

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON THURSDAY 23 NOVEMBER 1978
AT 5.15 P.M.

1976 - 1978

PRESENT: Messrs R K B Wilson Chairman

C J Bettison

M J Longmore

J Graham

W Marshall Smith

R Gawith

P Kohler

G J van Zyl

Rev Ian Eve

Mesdames M Loggie

J Heywood

J Te Water Naude

In attendance: Dr B I Silberbauer

APOLOGIES:

His Grace the Archbishop

N Chapman

R Marais

J Mudge

1. Minutes of the Council Meeting held on 18 September 1978 were confirmed.

2. The Headmistress's Report was submitted and discussed.

Dr Silberbauer advised the Council that there were a few difficulties re some of the matriculation examination papers and that she had written to the Joint Matriculation Board in this respect.

Mr Bettison asked whether Standard Grade Mathematics for Matric enabled a student to be accepted for university mathematics and Dr Silberbauer assured him that it did.

Dr Silberbauer told the Council that the rather small st.6 consisted of 26 from the Prep, plus 7 new pupils. This class had always been small from Sub A, when the age restriction of a child turning six before June was introduced by the Education Dept. There are 54 leavers in the Prep which Dr Silberbauer felt was mainly due to the increase in fees but most of these pupils had been replaced, and the estimated total for the whole school for 1979 was 551. This number includes 15 new black pupils, which makes a total of 25 with the ten present pupils.

Mr Kohler raised the question of the JMB syllabus and the Senior Certificate examinations, and it was decided that this matter should be discussed fully in 1979.

Mr Wilson thanked Dr Silberbauer for her report and very satisfactory results.

3. The Financial Report had been circulated to the Council and Mr Longmore was very pleased with the surplus which he felt would not be less than R24,000. Mr Longmore advised that of the R361,879 promised to the Appeal Fund, some R236,000 had already been received, and that we could fairly confidently rely on the balance of R125,000.

Buildings: Mr Bettison asked whether the final payment had been made on Phase 2 and Mr Longmore replied that he was fairly certain that there were no further payments to be made.

Mr Longmore was thanked by the Chair for his satisfactory report.

4. a. Phase 3 Buildings: Mr Bettison ^{reported} advised that the ^{we had received} Quantity ~~Surveyors~~ had given a firm tender, free of escalation, of R62,780 which included the Hall alterations, the tunnel, electrical installation and allowed approximately R6000 for Professional Fees. He stated that the builders would start immediately if the Council accepted the tender. Mr Wilson tabled a letter he had received that day from the Science Department for an extra science room. Discussion followed and although it was felt that the Science Department needed extra facilities, priority must be given to the Hall Phase. This was agreed by the Council and approval for Phase 3 of the Building Plan was confirmed by the Council. It was also agreed that after completion of Phase 3, the building of a further Science Room should be given top priority.

laugh
Laugh Mr Kohler stated that there was now some doubt whether we should lodge the "Appeal within the Appeal". He advised that the official Fund Raisers were not in favour of this idea, but suggested that we approach certain parents only. It was decided to investigate this matter fully next year.

It was agreed that the Council proceed immediately with the Phase 3 building, even if the Appeal within the Appeal was not lodged.

b. Business Manager: Mr Wilson advised that there had been a large number of applicants for the position, some 10-12 had been interviewed by Mr van Zyl and Mr Longmore and that there was now a short list of three. The final interview with these three was to take place on the 28 November at Mr Wilson's home, together with Miss Geldard. Mr Graham was asked to be present together with Messrs Wilson, Longmore and van Zyl. Council's approval was given that these Council members, together with Miss Geldard, choose the suitable applicant at that meeting. Western Province School had been approached regarding the sharing of a Business Manager in say six months time. This matter will be discussed at a later stage.

c. Audio Visual Equipment: A very comprehensive report on the audio-visual equipment required by the School was presented by Mr van Zyl and circulated to Council. After discussion it was agreed that the Headmistress together with Mr van Zyl purchase equipment to the value of R6,000.

