimming pool should be cut, as regular repairs to the roof of the plant room would be costly. A similar situation had existed at the main classrooms where a mango tree had to be cut. It is now known that 95 asbestos sheets have to be replaced.

d. The maintenance supervisor, Mr. Weerasena should be instructed to check on a regular basis, the areas requiring maintenance, remedial work and attend to the needs, before the situation worsens.

e. It is common knowledge that there are no members of staff responsible for supervising the children when the Headmaster and Fr. Nihal are away. It may be that the students are not aware of the rules and anything given verbally is forgotten over a period. Therefore the rules may be clearly written and displayed in the dorms. With the prefects and the dorm masters appear to be taking no interest and responsibility, clear instructions must be given to them, regarding discipline and other requirements. A chain of responsibility must be established to deal with the present habit of passing the buck by everyone.

The house/dorm masters should reside in the quarters adjacent to the dorms to be responsible for, discipline, tidiness and cleanliness in and around the dorms. All staff should take action to report and/or punish those students caught misbehaving, breaking rules, damaging property and ruining the environment. At present everybody is passing the buck.

f. The method of making the beds should be introduced to the primary school children as well. The prefects who are already trained could be used for this purpose.

g. It is very important to refurbish the quarters occupied by the staff and improve their living conditions, to get their best service to the school. The extent of repairs and the associated costs must be determined soon, for apportionment of funds, expected from the dinner/dance, organized by the OBA, this year.

h. The auditor's report on the poultry farm should be carefully studied and action should be taken to make it profitable. (May be that all the other poultry farms in the country are running at a loss

i. Inventories should be taken for the laboratory equipment and the library books with proper procedures adopted for lending and return of the latter.

j. Needless to say that the appointment of an Administration Manager to deal with all outdoor activities and maintenance work, as already proposed by the OBA, should be given top priority.

Post Meeting Record

Telephone conversations MR had with the old boys responsible for the construction of the kitchen revealed that the pantry in the building had been designed with the intention of installing a LPG gas cooking system in the center. Cost of gas had ruled it out and the new kitchen designed, purely for firewood.

MR telephoned the Headmaster subsequently and he had no objection for a gas cooking system in the pantry. It is proposed that the gas cookers are installed along the back wall, instead of at the centre, to shorten the gas supply pipe, to avoid the pipes crossing the passage and to enable easy construction of a fume extractor hood, if found necessary

2. Notes on Work and Discussions during the Visit to STC , Gurutalawa on 10 December 2002

Visit to : S.Thomas' College ,Gurutalawa

Date :10 December 2002

Visitors : Mr.V Tharumaratnam (VT)
Mr.Lakshman Jayatilaka (LJ)
Mr.Mahen Ranasinghe (MR)
Mr.Nuwan Jayasinghe Site Manager for biogas
plant

Purpose of Visit :To commence construction work on the biogas plant
and to instruct the
local contractor, Jamail to commence other remedial work after
assessing
the quotations submitted by him.

1.Biogas Plant

The steel shuttering for the digester belonging to VT, sent to Gurutalawa the previous day in the lorry provided by Mr.Rizvi Jaleel, had reached there at 10.30 pm on the 9th. The mechanic of VT also went in the lorry and the shuttering were unloaded at 9 am today.

VT and MR decided on the exact location for the 3 Nos. digesters to be constructed, which was just behind the new kitchen, currently under construction. Eventhough one objective of the visit was to commence construction of the digesters, VT considered that a revised drawing of the digester should be prepared, before even any preliminary work such as leveling, setting out of the area etc. commenced. In spite of MR's suggestion to keep the Site Manager and the mechanic, to commence preliminary work and for VT to send the drawing by fax, in a day or two, VT decided to withdraw them until the drawing was ready. It was subsequently agreed that the Site Manager would return with the drawing on Monday 16 December to commence work.

2.Pump for Pumping Water to Main Classroom Header Tank

The single phase pump given by Mr.Suresh Thiagarajah for trial pumping was found to be not suitable as the existing pump was a 3 phase one. The electrician of LJ, who accompanied the visitors took details of the suction and delivery pipelines, so that a suitable 3 phase pump could be found either from Jinasenas or Mr.Rizvi Jaleel's Company for installation during the next visit, before end of December.

3.Swimming Pool

The diesel pump of the swimming pool was run, to check the supposed noise emanating from the shaft. Later the mechanic of VT removed the pulley at the pump end to find that the keyway was damaged. The pulley was taken to Ambatenna, a few miles from College, towards Welimada and repaired. On reinstallation the pump ran well without any noise. The bearing eventhough very old, operated satisfactorily but should be replaced at a later date if found to develop even a slight play, to prevent damage to the shaft. It was

learnt from the operator, Abeytissa that the diesel consumption of the pump was only 1 litre for four hours. With the pump needed to be run for 8 hours a day, once the water is totally cleaned, the daily consumption would be 2 litres, costing only around Rs.1,800 a month. If the pump is replaced with an electric one the cost of electricity would not be less than Rs.10,000 a month. Assuming that the diesel consumption figures are correct, this pump unit should be looked after like a valuable gem.

The oil in the pump engine was found to be dirty and the Headmaster was requested to arrange the purchase of 5 litres of DS 40 oil and the operator undertook to change the oil as soon as the fresh oil was available. He also undertook to remove all deposits of alum in the chambers and floor of the plant room, immediately.

The quotation for the repair of the roof of the plant room, removal of used sand and cleaning of the sand filter, supply and placing of fresh sand in the filter and painting of all pipework after power brushing to remove all rust, in the total sum of Rs.21,580.00 submitted by Jamail was accepted. Jamail agreed to commence work on 11 December.

The Headmaster agreed to cut the avocado tree near the plant room on 11 December, before the repairing of the roof commenced.

Further finishing work such as repairs to the windows, painting etc. would be carried out depending on the availability of funds.

Other items required for proper maintenance of the pool were identified as follows:

- Floor and wall cleaning systems
- 4 Nos. V belts (size Ref.B91) for the diesel pump, the existing belts being too old

4.Railings for Drying of Clothes

Jamail was given exact details for providing 8 Nos. (2 Nos. per dormitory), 2.75m (9 ft) long. 1.2 m (4 ft) high railings with concrete foundation. A quotation would be submitted by Jamail, by post, to the OBA.

5.Quarters for the Temporary British Teachers

It had been agreed with the Headmaster earlier that the former Deputy Headmaster's bungalow near Primary School would be the one to be given to the Temporary British teachers and this was inspected again with Jamail and the quotation for a complete repair in the sum of Rs.67,040.00 was accepted, with assurance from Jamail that it would be completed to very high standard, compared to the other work he had already completed. It was agreed that cost of the toilet fittings and tiles would be deducted from the above quotation, if these could be obtained cheaper in Colombo. The remedial work would commence on 11 December.

It had been agreed with Mr.Sujeewa Godage that the garden of this quarters would be attended to, during his visit to College, 12 -14 December.

This bungalow could be given to visitors to College, for a nominal sum, during periods not occupied by foreign teachers.

6.Keble Dormitories and Class Rooms

The quotation for the repair of the Roof of Keble dormitory was accepted in the sum of Rs.11,200.00. The roofing sheets removed from the senior dormitories would be used here. Jamail agreed to give a quotation for painting the whole roof.

The roof of the classroom only needed the replacement of a few broken tiles and this would be carried out by Jamail at no cost.

7.Basketball Court

Jamail would give a quotation for extending the basketball court to the standard size, The work involved the repositioning of the two potting stands, extension of the court, lengthwise and widthwise and resurfacing of the court with asphalt.

An additional quotation would be given for providing PVC coated chain link fencing along the Winchester dormitory to protect glass windows from the basketball. The nylon mesh presently there could be moved to the Volleyball court side to give additional protection to the windows on that side.

8.Badminton Courts

Jamail would give a quotation for providing a concrete,covered trench, parallel to the road and resurfacing of all the badminton courts in concrete.

9.Headmaster's New Office

Jamail's quotations, in the sum of Rs.21,285.00 and Rs.34,950.00 for providing the ceiling and the partition respectively were accepted, The work would commence on 11 December.

10.Roof of Science Laboratory

The quotation for the repair of the partly collapsed roof and the gutters/valences of the science laboratory , in the sums of Rs.17,430.00 and Rs.22,150.00 respectively were accepted. The work would commence on 11 December.

11.Squash Court

The previous quotation of Jamail for the remedial work and wood flooring of the squash court, around Rs.250,000.00 was considered to be well over the budget of Mr. Prabath Jayasundera, who had undertaken the work. A fresh quotation was requested from Jamail, based on details given by MR as follows:

- Cast a 9"x 9" reinforced concrete beam under the wall at ground level to prevent further subsidence of the wall
- Replace the damaged wire mesh around the court
- Resurface the floor in concrete
- Paint the Court, inside and outside
- Double the existing fluorescent lights

The above work was expected to be under Rs.100,000 which was the budget of Mr.Prabath Jayasundera.

12. Other Quotations

Jamail agreed to send the following quotations, by post to the OBA, in addition to those mentioned above.