Mr Bettison asked that the matter of the security of the equipment purchased be placed on the Agenda of the next Council Meeting.

d. Prize Giving Arrangements: Mr Wilson advised that His Grace, the Archbishop, would be present at Prize Giving and that certain changes would be made in the order of events. Mr Wilson will make a presentation to Dr Silberbauer at the end of the Senior School Prize Giving. A Council Member will thank Dr Silberbauer at the Prep Prize Giving and make the presentation to her on behalf of the School.

The Meeting closed with a vote of thanks from Mr Bettison to the Chairman, Mr Wilson.

Wilson
CHAIRMAN: -----

18.1.79.
Date: -----

HEADMISTRESS'S REPORT to be presented at the Council Meeting at Herschel on Thursday 23 November 1978

Staff At Senior School

The following new staff have been appointed for next year:

Mrs G Cheadle - Mathematics
Mrs L Gower - Art
Mrs D McClurg - Drama
Miss C Ruttle - Music
Mrs M Crowther - Afrikaans
Mrs D Beames - Science and Biology
Miss E Aitchison - English and Drama.

Some of our most senior staff are leaving at the end of the year, in particular we will miss Mrs Joy Boyes, who leaves after fifteen years at Herschel; and Mrs B Mallet, and Mrs C d'Unienville, both of whom have been at the School for about six years.

We are most grateful to Mrs S Newton for helping us out in the Afrikaans Department at very short notice.

Senior House Staff: Mrs P Boehmke has accepted the post of second Housemistress.

Staff at Preparatory School:

From 1979 classes throughout the Prep will be duplicated, and Mrs F Hanekom has been appointed to take the second Std 5 class.

Prep House Staff: Miss R Foat has requested to live out next year, and Mrs Furness has been appointed as resident housemistress. Mrs I Furness will not only help in the boarding house, but will also help Miss Way in the kitchen. Miss Foat will continue to work in the Prep boarding house on a daily basis.

Chapel

We are extremely grateful to Mrs Janet Meynell, who has organised the making of the Tapestry Kneelers for the Chapel.

A group of Standard 6 Art pupils are painting stained glass windows for the Chapel, and these promise to be both interesting and bright.

We have had numerous Services in the Chapel this term, both formal and informal, the latter have been conducted by the girls themselves.

In October the first wedding of an Old Herschelian was held in the Chapel, which was transformed by flowers for the occasion.

Carols by Candlelight Service will be held in the Chapel on the last Sunday of the term.

Extra Mural Activities:

The Sociological Club has been active throughout the term, and we have now seen the film series The Ascent of Man.

The results of the Royal Schools of Music examinations, were on the whole, disappointing. We are thinking of changing to the UNISA music examinations which are of a higher standard. Miss Sweet is looking at the syllabus and will discuss this change with the music staff.

The Speech examination results were excellent this year and we have had three acceptances for the literary magazine English Alive.

Jacqueline Dicey has been awarded a Rotary Exchange Scholarship to Australia and Karen Corder has been awarded a Rotary Scholarship to Arizona - the first South African to go to this part of the USA.

Sport:

Mrs Hudson and Mrs Fletcher have successfully held the fort during Miss Kable's absence on leave.

League players of the Claremont Tennis Club have been using our two new courts each Saturday afternoon: Mr Scott wrote a very nice letter thanking us for this facility and enclosed a cheque for R50.

Mrs Wendy Ackerman has offered a bursary amounting to R500 per annum for two years, to help needy parents keep their daughters at Herschel. After 1980 this award is to be reviewed.

A Stella and Paul Louwenstein Scholarship amounting to R1000 per annum was awarded in October to Monique Biebuyck (St 6). This will enable Monique to stay at Herschel without cost until matriculation level. This is our second award from this magnificent educational trust.

This year a further grant of R850 has been received from the Stella and Paul Louwenstein Trust, for the Library.

Mrs Mackenzie, who runs the Second Hand Shop, has handed over a cheque for over R1,300. Some of this money was used to provide blackout curtains for the Drama Room and to procure two portable tape-recorders for the Drama and Music departments. The ladies have requested that the balance of R900 be spent on curtains for the Senior Library, and portable recorders and earphones for the audio-visual language section of the Library.

Hardware and Software Requirements for the Audiovisual Section of the School:

After consultation with numerous firms and discussion with the Staff, both at Herschel and at Bishops, as well as numerous visits to the audiovisual department of the Education Department and the Department of Extra-Mural Studies at the University of Cape Town, the following list of audiovisual equipment is suggested for the Council's approval to purchase:

1. 24 Tape Recorders @ R54 each plus earphones	R1,296
2. Tapes: Xhosa	200
German	250
French - Cappell	300
Afrikaans	250
English - for recording	300
Tapes to be kept in stock	1,000
3. Monitor Screens Phillips (1 small, 1 large)	850
4. Phillips TV Casette Recorder	1,150
5. TV set	800
6. 2 Overhead Projectors @ R199	
plus R42 for slide fitting - 3M	512
7. Bell&Howell's Educator series tape recorder	90
and earphones	15
and transformer	20
8. Reading Machine (Bell and Howell)	140
plus set of Afrikaans Cards	12
9. 2 Microprojectors for slides and wet preparations	
(Bell and Howell)	420
10. 3M Brand Model 1575 Transparency Maker	332
11. Thermal Copier 3M Brand Model 585 transparency maker	486
12. Software - transparencies, paper, etc.	1,250
Total	<u>R9,653</u>

Out of the above list, two tape recorders and earphones have been donated by the matric leavers of 1978, and have thus already been purchased; as have 2 overhead projectors with fittings for slide projection. One of these has been given to the Geography Department, and the other will be housed in the audiovisual room and will be used by the Art Department.

A verbal agreement was made with Mr B de Kock of Bishops (who is in charge of their audiovisual equipment) to borrow/hire their cassettes for TV projection. We will house our own language tapes in the Library which will be cared for by Mrs Meinert who takes over the Library next year.

B.D. Silberbauer
November 1978

This has been a busy term - pupils are now writing examinations and so far the Matriculation papers have been fair.

The Prize-giving will be held on Wednesday 6 December. The address at the Prep will be given by Dr P W Slayen: and at the Senior School, by Dr Douglas Hey.

The St Saviour's Church Carol Service, takes place at 8 p.m. on 6 December. This service so fittingly rounds off our year's activities.

It saddens me to say goodbye, and I do thank all Council members for the interest and support they have given me throughout my eight years as Headmistress of Herschel. I hand over to Miss Pamela Geldard with confidence; we have got to know each other these past months, and I have no doubt that she will prove to be the consolidator that Herschel needs.

A very Happy Christmas to you all, and a prosperous New Year - I shall miss Herschel very much.

B I Silberbauer

B I SILBERBAUER
HEADMISTRESS

November 1978

NUMBERS

Actual Numbers for 4th Term 1978

1978 Day	4th Term Boarders
35	14
35	15
33	12
34	14
44 181	19 74
23	3
34	7
31	4
28	6
43	3
39	2
39	1
45 282	- 26
463	100

563

Estimated Numbers for 1st Term 1979

1979 Day	1st Term Boarders
37	14
32	10
34	16
44	20
26 173	7 67
33	6
31	4
29	8
41	2
37	4
39	4
37	1
35 282	- 29
455	96

551

FINANCIAL REPORT for the three terms ended 30 September 1978

The results for the first three terms are very much in line with the forecast made by me when I reported in August 1978. The surplus amounts to R17,532 of which details are set out below:

The results for each term show surpluses as follows:-

1st Term	R6055
2nd Term	6658
3rd Term	<u>4819</u>
	<u>R17532</u>

The final term usually produces a surplus slightly in excess of the other terms because we are able to bring in some final figures such as Bonuses on 'No Claims' on Fees Insurances and similar items which may only be known at the end of the year, so that it seems probable that the surplus for the year should not be less than R24,000