- Resurface the corridors around the quadrangle in the junior dormitories
- Replace the damaged asbestos roofing sheets (95 Nos.) in the main classroom block
- Repaint the corridor between the junior dormitories and the old dining room after replastering the necessary areas.
- Repair the roof leak above the passage near the accounts office

13. General

It was considered that the fencing posts, bridges, handrailing ,garage doors and generally the area between the main bridge and the squash court needed repainting. This could be looked into after completing the more urgent work detailed above.

MR noticed by accident, at least 30 damaged eggs in a basket in the farm office. The eggs had been collected in a big basket and loaded ,may be 12 layers high without any packing. The eggs were being packed in similar baskets with paddy husk, which looked very primitive and were taken away in a lorry to the shops at Boralanda. When questioned MR was advised by the farm manager that there had never been any eggs returned, as damaged.

The damaged eggs may be a small percentage but at 30 a day would be 900 a month and the loss of revenue would be Rs..4,500 a month. It is time that egg trays, which are very cheap and readily available are used for collecting and delivery , to prevent unnecessary damage to the eggs.

3. Progress of Development Work at STC , Gurutalawa as of 18 December 2002

Visit to : S.Thomas' College ,Gurutalawa

Date : 17 and 18 December 2002

Visitors : Mr.Lakshman Jayatilaka (LJ)
Mr.Rizvi Jalill (RJ)
Mr.Mahen Ranasinghe (MR)

Purpose of Visit: To test the new pump for suitability for pumping water to the header tank above the laboratory and to check progress on remedial and development work being carried out at the school.

1. Testing of Pump

On the 17th, RJ had taken 2 Nos. new, 3 phase pumps of different capacities for testing for suitability to pump water from the well below the squash courts to the header tank above the laboratory.

The fitters required for fixing the pump and pipework were not available and after sending messages through Mr. Premadasa, the office clerk, one fitter Shantha arrived. With the help of the technicians of Mr. Jalill's Company, who arrived from Badulla, the larger pump was temporarily installed and wired. It managed to pump to the header tank above the old firing range, but kept on tripping due to the rating of the existing starter being too low. The temporary PVC pipe connections provided could not stand the pressure and kept disconnecting at the joints. The badly designed system of pipework for pumping to several header tanks from this source, made it more difficult to test the pump. However the pump was found to be suitable for pumping to the header tank above the laboratory. For a permanent installation, a higher rated starter and modification of pipework would be required. The new pump was removed and Shantha was requested to reinstall the old pump.

It was later considered that if a single phase pump was installed at the Wickramasinghe Dormitory, to pump water from the header tank there to that above the laboratory, the costs would be much less as the pump would be smaller and the need to uprate the starter would not arise. Accordingly RJ bought a smaller pump from an agent of his Company at Bandarawela and this was tested satisfactorily on the 18th. It was thought that the permanent installation of the pump should be carried out by Jamail and necessary instructions would be given to him during our next visit to College.

It must be mentioned that there was nobody other than Mr. Premadasa available on the 18th to fix the pump and pipework. All tools had been locked away and keys were not available to gain access. The support and corporation given by Mr. Premadasa to meet the various requirements during the two days of the visit should be much appreciated.

2. Swimming Pool

Mr. Weerasena the supervisor was available on the 17th but a message had to be sent to the operator, Abeytissa, in charge of the swimming pool to come to open the plant room. Jamail had completed painting of pipework, but the operator had not removed the alum deposits, as instructed during the visit of 10 December 2002.

Jamail had delivered fresh sand and had cleaned the sand filter. The gravel had been washed and was ready for loading, when the weather permitted. The main branches of the avocado tree had been cut. Jamail advised that the roof would be repaired after placing the sand in the filter.

The operator was instructed to remove all alum deposits without further delay. Eventhough 5 litres of DS40 oil, necessary for changing the oil in the diesel pump engine had been made available to the operator, he had not changed the oil. He was instructed to change the oil next day and operate the filter system with fresh alum, after the sand was placed in the filter, until the water was clean. New floor and side wall cleaning brushes of the swimming pool would be taken to College when visiting College next, to complete the present exercise of refurbishing the swimming pool system.

3. Headmaster's New Office

The ceiling was being fixed on the 17th by Jamail and the ceiling sheets were found to be sagging in places and the beadings not straight. Jamail was instructed to replace all the bad ceiling material and improve quality.

4. Other Work

Jamail advised that the other work instructed earlier could not be carried out due to heavy rain and he would carry on with the internal work, followed by external work when the rains eased off.

The following additional quotations given by Jamail were accepted after negotiating.

1. Construction of Incinerator Rs.15,000/-
2. Erecting plastic-coated chain-link-fence between Basket Ball Court and Winchester Dormitory Rs. 15,200/-
3. Erecting railing with galvanized pipes for drying of clothes outside De Saram Senior Rs. 5,600/-
4. Re-doing paved area around Quadrangle outside 4 Junior Dorms Rs.36,990/-
5. Re-plastering damaged areas and painting walls from Accounts Department to Sick Room Rs. 6,530/-
6. Painting roof of Keble Dorms Rs. 27,600/-
7. Fixing concrete covers for deep drain in Primary Section (Keble) Rs.10,100/-
8. Refurbish the squash court (Rs.84,960/-)

Total Rs.117,020/-

(Mr.Prabath Jayasundera had agreed to spend upto Rs.100,000 to refurbish the squash court and the balance available here would be used up for additional lighting and any other necessary work.)

The following quotations given by Jamail were put on hold as the costs are high, and would be considered depending on funds available.

1. Repairs to roof of old class room block Rs.99,000/- (replacing 95 asbestos sheets etc)
2. Repairs to quarters below Sick Room Rs.42,820/-
3. Repairs to Badminton Courts-resurfacing, constructing drain around to prevent roots of trees causing damage Rs.154,700/-
4. Retaining wall on embankment of Badminton court Rs. 34,460/-
5. Repairs to water tanks supplying water to Junior dormitories Rs.13,790/-

Total Rs.344,770/-
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5. The Farm

The farm manager was seen separating the broken eggs from the good ones, in the farm office. When questioned by MR why the eggs were not collected in egg trays, the answer was " I never get anything I ask for". MR requested him to ask anything he wanted in writing.

RJ & MR noticed many villagers coming to the farm office from the direction of the classrooms, to buy broken eggs, to prevent damage to eggs.

It is important that egg trays are used to collect the eggs.

6. BIOGAS PROJECT

Mr. Ruwan Jayasinghe the Manager of Mini Well Systems (Pvt) Ltd was expected to arrive on 17th December to commence work on the digesters. He did not arrive on the 17th but had arrived on the 18th and left after promising to return on the 19th.

Arrangements had been made for him to stay at the quarters below the Sick Room, but he had arranged with Jamail to stay in a room in Gurutalawa Village.

4. Notes on Progress of Development Work and Discussions during Visit to STC, Gurutalawa on 6th & 7th January, 2003.

Date: 6th & 7th January 2003

Visit to: S. Thomas' College, Gurutalawa

Visitors: Mr. Lakshman Jayatilaka (LJ)
Mr. Mahen Ranasinghe (MR)

1. The flushing systems of both toilets in the sick room were leaking badly and required urgent repair/ replacement.
2. Sick room walls and painting had been vandalized by students. Some repairs to the plaster and painting would be necessary. The students causing any damage should be made to supply the paint and bear the cost of any repair, as was the case before.
3. Corridor from Accounts Dept. to sick room passing Headmaster's office entrance door was flooded during heavy rain. Jamail, the contractor advised that the rain water gutters and flashing needed replacement and he was asked to give a quotation for the repairs.
4. The new Administration Block roof leaked all along the ridging and must be attended to immediately. Jamail was requested to seal them with cement.
5. Dogs were seem loitering around the dining hall and several puppies were running around the Old Laboratory.
6. The Foster Hall was not being kept closed. All doors were left open and dogs were running across and found within.
7. Toilets in Foster Hall were found to be cluttered with desks and chairs.

8. Some windows and ventilation grills in Senior Dorms recently rehabilitated by Mr. Mahipala had been damaged.

9. The surface of the Badminton Court was water logged after rain - there was also clear evidence that some damage had been done to the Basket Ball Court, probably as a result of students playing cricket.

10. Mr. Alam agreed to arrange a person from the Road Development Authority to meet the Ex-Co on 11th January to discuss the repair of both basket ball and badminton courts.

11. The window panes in the Swimming Pool Treatment Plant room should be replaced where they are missing or broken. This will complete the rehabilitation undertaken by the OBA.

12. The swimming pool equipment, treatment plant and cleaning equipment must be kept safe and secured - untrustworthy employees should not be engaged in the operation. There are reasonable grounds to suspect sabotage and mischief and a clear attempt to thwart and hinder development activities undertaken by the OBA.

The diesel pump engine which had failed several days ago had been repaired by a local mechanic by cleaning the injectors etc and the cost was Rs. 1500.00. The pump was found to be noisy and when stripped totally the bearing was found to be defective with the shaft bent and the impeller worn in places. The same mechanic was asked to arrange for a full repair with the shaft and bearing replaced and other worn parts filled and machined. All items were sent to Welimada for repair and the bearing was brought to Colombo as it was not available in Welimada.

The swimming pool cleaning brush housing was also sent to Welimada for necessary repair through the same mechanic. This needed extensive repair and the new brush provided earlier by an old boy would be fixed with suitable modifications.

All parts were expected to be ready by the afternoon of 7th January. The bearing and the gland packing were subsequently brought in Colombo on 7th January and sent by courier to the Headmaster at Gurutalawa so that the pump and the cleaning equipment could be put to use latest by 9th Jan. Once the cleaning equipment is satisfactorily repaired 2 nos. 30 m long 1" diameter jute ropes are required for its operation.

13. The pump and pipe work necessary for pumping water from the header tank above Davidson Dormitory to that above the old class rooms were installed in the toilet in the dorm and water was pumped satisfactorily. Temporary wiring was used and Shantha the person responsible for pumping undertook to provide a permanent connection from the mains supply with the wiring provided by Jamail. The pipe supports and back filling of pipe trenches would be completed by Jamail on 7th Jan. A door would also be fixed by Jamail to the toilet.

The staff toilet in the old classroom block should be kept under lock and key. An employee probably Shantha must be in charge of pumping water to the classroom header tank at regular intervals as necessary.

14 4 Nos. railing had been installed by Jamail at the Senior dorms for drying clothes and 4 more would be installed within a day or two. 1000 clothes hangers were handed over to the Headmaster for distribution to senior dorms, 5 per student.

Now that railings and hangers are provided for washed clothes to be hung, no clothes should be put out to dry elsewhere outside the senior dorms.

15. Staff Quarters of Mrs. Dias and Mrs. Karandagoda were examined. The toilets of these quarters had a common wall and the pieces of wall came off when touched. Plants were seen growing in the wall and it could be easily called a death trap. An open drain runs through the toilet of Mrs. Karandagoda carrying dirty water from Mrs. Dias's toilet and this is a health hazard. The gutters are all broken and the rain water falls into Mrs. Karandagoda's kitchen.

The concrete slab of the septic tank of Mrs. Dias's quarters had collapsed when her son stepped on it and the repair is very unsatisfactory. This is another death trap. The roof leaks in many places.

It is very clear that these quarters cannot be rehabilitated. New quarters should be provided for the staff. Any monies spent on repairs would be a wasteful expenditure - the staff are living in sub-human conditions. It was understood that some have lived under these conditions for over 11 years.

16. The room adjoining the present music room in the new Administration Block had several mattresses etc. and these should be removed to a suitable store.

17. The Headmaster advised that the library books and journals handed over to the library were being inventorised and these should be made available to the students in a proper lending/receiving library procedure.

18. The Headmaster agreed to arrange for the disposal of the rubbish dump outside the junior dormitory toilets within a day or two.

19. The Headmaster advised that 85% of the plants provided under his replanting programme introduced at the last AGM were growing well. It is hoped that the Ex-Co can see this successful story during the next Ex-Co meeting on 11th January, 2003.

20. A site has to be located for the incinerator. The Headmaster agreed to give thought to this so that Jamail could be instructed to construct it during the Ex-Co visit on 11th January.

21. The Headmaster's room is now ready for occupation with partition and ceiling completed. He can now move with his staff and have the telephone transferred. Jamail was requested to fix a door stop to prevent the door hitting the column, when opening

22. The installation of the new telephone system will follow as soon as the wires are delivered by an old boy and the other materials are procured. Pending such time, the telephone system and the instruments must be kept secured in the Headmaster's bungalow.

23. Railings could be provided in Junior Dorms so that those students too can dry their clothes on hangers. These could be erected outside the toilets of the Junior Dorms. This will prevent these students from drying their clothes on the quadrangle, and the embankment below the Foster Dorm.

24. Some students who were new entrants were found to have brought bicycles to school. The circular letter intimating date of commencement of term and list of clothes and books etc. which should be brought must clearly indicate that such toys, equipment or pets cannot be brought and retained in the boarding. Otherwise even pets may be brought.

25. Broken and discarded furniture were lying in many rooms all over the school buildings. These should be brought to the carpentry shop for turning out the necessary, tables, chairs and beds. etc.

A carpenter made 6' long bed similar to those recently made for Winchester Dorm from the broken beds at Rs. 175/- each. An old boy has offered to pay for 30 Nos. beds made in this manner.

26. The practice of asking the parents to bring mattresses should be stopped and the standard mattresses should be provided by the school at a reasonable price to make the beds and mattresses the same size (i.e. uniform) in the dormitories. At present the mattresses are of various sizes and they overhang on sides and end of beds, making it extremely unsightly, and sometimes not suitable for growing children.

27. The students currently have meals in 2 sittings. Out of 290 students 85 are at Keble requiring tables for about 205 students. There are 20 tables with 8 to a table in the dining hall allowing 160 students to sit at one time. Another 6 tables would be adequate to meet the requirement for one sitting and the same carpenter was requested to make one table and 2 benches from the available wood for the Ex-Co's inspection on 11th Jan.

Once these extra tables are provided the school will be able to change the time table for everyone's benefit and meals can be had in one sitting. An Old Boy has agreed to meet the cost of this exercise.

28. The screed material removed from the paved area around the quadrangle had been piled up outside the old laboratory. Mr. Weerasena, the minor staff supervisor undertook to spread it along the road between the squash court and the Davidson dormitory where the road had got washed away. The old sand removed from the sand filter of the swimming pool would be spread over this material. Mr. Weerasena was requested to reconstruct the drain opposite the Headmaster's bungalow so that no water runs onto the road.

29. The floor of the squash court had been partially removed as part of the refurbishment work undertaken by Jamail. The front wall of the court was examined by MR and Jamail was instructed to grind the surface to remove uneven patches and apply chalk to a smooth finish and paint.

30. The excavation for the bio gas digester had been completed and Jameel was awaiting the arrival of the supervisor from Mini Well Systems Ltd. MR telephoned Mr. Tharumaratnam and he promised to send him by 7th January. MR had stressed to Mr. Tharumaratnam on many occasions that the construction of at least one digester should be completed by end of January, 2003 and bio gas generated before the AGM at the end of Feb. 2003. To overcome some financial problems of Mr. Tharumaratnam the Ex-Co was considering funding the cost of construction of one digester, so that biogas would be available before the next AGM.

31. The screeding of the paved area around the quadrangle had been painted black, without the approval of MR and this paint was coming off. Jamail was instructed to remove all black paint from the floor and keep it in the natural cement colour.

32. The Keble kitchen fire place requires an additional support to prevent the large saucepans toppling over and this work will be carried out by Jamail.

33. The water storage tank for bathing of young boys has a leak. The plastering has to be re-done. This work too will be carried out by Jameel.

34. The embankment adjacent to the new Administration / Dining Hall has got washed away in places, threatening the walkway slabs leading to the block, to collapse. A retaining wall and earth filling or a crib wall would be required to stabilize the embankment.

5. Notes on Progress of Development Work and Discussions during Visit to STC Gurutalawa on January 11,2003 with Special Reference to Remedial work undertaken by the OBA

1. Mr.P J Fernando examined the Basketball and Badminton Courts with a contractor, Mr.Susantha who had laid asphalt on roads for the Road Development Authority. Mr.P J Fernando considered that expansion of the Basket Ball Court to the standard size was not necessary.

Mr.Susantha gave a quotation in the sum of Rs.93,400/- for patching up and providing asphalt on the Basketball Court and resurfacing the bad areas of the Badminton Court with asphalt

The cost of material for aggregate, sand and chips including transport was Rs.76,400/-, while Mr.Susantha's charges for carrying out the work including hire and transport of a vibrating roller, was negotiated down to Rs.17,000/- by Mr.Mahen Ranasinghe and Mr.P J Fernando.

Mr.Ruwan Munasinghe offered to supply the material cheaper than Rs.76,400/- (perhaps Rs.14,000/-cheaper) and agreed to deliver them early next week. Once this material is delivered, a cheque could be issued to Mr.Ruwan Munasinghe.

Mr.Alam agreed to break all the damaged concrete and cut all the roots which have surfaced in the Badminton Courts including cutting a drain parallel to the road along the edge of the Badminton Court near the road to prevent roots of nearby trees growing into the Badminton Courts. The Headmaster was informed of the above work and he agreed to provide the necessary labour.

2. Mr.Mahen Ranasinghe inspected the pumping system recently installed in the Davidson Block after Shantha, the person in charge of pumping, complained that air gets locked in the suction pipe when those occupying the quarters adjacent to the Davidson Dormitory use water.

On examining, Mr.Ranasinghe found that the Davidson Block header Tank gets empty so often due to use by several parties and as the suction line is common to these quarters, dormitory and the pump, air gets locked. After discussing with Shantha, Shantha offered to shift the pump to the concrete slab at the top of the tank and install a suction pipe down to the tank with a foot valve and to re-lay the PVC delivery pipes previously installed.

The above work was explained to the Headmaster by Mr.Mahen Ranasinghe and the Headmaster agreed to give the money for the Foot Valve which would be around Rs.200/-. It should be noted that the existing system would work if the water level in the header tank above Davidson Dormitory could be always maintained above the suction pipe. This is not practical as it involves someone checking the water level many times a day and keep pumping from the well near the Squash Courts as and when necessary.