The breakdown of the figures are set out hereunder:

REVENUE AND EXPENDITURE 1st, 2nd and 3rd Terms 1978

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
Fees: Tuition and Boarding	R327,600	R332,606
Fees Registration	1,050	785
Extra Subjects and Specials	21,000	23,789
Luncheon	5,250	5,445
Sundry Revenue	3,000	4,453
Rent Received	2,700	2,700
Interest Received	<u>3,075</u>	<u>534</u>
	R363,675	R370,312
Less Scholarships and Allowances	<u>9,000</u>	<u>10,986</u>
	<u>R354,675</u>	<u>R359,326</u>
<u>EXPENDITURE</u>		
Salaries (Including Extras and Specials)	R218,512	R219,548
Wages	19,725	18,174
Provisions	26,250	25,988
Domestic charges	19,500	19,266
Property charges	7,500	9,125
Administration and Class Materials	13,500	14,240
Pensions and U I F	9,750	9,597
Interest	19,275	14,507
Insurances	2,250	2,250
Bad Debts	750	-
Motor Vehicle	300	291
Sports Requisites	563	371
Depreciation	<u>8,437</u>	<u>8,437</u>
	R346,312	R341,794
Surplus	<u>8,363</u>	<u>17,532</u>
	<u>R354,675</u>	<u>R359,326</u>

The only item of Expense which really calls for comment is Property Expenses and it has been high this past term due to the renovation of a large number of desks at a cost to us of over R2000; repairs to the roof of both the Senior and Junior School buildings, and the purchase of two water tanks which had to be replaced. These tanks cost us R550. There was also a considerable quantity of paint used for maintaining the buildings.

Although Bad Debts appear to be NIL at present, there are one or two accounts which are giving cause for concern and it may well be that we shall not escape having Bad Debts again this year. The total may be about R900.

Capital Expenditure for the nine months to 30 September 1978 is made up of:

Tennis Court	R 5,717	
Final Arts Block payments	16,416	
New Classroom Block	103,798	(bringing the total so far to
Phase III Scrutiny Fee	370	R164,340)
Furniture, Equipment	<u>8,836</u>	
	<u>R135,137</u>	

Furniture and Equipment expenditure for the 3rd term amounted to R3021 and included 16 chairs for the Senior Library, two vacuum cleaners and some gym equipment. The two plaques made especially for the dedication service cost R218-40, and although they have been capitalised, I feel they should be written off to Property Expenses as they do not really add to the value of the buildings nor do they have a realisable value. This adjustment will be made in the final term's accounts.

Further Capital Expenditure is planned in respect of audio-visual equipment and it is essential that this is carefully reviewed by Exco before orders are placed since the amount involved is fairly substantial. Certain expenditure has already been incurred which has not yet been recorded in the figures shown above, and comprises:

2 projectors at R195 each	R380
2 Slide projectors at R42.50 each	85
Cassette Recorder	128
Public Address system	223
20 Desks for Typing Room	<u>540</u>
	<u>R1356</u>

The Appeal Fund has brought in cash to the extent of R34,263 during the first three terms so that there is a fairly substantial cash shortfall of R100,000 between funds raised and capital spent which our surplus for the year will help to fund plus the facilities made available from the Bank.

We have been informed by the South African Mutual that the interest on our bonds will be reduced from 14% to 13% with effect from 1 December 1978. This is not a major reduction really and will not save us much more than R1,000 p.a.

AUDIOVISUAL EQUIPMENT1. Background

At the most recent Council Meeting it was decided to complete phase two of the building programme before embarking on phase three. The audiovisual equipment requirement was to be investigated by Dr Silberbauer and a report was to be tabled at the next Council meeting. This task has been completed and a document was presented to Exco detailing the requirements. An outlay of R9653 would secure the equipment required. At the Exco meeting held on 12 October the matter was discussed and I was detailed to look more thoroughly at the proposal and to make recommendations to Council. This report summarizes my findings.