There would be no additional cost other than the cost of the foot valve (Rs.200/-) as the relaying of pipe work would be carried out by Shantha. The Davidson Block Header Tank Room has a lockable Door, as such the Water Pump would be secure. In any event the security sign a log book every hour at the Davidson Block and they should check out the Pump Room too, at this time.

3. The Swimming Pool pump had been repaired by the mechanic and the total cost was Rs.6830/-. The Diesel Engine was repaired earlier at a cost of Rs.1,500/-. The Pump was found to run smoothly and Mr.Mahen Ranasinghe asked the Operator Abeytissa to run it for about 4 hours a day for the engine to set in, without adding any alum until the Swimming Pool floor is cleaned fully.

4. The housing of the swimming pool floor cleaning brush was still under repair in Welimada and it was expected to be available within 2 to 3 days. Mr.Mahen Ranasinghe instructed Abeytissa to clean the floor of the pool as soon as it was available and then to add alum for pumping through the filter for proper treatment.

5. The floor of the Squash Court had been concreted. Mr.Alam requested that hand railing be installed along the width of the court in the viewing gallery as some children had fallen in to the court from there. Mr.Mahen Ranasinghe agreed to instruct Jamail to attend to this work. Mr.Alam requested that wall plaster to a height of 5 ft be removed and re-plastered as this area was rough. Mr.Ranasinghe considered that it would create bigger problems if the plaster was removed and advised that the surface would be ground with a grinding stone to remove rough patches and chalk applied to a smooth finish before painting. The remedial work to the Squash Court had been undertaken by Mr.Prabath Jayasundera up to a maximum of Rs.100,000/- and the work is expected to be completed within this figure.

6. The remedial work in the former Deputy Headmaster's bungalow was in progress.

7. Mr.Weerasena the College Maintenance Supervisor had laid some of the screed material removed from the passages outside the Junior Dormitories, along the road between the Squash Court and the Headmaster's bungalow as agreed during the previous visit on December 17 & 18,2002. Further filling and formation of a drain are still required.

6. Progress of Remedial and Development Work at S.Thomas' College Gurutalawa Undertaken by the OBA

Date: January 18,2003

Visit: To S.Thomas' College, Gurutalawa - by Mr.Mahen Ranasinghe

Purpose: To check progress of remedial and development work and to obtain quotations from the contractor, Jamail for conversion of several newer buildings to staff quarters.

1. Deputy Headmaster's Bungalow

Repairs to the roof, replacement of ceilings, fixing of commode and other items in the toilet, fixing of sink and tiling in the kitchen, painting of all walls had been completed. The remaining work of painting of doors, windows etc would be completed by 19th January 2003.

It was noted that painting of some walls had been difficult and 3 coats of paint had been applied in some areas where the plastering was in clay.

2. Pumping System for the Header Tank Above Science Laboratory

Shantha, the person responsible for pumping had reinstalled the delivery pipe work which ran from the Header Tank room above Davidson Dormitory to the connection point of the galvanized

pipework near the rambutan tree. The pump was fixed on the concrete slab above the header tank with a foot valve. A temporary electrical connection was provided and it pumped satisfactorily.

The school had provided the funds to buy the foot valve, 2 bends, valve socket and 20 metres of electrical cables.

Shantha, agreed to reinstall the last section of the connecting pipework through a shorter route so that the flow to the tank could be increased. Shantha was requested to give a list of PVC and G I pipes available, after completion of this work, to the office for record purposes.

Shantha advised that a permanent electricity cable to the pump would be connected directly from the nearest pole. Some of the galvanized roofing sheets used for the walls were found to be corroded and Shantha undertook to add a further layer with the roofing sheets available in the school. A new padlock had also been provided. The Security Guards at the main gate were requested to patrol and check the pump room every hour at the same time, as they check the Davidson Dormitory area.

3. Squash Court

No further work had been carried out after concreting the floor of the Court. Jamail advised that he would commence work in a day or two after completing the work of Deputy Headmaster's bungalow. Jamail was requested to submit a quotation for providing hand railing along the width of the Squash court in the viewing gallery to a height of 2 ½ feet, and complete all work before mid- February 2003.

4. Conversion of Club House to Staff Quarters

Jamail was asked to give a quotation for partitioning a toilet in cement blocks, kitchen and two rooms in hardboard to the measurements taken in my presence and to provide necessary fittings for a toilet with tiles. A new septic tank would also be required for the quarters as the existing septic tank was too far away. Mrs.Jayarani who lives at the back of the above section requested for a kitchen to be constructed for her as she had no proper kitchen and with 3 children she found the quarters very crowded. After explaining to her that construction of an outside kitchen or room would be too expensive, she did not mind having a bedroom partitioned for her within the Club House, as there were two doors leading from her side to the Club House.

Accordingly, Jamail was asked to give a quotation for partitioning a room inside the Club House at the Keble Class Room end. The Headmaster was advised of this request and he had no objection to giving an extra room to Mrs.Jayarani.

5. Conversion of the Building next to Keble School to 2 Nos Staff Quarters

Jamail was requested to give a quotation for converting the building to two quarters. One quarter to have a new toilet built in cement blocks inside the entrance area and partitioning for a kitchen. Piping to be provided up to the existing septic tank. The large room to be partitioned to make 2 bed rooms.

The other quarters to have a new door at the same place where there had been a door and now closed up, with block work. Partitioning to be provided for a kitchen and a door provided internally, for a bed room. Ceilings to be provided for both quarters.

6. Chaplain's Quarters

Fr.Nihal Fernando requested for the badly deteriorated door at the back of the quarters to be removed and closed up with cement blocks. Jamail was requested to give a quotation.

7. Mr.Kumara's (Art Master) Quarters

The roof of the sitting area, kitchen and toilet were supposed to be leaking. The tiled roof was full of leaves and this might have aggravated the situation.

Jamail advised that the tiles were of different sizes and it was not possible to stop the leaks. He was requested to give a quotation for providing galvanized sheets for the whole roof including the Davidson Dormitory and the sale of the tiles.

8. Davidson Dormitory

Jamail was requested to give a fresh quotation for repairing the ceiling and doors etc, and painting the whole dormitory, in addition to the above replacement of roofing tiles with galvanized sheets.

9. Keble House, Badminton Court

Jamail was requested to move the posts of the badminton court by one meter towards the dormitories so that the walkway leading to the dormitory would not be blocked. There would be no charge for this work.

10. Badminton Courts

Mr.Alam had removed some of the concrete from the cracked areas. The roots were still to be cut. The drain had been dug along the width of the badminton courts, leaving the steps in place. As the steps are damaged Mr.Alam was requested to remove it and to dig the drain under it. Jamail was requested to submit a quotation for the construction of a new set of steps in rubble masonry.

Mr.Ruwan Munasinghe was contacted by telephone and he promised to deliver the sand, aggregate & chips by Monday 20, January and the barrels of tar within a day or two afterwards. He also agreed to ring Mr.Medawala regarding the registration of the sports club. Mr.Medawala had left several messages last week for Mr.Munasinghe to ring back.

11. Jamail was requested to submit a quotation for the following;-

- a. Chapel entrance - roof and gate to be repaired and the whole area varnished.
- b. Fence along the Chapel to be reconstructed with the fallen concrete posts re-erected and railing re fixed.
- c. Road bridge over the channel to be patched where damaged and painted, in white
- d. The walls of building and the garage near the bridge to be painted, the doors of garage to be painted green.
- e. The railings near the new administration block to be repaired and painted, along with the posts.
- f. Library and Foster hall to be painted externally.
- g. Patch up the damaged retaining wall along the library and the Foster Hall and clean up.

12. Bio-Gas Plant

The Supervisor of Mr.Tharumaratnam had not arrived and the Rs.10,070/- cash given by Mr.Bandula Wanigasekera was handed over to Mr.Premadasa for the purchase of the 20' long 6" PVC pipe and 2 Nos. 6" bends, if Mr.Tharumaratnam had not sent any money for the purchase of these. Thushara Hardware, Welimada advised that the 6" PVC pipe was available and the 2 bends would be brought from Colombo in a day or two.

Jamail was instructed to commence fixing of the shuttering for the digester as soon as the supervisor arrived. The supervisor should give the exact measurement of the length of pipe to be cut in two so that it could be brought in the College van. Jamail was asked to give top priority to the construction of the digester.

13. Railing for Hanging Clothes in Senior Dormitories

The hangers handed over to the Headmaster had been distributed to the Senior Dormitory Students, 5 each, yesterday.

The washed clothes were still being hung on personal clothes racks and on the railings. The students were not aware of the purpose of handing over the hangers to them

The prefect of Hayman House Meemaduma was met and given clear instructions to advise all Senior Students to use hangers given to them for drying the clothes, on the railings provided, 2 per house, painted in the colour of the house. He was asked not to allow personal racks to be used.

The Headmaster was advised that Prefect Meemaduma was briefed on the use of railings for drying clothes and he promised to instruct the students formally in this regard.

14. The Tractor

The Tractor Driver advised that the engine was giving trouble and breaks were bad, which required urgent repairing. He was requested to inform the Headmaster and the OBA would also discuss the matter with him.

15. Railings for Drying Clothes in Junior Dorms

The area for installing railings for drying clothes of Junior Dormitory students was inspected. The length of railing here would have to be different to those in the Senior Dorms and the matter would be finalized during the next visit to College, as Jamail was already overloaded with work.

16. Re-Union Day Cricket Match

Mr.Alam advised that everything was ready for the cricket match on Saturday 22nd February during the Re-Union Celebrations between the present boys and the old boys, and requested for new balls to be brought. He was told that it would be attended to.

17. Discussions with the Headmaster

In addition to the points mentioned under items 4 and 13 the following confirmations were given by the Headmaster.

- a. The letter requesting appointment of temporary teachers from UK had been signed by the Headmaster and sent to Mr.Gamini Fernando for forwarding to the British High Commissioner.
- b. The Scholarship for Computer Studies offered Mr.P J Fernando would be arranged during the April Holidays.
- c. The Headmaster had not been able to find an alternative carpenter for making the extra dining tables.
- d. The Headmaster had taken over the Canteen from the present Canteen Manager, Mr.Dharmawardena
- e. A form for the supply of groceries was obtained from the office to be handed over to Thushara Traders in Welimada, through Mr.Rizvi Jalill.
- f. A copy of the document given by Mr.Subramaniam regarding the Outward Bound camps was received.
- g. The member of the minor staff who was willing to accept a redundancy payment, had wanted 06 months pay plus EPF and ETF for the six months.

18. General

It was noticed and confirmed by the fitters/electricians that they had no spanners etc for attending to repairs and installation work. It is important that a set of open ended spanners and other basis tools are supplied.

7. S.Thomas' College Gurutalawa Old Boys Association Minutes of Coordination Meeting No1. with the Headmaster

Date : May 10,2003

Place : Headmaster's Office, S.Thomas' College, Gurutalawa

Present : Mr.Geethal Mendis Headmaster
Mr.Vaas Gunawardena Accountant
Mr.K.Wimalarajah Farm Manager
Mr.Mahen Ranasinghe Hony. Secretary, OBA

Purpose: To discuss procedures for management and keeping accounts of the Farm and other matters related to cost saving.

1. The Farm

Mr.Mahen Ranasinghe explained that the OBA had got involved with the operation of the Farm, injecting some money, as a loan, as it had been running at a huge loss and the prospects of developing it to a very successful profit-making Project, to help the College to get out of the present financial mess.

The farm had shown profits with just 500 broiler chicks, within one and a half months, by eliminating fraud, malpractices, wastage and reducing cost of electricity by changing heating and lighting practices. Mr.Wimalarajah confirmed that the electricity bills for March and April this year had been around Rs.5000.00 halving the previous cost of Rs.10,000.00 a month. Mr.Mahen Ranasinghe expected to reduce the electricity costs further by changing the heating system to bar heaters or gas heaters. The Headmaster was very pleased with the progress and the savings made.

Mr.Ranasinghe advised that a letter had been sent to all Members of the OBA appealing for donations to develop the Farm.

Mr.Ranasinghe briefed that further to discussions with the Headmaster over the last two months the following agreements had been reached.

- i. The existing layers (366 Nos.now) would be totally taken care of by the funds from the College and the income and expenditure would be kept separately from the Farm Account, which would be controlled by the OBA. This had been considered necessary to keep the previous liabilities of the farm separate from new development plans, for the purpose of getting credit facilities from the chicks and feed supplier and for smooth cash flow.
- ii. All vegetable gardening would also come under the Farm Account with effect from, March this year, when the old crops were used up.
- iii. Only 2 weeks and one month credit for the supply of broilers to the kitchen (College) and all other staff, respectively, would be given from now, compared to one month credit to kitchen and all staff previously. Mr.Wimalarajah would keep the credit accounts of the College and all other staff separately. Mr.Ranasinghe hoped to give one-month credit to College, once the cash flow improved, probably with the expected donations from the Members.

It was agreed that Mr.Wimalarajah would advise Mr.Vass Gunawardena, the amounts payable to the Farm Account, and to the supplier of chicks, feed etc, every 2 weeks, for payment. Mr.Gunawardena agreed to make the payments immediately by cheque and Mr.Ranasinghe stressed the importance of prompt payment to the supplier, for maintaining a good relationship with respect to the credit facilities given.

- iv. The credit slips for all staff for the purchase of chicken and eggs from the farm, currently issued by the Farm Manager would be issued by the accounts office with immediate effect to relieve the Farm Manager from unnecessary accounts work and to concentrate fully on his farm duties.

Mr.Gunawardena proposed the hours of 10.00-11.30 am and 3.00 -4.00 p.m for the issue of credit slips from the accounts office and sale of farm products from the farm office. Notices to this effect would be placed outside the respective offices. The Farm Manager would use his discretion for sales outside these hours and cash would be taken from those without credit slips.

Mr.Wimalarajah had mistakenly credited Rs.9000 of egg sales to the Farm Account in Hatton National Bank in April and Mr.Gunawardena agreed to withdraw this amount and redo the accounts for April 2003, separating the income and expenditure associated with the layers from the Farm Account.

Mr.Ranasinghe advised that he had met the Regional sales Manager of CIC Feeds (Pvt) Ltd and obtained quotations from their agent in Welimada and suppliers of Prima feed and chicks in Welimada and Bandarawela. The present supplier, George Enterprises in Bandarawela had given the best prices, combined with 2 weeks credit and it was decided to keep to this supplier until a supplier with a better offer was found. The Headmaster agreed to handle the outstanding amounts due to George Enterprises separately and the OBA would deal with the supplier as the new management party of the farm, starting with the purchase of 500 broiler chicks on March 11,2003.

Mr.Ranasinghe requested Mr.Wimalarajah to order 500 layers at Rs.50.00 per chick, from George enterprises, unless a cheaper source could be found in the next few days. The OBA would send a cheque to cover this purchase, to the Headmaster in due course, for crediting to the

Farm Account and payment by another cheque from the Farm Account, if the cash flow became a problem.

Mr.Ranasinghe requested Mr.Wimalarajah to repair the roofs of the unoccupied layer sheds with an outside carpenter on day works basis, in the same way as the broiler sheds, to reduce the costs and to purchase a roll of wire mesh from Thushara Traders at a cost of Rs.2,550.00 to replace the damaged mesh.

Mr.Ranasinghe had prepared a ledger account for income/expenditure of the Farm from March 8,2003, the date of commencement of the OBA involvement and Mr.Wimalarajah was requested to maintain the account in the same way in future, keeping copies of all invoices and receipts. Mr.Wimalarajah would hold a petty cash account with Rs.1000.00 for incidental expenses.

Mr.Ranasinghe requested for immediate clearing of the large area below the British teacher's quarters for vegetable gardening and the Headmaster agreed to give the necessary labour to Mr.Wimalarajah for this purpose. Mr.Wimalarajah agreed to grow Gotukola and Mukunuwenna over a large part of this area, as strongly suggested by Mr.Ranasinghe, for adding new greens to the diet of students and for a round the year supply of fresh and healthy greens.

Mr.Ranasinghe proposed to plant banana and papaya trees wherever possible and it was agreed that initially 20-25 trees of each would be planted in a suitable area. Mr.Wimalarajah would select the areas for this purpose and obtain approval from the Headmaster for immediate implementation of this proposal.

Mr.Ranasinghe confirmed, that further development of the farm with bigger stocks of broilers and layers were being planned with expected donations from the Old Boys. He proposed that a bonus scheme should be introduced for the farm staff, as an incentive, once this materialized.

Mr.Wimalarajah was given a list of procedures of record keeping and notices for display outside the cages, as recommended by the Auditors, SJMS Associates.

Auditor's Report

The Headmaster agreed to give a copy of the Auditor's report of SJMS Associates, submitted last year, to Mr.Gunawardena for implementation of their recommendations, as far as the accounts office was concerned. Overall implementation of the recommendations would be the duty for the Administrative officer once he commenced work, hopefully on June 01,2003.

Purchase of Groceries

Mr.Ranasinghe proposed that the next batch of groceries be purchased from Thushara Traders, Welimada and check the prices and the quality against the previous purchases. He considered that Thushara Traders, being owned by an Old Boy would give the best prices and quality goods, without giving in to fraud and malpractices. Mr.Gunawardena agreed to try them out with the next order, immediately after the Wesak holidays and Mr.Ranasinghe offered to talk to Thushara Traders to give the best prices and quality products. The Headmaster agreed to arrange the office staff to check the goods on delivery.

General

Mr.Ranasinghe requested for the visitor's book to be left with the Farm Manager or the security, during the holidays, as many visitors to the College had not been able to sign it, the office being closed.

The Headmaster expected to have staff available during the vacation period on a roster basis for office duties, in future.

Date :May 20,2003

The Headmaster
S.Thomas' College,
Gurutalawa

Dear Sir,

8. Minutes of Coordination Meeting No.1

Please find enclosed the Minutes of the captioned Meeting held in your office on May 10,2003 for your information and action.

Regarding the supply of groceries, I spoke to Thushara of Thushara Traders, Welimada and he was willing to supply and deliver the goods, if requested. He told me that he had previously refused to supply groceries because he had been asked by the purchaser to mark up the prices and give a commission, which he was not willing to do as an Old Boy of the College. I requested him to give the best discount to the College and supply quality products, without any commission to individuals.

Yours faithfully,

Mahen Ranasinghe
Hony. Secretary

cc: Mr.Vaas Gunawardena)
Mr.K Wimalarajah)
Mr.Ajith Pietersz) w/e
Mr.P S Duleepkumar)
Mr.Bandula Wanigasekera)

9. S.Thomas' College Gurutalawa Notes on Discussions and Inspection of Areas to be Managed by the Administrative Officer - No 1

Date : June 6 & 7,2003

Present : Lt. Col.W M Manamperi (WM) Administrative Officer
Mr.Mahen Ranasinghe (MR) Hony. Secretary STCG-OBA
Mr.Weerasena (WS) Minor Staff Supervisor

WM had read the report of the Auditors, SJMS Associates, forwarded to him by Mr. Bandula Wanigasekera and intended following the recommendations contained in it.

MR took WM and WS through all areas requiring maintenance and attention. The Observations and required action were as follows:

1. Swimming Pool

Abeytissa, the swimming pool operator complained that he still had to work in the bakery at times, and MR advised that the Headmaster had given assurances on many occasions that he would not be given any duties other than the maintenance of the swimming pool, badminton courts, basketball court and the squash court, WM agreed to ensure that Abeytissa was not given other duties and requested Abeytissa to maintain the areas mentioned above in a clean and tidy condition with grass cutting, pruning of trees etc carried out as and when necessary. Used swimming trunks, shorts were lying around the pool and MR was disappointed that these were not removed after swimming in spite of his numerous requests to those in charge. WM would ensure that none of these were left behind after swimming.

The water quality had deteriorated again with small worms growing, due to lack of treatment. MR stressed the importance of operating and maintaining the pool to a high standard, as it was the heart of the College. He was extremely disappointed that it was totally neglected during the holidays, for weeks. Abeytissa confirmed that an 8 hour run of the pump needed only 2 litres of diesel, costing Rs.60 a day and the office always refused to give enough diesel. He had made this complaint many times before and MR in turn had complained to the Headmaster. The Headmaster had wanted Abeytissa to go direct to him in future. MR insisted that the pool MUST be treated daily and WM agreed to arrange for the necessary diesel and give special care and attention for the treatment. MR explained how the treatment plant and cleaning equipment were refurbished at a tremendous cost and effort, and water quality improved, after spending days and days by the pool, immediately before the Re-Union Celebrations, last February. He was most disappointed at the lack of care and importance given to the pool. He also requested for the standard Rule "Shower Before Entering the Pool" to be strictly enforced, to reduce pollution and save treatment costs.

The water level in the pool was down by about 25 mm and it was agreed that the abandoned big steel tank be used to collect the water from the cleaning pump and returned to the sump after settling to save whatever water possible. WM would make the necessary arrangements. WM confirmed that arrangements were in hand to apply for a supply of water from the Water Board office at Borlanda and agreed to attend to it as a matter of urgency.

Abeytissa also complained that the students threw stones and half eaten guavas to the pool and the cleaning pump always got blocked with them. WM would take this up with the Headmaster for announcing during assembly and to punish the culprits. Stocks of chlorine and alum had run out and fresh stocks were needed. MR agreed to check the prices in Colombo and advise.

2. Co-op

Plenty of rubbish, sweets and ice cream wrappers etc, were found thrown outside the co-op building. The dustbin placed inside near the sink was obviously not being used very much. Sumith, the Co-op Manager was asked to keep the dustbin outside, near the entrance and to ask all customers to use it for rubbish.

The bases of all dustbins were found to be rusty and WM would arrange for them to be wire brushed and painted with a coat of tar.

3. Badminton, Basketball and Volleyball Courts

The badminton and basketball courts had been resurfaced. The banks of these courts on the roadside needed re-sloping with some protection against erosion. The Volleyball court was totally overgrown with grass and the co-op end used by someone, probably those occupying the staff quarters, to burn the rubbish. The wire mesh fence on the Winchester dorm side had collapsed. WM would take appropriate action.

4. Senior Dormitories

MR explained how he had seen some children on the header tank and some jumping up and down the roof of the toilets at Winchester dormitory, on June 17, when he was at the quarters of the British teachers. On examining, the roofing sheets were found dented. A matter of concern regarding discipline and safety of children.

Some taps in the toilets were leaking slightly, requiring changing of the rubber seating.

Used clothes had been dumped all over, behind the upper dormitories and around the toilet area. Punyadasa, who looked after the dormitories complained that the students left behind clothes everywhere and finally ended up in rubbish dumps. Some parents had complained to MR that the children always lost clothes, implying that someone was stealing. The students should be made to mark their initials on all the clothes and a list kept by the prefects/dorm masters, so that the culprits could be caught and punished, to keep the areas clean and tidy and to prevent losing of clothes. It was learnt that most of the hangers given to the students had been broken and thrown away. The clothes were seen spread over the railings provided. An inventory of the hangers should be taken and those who have less than 5 hangers should be given new hangers to make up the numbers, at Rs.1/- each (There was a surplus of hangers in the office). Several window glass panes of the dormitories were missing and these should be replaced and if any were broken again the culprit/s should be made to pay for the replacements. Several electric bulbs inside the dormitories were missing. Punyadasa should keep a close eye on any damage to equipment and/or property and bring to the immediate attention of the Administrative Officer. This is the lack of discipline the Old Boys are complaining about and strict action should be taken to correct and guide the students.

Some of the hinges of toilet doors were loose and required tightening with longer screws. The beds had not been done in accordance with the training given by the Old Boys last year, De Saram Senior being the worst. The same situation was reported last year and it was sad and most disappointing that no action had been taken with the Dorm Master living just outside the Dorm. WM considered that further training in making the beds should be given.

The dormitories smelled bad and Punyadasa was advised to keep all windows open for several hours to provide adequate ventilation. Punyadasa requested for a cupboard, preferably lockable to keep the brooms etc and WM would look in to it.

Met the new English Teacher Mr. Jayatunga, who occupied a room outside Garnier Senior and supposed to be assisting the Dorm Master in maintaining discipline. MR explained to him, the high standard of discipline maintained by the House Masters, who occupied those rooms during his student days.

5. Chapel Area

The enclosure at the entrance to the chapel, which was totally refurbished in February this year, had the swinging half gates coming off at the hinges. It was learnt that the children sat on the railing and kicked the gates to and fro. The railing by the side of the church along the road, again

fixed in February this year, were found to be bent and dismantled, the children using them to climb the guava tree. More cases of damage to property by the students, requiring punishment and recovery of costs of repair.

6. Junior Dormitories

The beds in junior dormitories were better made. The mattresses were of different sizes making the arrangement very untidy. Our advice to the Headmaster to provide the mattresses and charge for it, to make all mattresses the same size, should be followed, at least from now on. It should be the same for the cupboards, as different sizes, some as big as almirahs, occupy a large space, which could be used for additional beds. Furthermore when taking the heavy cupboards in and out, they are dragged along, causing damage to the floor.

Students had still failed to use the dustbins properly, judging by the sweet wrappers lying around the dustbins. In spite of MR's demonstration to the cleaners previously, how to pick every tiny piece of paper, cleaning around the quadrangle was not satisfactory. The cleaners were advised again.

The railings for drying clothes were not being used properly, with clothes spread over without hangers. The wall plaster of the passage between the junior dormitories and the sickroom, which was plastered and painted in February this year by the Old Boys, had been wilfully damaged. Again the students responsible should be made to pay for the repair.

7. Old Dining Hall

A total refurbishment of the building would be necessary and it would be a costly exercise. MR explained that it had been planned to partition the hall for dancing and music, leaving room for other indoor activities such as table tennis, carrom etc. There was only one good table tennis table and the others even though damaged at the corners, were in a usable state.

8. Squash Court

Training of junior players was in progress and they were seen walking into the court carrying sand in their shoes. WM agreed to provide a coir mat and display a notice to wipe the feet, to prevent this.

9. New Kitchen

A temporary PVC pipe had been installed in a very amateurish way, to provide hot water from the new kitchen to the sink in the dining hall and it was leaking at one joint. MR had requested on many occasions not to install such temporary pipe work, as it would be a waste of money. WM undertook to reinstall this pipeline on a permanent basis.

10. Foster Hall

The hall was full of cobwebs. There were many broken chairs, tables and benches lying in the passages outside. WM would arrange for the cobwebs to be cleaned and removal of broken furniture to the stores within the farm.

11. Davidson Dormitory

The dormitory had been opened with 31 children after the recent refurbishing. It was interesting to see a bamboo fence being put up by the little children, along the footpath to the entrance. They were working hard and the quality of workmanship was good.

The beds had not been made and MR demonstrated how to make the beds, to a group of children headed by P W Sampath, in the absence of any prefect or monitor. They complained that two out of three toilets were getting blocked; there was inadequate surface for washing clothes and no proper clothesline. WM undertook to attend to these urgently.

MR requested the children to save water when washing, bathing and so on, by closing the valves during application of soap. The prefects should be asked to ensure that this practice was followed by all students and should be extended to all those who use water, including the kitchen staff. Everyone must be educated to understand the value and proper management of water.

12. The Farm

MR detailed the new management and accounting system of the farm, for WM to follow up with the Farm Manager and the Accountant.

13. Kitchen

MR detailed the recent changes in purchasing where Thushara Traders, owned by an Old Boy was now delivering the groceries and were checked jointly by the kitchen staff and a member of the office staff, on delivery. He stressed the importance of checking daily usage and the stocks and proposed that analysis of the purchases in relation to meals provided and food cooked over the last year be made, to take corrective measures to avoid wastage.

14. Staff

WM advised that 3 members of the minor staff would be retiring this year and he would then employ a permanent carpenter. MR applauded the idea as the Ex-Co had stressed the importance of such an appointment in the past.

MR advised that job description forms handed over by the Auditors should be available in the office for all minor and office staff to fill, so that WM could study and allocate work as necessary to create an efficient system.

15. General

WM undertook to carry out the following work

- a. Take an inventory of all items owned by the College, in staff quarters
- b. Take an inventory of all sports equipment
- c. Collect all spare sports items, spare parts, tools etc, from individuals and open a stores with proper documentation for receiving goods, dispatch etc.
- d. Move all broken furniture and usable material to the stores within the farm, with an inventory
- e. Close the unwanted entrances to the College premises.

Date: June 8,2003

The Headmaster,
S.Thomas College,
Gurotalawa

Dear Sir,

10. Quality of Food

In spite of my comments at the Ex-Co Meeting yesterday regarding the poor quality of food given to the students, I am pleased to acknowledge that the lunch given to us consisting of chicken curry, dhal curry, soya dry curry, coconut sambal and the cucumber salad had the variety and was tasty. While I doubt that all these varieties were given to the students I could be happy, if at least the chicken curry, dahl curry and the coconut samal with the same quality were given.

Regarding the dinner the previous day I confirm that I advised the matron to make the fish curry and the coconut sambal as follows:

Fish Curry - add cambogia (goraka) instead of tomatoes, as tomatoes are not normally added to a red fish curry and would be expensive. Little goraka would give a better sour taste.

Coconut Sambal - tomatoes are not traditionally added to coconut sambal and lime should be added instead, to give the sour taste. Furthermore the onions should be crushed in a mortar, with a little garlic, instead of adding in sliced condition, for improved taste. If maldive fish were available it would be best saved for the sambal, rather than for curries.

The coconut sambal at lunch appeared to have been made on these lines. The soya dry curry had too much curry powder and there could be some saving in curry powder.

I also strongly recommend that several "karapincha", rampe and lemon grass plants be planted close to the kitchen, for use as necessary, to save money and improve the taste of food. The Farm Manager could grow a hybrid variety of lime or lemon in a suitable and secured area for the same purpose.

I feel that the quality of food can be improved and the costs reduced if proper advice and guidance are given to the kitchen staff and I am willing to share my knowledge and experience with the kitchen staff over a few days, if necessary.

Furthermore I suggest that an analysis of the groceries and other foods purchased over the last year, in relation to the meals provided and curries cooked, is made, so that corrective measures can be taken to avoid wastage. Arrangements should also be made to prepare menus in line with the diet sheets given to you last year. Again I am prepared to assist.

Yours faithfully,

Mahen Ranasinghe
Hony. Secretary

NOTES ON DISCUSSIONS ON JANUARY 15,2003 AT 11.00 A.M

Date: January 15,2003

Visit to: Mr.P S Duleepkumar's Residence

Visitors: Mr.P S Duleepkumar
Mr.Bandula Wanigasekera
Mr.Lakshman Jayatilaka
Mr.Mahen Ranasinghe

Purpose To discuss various important issues at hand

1. Mr.Lakshman Jayatilaka informed that he had received a telephone call from Mr.N D U Kuru Utumpala to advise that the date given in the Newsletter was wrong (Sunday February 24th). It should be Sunday February 23rd. This will be resolved and rectified with the formal Notice of Meeting being dispatched. He was also of the opinion that attendance would drop if the AGM is held on Sunday morning. The reason why it was brought forward to Saturday evening was to ensure maximum attendance. So also the special service in the chapel had been previously at 7.30 a.m. Attendance had been poor. So the service was put off till 8.00 a.m and attendance had improved. The service goes on for one hour. Hence Breakfast will take the time up to 9.30 –9.45. If the AGM was to be on Sunday it should start around 10.00 am in which case some arrangements for lunch in College also would be appreciated.

It was decided to hold the AGM on Sunday 23rd as agreed at the Ex-Co Meeting of January 11,2003. It was also decided to await the response of other members.

2. The position regarding the Bio Gas Project was discussed in detail. Everyone was dissatisfied with the performance of Mr. V Tharumaratnam. It was noted that he offered to complete 3 Nos. Digesters originally and he cannot even complete one Digester at the moment.

Mr.P S Duleepkumar confirmed that Mr.Tharumaratnam had agreed to complete the construction of the Digesters by the end of January.

Mr.Mahen Ranasinghe advised that Mr.Tharumaratnam had given him a programme for completion of work as follows:-

Complete Construction of Digesters by February 06,2003.
Start commissioning the Digester on February 13,2003
Gas would be available within 10 days.

Mr.Tharumaratnam had advised Mr.Mahen Ranasinghe that the delay in starting work was due to non-availability of the contractor as he was busy with other work being carried out for the OBA. This was totally rejected by Mr.Mahen Ranasinghe as the contractor had been clearly instructed by him to give priority to the Bio Gas project.

Then Mr.Tharumaratnam had brought up the problem of not having the 6” PVC pipes anywhere around Gurutalawa, for casting into the base of the Digester.

Mr.Rizvi Jalill had found this pipe at Thushara Traders, Welimada.

Mr.Tharumaratnam had promised to send the Supervisor to Gurutalawa to commence construction work if the pipe was available.

Mr.Lakshman Jayatilaka explained that the members of the Ex-Co were not keen to advance Rs.100,000/- for the Bio Gas project as this was not intended and the progress of the project was disappointing, to say the least.

Mr.Bandula Wanigasekera considered that the maximum of Rs.50,000/- should be advanced so that at least 2 lifts of the Digester could be constructed.

Mr.Mahen Ranasinghe was very keen that the project should go ahead and it was finally agreed to bring 01 No. PVC pipe (20’ long) at a cost of Rs.7360/- and 2 long bends estimated at Rs.1,500/-. Mr.Bandula Wanigasekera agreed to give a cheque for these items and to underwrite the amount between Mr.P S Duleepkumar and Mr.Bandula Wanigasekera.

Mr.Mahen Ranasinghe agreed to make arrangements for the purchase of the items.

3. It was decided to obtain estimates from the Contractor Jamail for converting the 2 rooms in Keble area to 2 Staff Quarters and the Club House front section into another staff quarters. Once Mr.Dharmawardena leaves the quarters given to him behind the Co-op, that too could be refurbished and given to another member of the staff, perhaps Mr.Karandagoda. It was agreed that Ms.Anandappa and Mrs.Dias should be given the new quarters, subject to the Headmaster’s views.
4. Mr.Mahen Ranasinghe inquired about the steps to be taken now that the Report of M/s.S J M S Associates, Chartered Accountants had been received, with particular reference to arranging a Meeting with the Bishop.

Mr.Duleepkumar explained that it would be best for the OBA to send a copy of the Report it had obtained from M/s.S J M S Associates to the Bishop with a short covering letter referring to the Report, its main recommendations and

the matter relating to the Staff Provident Fund. He said that he would attend to that matter. The Headmaster would be advised to take up the main issues contained in the Report perhaps with the Bishop at their Meeting on January 28,2003 and thereafter with the Board of Governors at their Meeting on January 29,2003. In the event the Bishop and/or the Board rejecting the proposals or recommendations or failing to take cognizance of these matters, then the OBA would decide it's next course of action.

S. Thomas College Gurutalawa
Enquiry into the Fire in the Orchard on March 29, 2007

Date: May 12, 2007 at 9.00 am.

Place: Library, S.Thomas' College, Gurutalawa

Committee: Mr. Christo Gonawala (Manager, STCG) – Chairman
Mr. Mahen Ranasinghe (Senior Vice President STCG OBA)
Mr. Rajmohan (Vice President, STCG OBA)
Mr. Nihal Wanniarachchi (Asst. Treasurer, STCG OBA)

The interviews took place as follows:

1. Mr. Madawela – Master in charge of Security

Mr. Madawela had been away, at a District athletic event, on Thursday, March 29, 2007. Nimal (Chief Security Officer), Jalabdeen and Nizam (security Officers) were supposed to be on duty that day. He said that he was contacted by Nimal, by telephone at around 1.30 pm on March 29, 2007 and informed him of a fire in the orchard. He had asked Nimal to inform Mr. Selvaratnam, the Administration Officer. Nimal had advised him that Mr. Sumanapala had undertaken to inform him and it would have been done. (Based on what Jelabdeen, one of the security officers, had told him)

He had returned to school at about 6 pm. And heard that about 20 senior students had helped the security staff to stop the fire at about 5.30 pm. He had waited there till about 8 pm. with the security staff to stop any further smouldering.

The general distribution of security staff had been, one at the main gate, another one for Keble area and the third to cover the office area, Headmaster's bungalow and the classroom area.

Mr. Christo Gonawala asked why he didn't use his connections and influence with Welimada police and inform the police about such a serious incident. Mr. Madawela admitted that he did not inform the police.

Mr. Gonawala asked, why he didn't mention the incident to the Acting Headmaster, Mr. Jacques Huyghebaert, when he returned to school, from overseas on April 5. Mr. Madawela explained that he expected the Administration Officer to tell him as it was his responsibility and also he was in the office with him all the time. Mr. Madawela also accepted that he did not ask the security staff to record the incident in the security log book. Messrs. Gonawela and Mahen Ranasinghe said that Mr. Madawela should have taken more interest in the whole incident and he had not taken appropriate action.

Mr. Madawela said that incidents in the past, such as villagers sending cows to the College premises for food, encroachments, robberies, etc brought to the attention of the previous Headmasters, fell on deaf ears and because of this he had stopped bringing these up, lately.

He also confirmed that a large number of villagers had been caught, gambling (playing cards), in the orchard a week or so before the fire and that too was not recorded in the log book.

Nimal – Chief Security Officer

Nimal said there were three security officers on duty that day, Nimal at the gate, Nizam near Keble and Jelabdeen in office/classroom area. Jelabdeen had come back for lunch to the gate and at about 12.30 pm. they had seen smoke far away in the orchard area. He had then sent Jelabdeen and Nizam to the orchard area to attend to it. They had met Mr. Sumanapala, Senior Teacher at the classrooms and he had offered to send a message to Mr. Selvaratnam, in the office.

They had started to clear the leaves around the fire area, with their hands, to prevent the fire spreading. Sarath Kumara, the head cook had been passing the fire, while going home after work and had stopped to help. Nimal had stayed at the gate as there was no one there and finally at about 3 pm. he had gone with about 20 senior students to help others to control the fire. He confirmed that there was no member of staff or Mr. Selvaratnam present at the fire. They had stopped the main fire at 5.30 pm and continued to stop all smouldering until 7.30 pm.

In reply to Mr. Mahen Ranasinghe he advised that he did not enter the incident in the log book, as they had been only entering the goods and people in and out of the premises, as requested by Mr. Madawela, when they started as security officers. In an incident regarding the children, when Nimal wanted to enter it in the log book, the then Headmaster, Mr. Canagasabey had said that it was not necessary. He added that only three security officers (Chaminda, Bandara and himself) could write properly and the others kept notes for Nimal to enter in the log book later.

Nimal confirmed that he was asked by Mr. Huyghebaert to make an entry in the police, regarding the fire, on April 5 and he made the entry on 6 April. When questioned about the wrong date of March 22 instead of March 29 had been entered in the police report, he accepted that he had made a mistake.

Nimal went on to explain other areas he considered as improper and against the rules, as follows:

1. On July 17, 2006, Thaufeek, the tractor driver had found taking a chicken to Mr. Selvaratnam's house, without a bill. Then the Farm Manager, Mr. Razeek had written a bill.

2. The eggs are sold at Rs.10.00/egg to those within the school and at Rs.8.00/egg to those outside.
3. One day at 5.50 pm. Mr. Selvaratnam went out of the gate carrying the office key. Nimal had asked for it, as it was the practice to hand over the key to him after closing the office. Mr. Selvaratnam had refused and gone away. At 7 pm. Nimal found him going towards the office with his wife and followed him. They had gone into the office and after sorting out some papers had left handing over the key to Nimal. He had then handed it over to the priest, as normally done.
4. Nimal had found that bills from the farm were being issued from several books on the same day and it was difficult to keep track of sales. When this was brought to the attention of Mr. Selvaratnam, Nimal had got scolded and asked to mind his own business. Nimal handed over bill Nos. 1594, 4297, 5944, 5953 and 5944 to Mr. Gonawala for checking later.
5. Farm Manager had been issuing small chits for taking 10 – 15 eggs out of the school.
6. Mr. Selvaratnam had been asking for the security log book from Nimal and when refused he had gone there when he was out to make changes in entries. For example on May 30, 2006 several items for the farm had been brought from Bandarawela totaling Rs.19,610.00 (Van leaving at 3.23 pm and returning at 6.35 pm with a mileage of 68 km). After that Mr. Selvaratnam had left in the van and come back and insisted that the logged record be changed to Asia, Welimada. When refused he had changed it himself.
7. There had been instances when Mr. Selvaratnam had taken as much as 500 eggs for sale, without proper records.
8. In December 2006 officers from Road Development authority had come to check shops which had been built by the side of the Boralanda-Gurutalawa Road, encroaching College land. Later the Pradeshiya Sabha Member had gone, with the villagers to meet the Headmaster, Mr. Canagasabey, to get a no objection letter.

Another time regarding encroachment Mr. Selvaratnam had spoken to the police taking the side of the villagers.

Another time, a date was fixed with the villagers at the request of Mr. Selvaratnam and on the day Mr. Selvaratnam took a day's leave to avoid the Meeting.

Mr. Gonawala agreed to check the above complains separately.

Jelabdeen Security Officer

When Jelabdeen went for lunch he had heard about the fire and after talking to Nimal, had gone with Nizam (other security officer) to control it. They had used the hands to remove the leaves around the area to prevent the fire from spreading. They controlled the fire by 5.30 pm. and continued working until 7.30 pm to stop smouldering. There had been no member of staff present, until Mr. Madawela turned up at 6 pm.

Nizam –Security Officer

Nizam had worked with Jelabdeen in controlling the fire. No villagers or members of staff had come to help.

On 16 April, Mr. Selvaratnam had asked him to come with him to see the area of fire. When they went there Mr. Selvaratnam had viewed it from the road and left. It appeared that this was the first time Mr. Selvaratnam had visited the area, since the fire. (Mr. Selvaratnam stayed at the College during the holidays)

Mr. Selvaratnam – Administration Officer/Accountant

Mr. Selvaratnam said that he was the Administration Officer, in charge of general administration and minor staff. In reply to Mr. Gonawala he said that it was his responsibility to take care of all administration, when Mr. Huyghebaert was absent. He was adamant that nobody told him about the fire. At about 3 pm. he had seen some students moving around and heard that there was a fire. Mr. Ranasinghe questioned whether Mr. Sumanapala advised him of the fire around 1 pm. and why he didn't go to the site, without sitting in the office, as it was totally his responsibility. He said that Mr. Sumanapala did not advise him of the fire.

In reply to Mr. Gonawala he said that he went to see the fire site the next day (March 30), on his own. He had not mentioned about the fire to Mr. Huyghebaert, when he returned to work on April 5. Mr. Gonawala said that he was totally negligent and irresponsible.

Mr. Rajmohan asked whether he would accept that he was totally negligent. He replied "yes".

In reply to Mr. Nihal Wanniarachchi, Mr. Selvaratnam confirmed that he was also in charge of all accounts, including the farm. Mr. Gonawala showed the farm bills taken from Nimal and Mr. Selvaratnam said that there were two receipt books one for cash and the other for credit. Mr. Gonawala showed two credit receipts written on the same day but with a large difference in numbers, proving that they were from two credit receipt books. Mr. Selvaratnam appeared clueless.

Mr. Gonawala asked him why he went out of the gate with the office keys, when Nimal, questioned. He was adamant that he did not go out of the gate and that he went home, later to come back with his wife to take some records for a court case the next day.

Post Enquiry Record

After the enquiry, Mr. Selvaratnam had scolded Nimal for telling all about his past actions. Nimal and the other security officers insisted that Mr. Selvaratnam left through the gate and went to Gurutalawa town. Mr. Razeek also had been rather nasty to security staff.

Telephone Conversation between Mr. Sumanapala and Mr. Mahen Ranasinghe on May 14, 2007

Mr. Sumanapala said that Nadesan, person cleaning the class rooms informed him of the fire at about 12.30 pm., while he was in the classrooms with some students. He had asked Nadesan to run down and tell Mr. Selvaratnam. He had stopped any students going near the fire and left school later.

Telephone Conversation between Mr. Premadasa (Office Clerk), Nadesan and Mr. Mahen Ranasinghe on May 14, 2007

Nadesan said that when he was walking towards the classrooms after lunch at about 12.30 pm on March 29, he met Mr. Razeek, the Farm Manager, near Davidson House (just above the Headmaster's bungalow) and Mr. Razeek told him about the fire. After meeting Mr. Sumanapala, Nadesan had gone to office and informed Mr. Premadasa. Mr. Selvaratnam had not been there, probably gone to lunch. He might have returned around 3 pm , when he heard about the fire from some students (judging by his own words) and gone into the office ignoring everything.