2. Requirements

The equipment requested by the School can be categorized into five distinctly different requirements. They are:

- a. The language laboratory master tape recorder plus 24 replay tape recorders for class members.
- b. A reading machine for improving reading skills and reading speeds.
- c. Two micro-projectors for the two Biology labs. These project slides and preparations onto a screen thus allowing the whole class to simultaneously view the specimens.
- d. A video recording and playback system for the playback of audiovisual educational material in the classrooms.
- e. A thermal copier and transparency maker. Such a set up makes transparencies for the 18 overhead projectors currently in use at the School. Material can be copied from any printed source.

The School has not yet ranked these requirements in order of priority. They have, however, indicated that the language laboratory is already physically complete and it only now requires the acquisition of the necessary recording/playback equipment. Clearly this must be the number one requirement.

The video system must also rank high in the list of priorities because once again part of the necessary physical facility has already been completed.

Personally, based on my own teaching experience, I would rank the transparency making facility next. We already have the necessary overhead projectors. The availability of a transparency maker greatly expands the teacher's scope for effectively employing the overhead projectors.

The micro-projectors are very useful as a teaching medium because the teacher can ensure that all the pupils are seeing and understanding the salient points of the specimen being subjected to microscopic examination. In many ways micro-projectors are superior to microscopes which are used, individually by the pupils. They are also a great deal less expensive to acquire.

The reading machine is a remedial teaching device rather than a device for general use. It is relatively inexpensive at R145. A set of Afrikaans reading cards costs a further R13.

4. Detailed analysis and recommendationsa. Language Laboratory:

The School's proposal calls for the following equipment:

24 Tape Recorders (Sanyo) @ R45	R1080
24 earphones @ R9	216
24 Rectifier/transfers @ R7.50	180
1 Xhosa tape set	200
1 German tape set	250
1 Afrikaans tape set	250
1 French tape set	300
English tapes for recording	300
1 Master recorder (Bell and Howell) including transformer and earphones @ R125	125
Sales Tax	<u>116</u>
Total	<u>R3017</u>

Two tape recorders have already been acquired. These are to be a gift from the departing matrics.

I would like to recommend that all the tape recorders be purchased from one source. Preferably this source should be the same as that supplying the V.C.R. and television equipment. This will ensure that we achieve the best possible deal and it will also ensure that we enjoy the best possible level of after sales service.

The recorders suggested in the school's proposals are 6 volt recorders that require transformers and rectifiers to suitably modify the 220 Volt A.C. electricity supply that is available in each of the booths. This seems unnecessarily complex. I would far sooner see the R7.50 per machine spent on the acquisition of a tougher, better quality recorder that runs off the mains supply. A suitable Blaupunkt machine is available at R45 excluding earphones. The two recorders already acquired have not yet been paid for and they can consequently be returned. It seems desirable to purchase a master recorder from the same source as the playback recorders.

Playback only recorders are not readily available. The record facility will automatically be included in the 24 machines to be employed in the booths. The only playback recorders generally available are those designed for installation in motor cars. They are cheap at R35 but their controls are not suited to the use to which we are to put the machines. Also they require rectifier/transformers as they run off a 12 volt D.C. supply.

An amount of R3000 must be budgetted here. The final decision regarding the equipment to be purchased must await the detailed proposals to be submitted by tenderers. The two recorders already purchased (but not yet paid for) must be returned. The durability of linking this contract with that of the Video system is self-evident.

b. The Video system:

The School's proposal calls for the following equipment:

1 TV Set	R800
1 Philipps TV Cassette Recorder	1150
Tapes	1000
2 Monitor Screens (1 small, 1 large)	850
Sales Tax	<u>152</u>
	<u>R3952</u>

The installation costs have not been detailed in the school's proposal. In addition to the above costs it will be necessary to install an aerial for the V.C.R. (estimated R70). Shielded cable will need to be installed for the transmission of the TV signal from the V.C.R. to the TV set in remote classrooms (estimated R250 for 4 classrooms in the new block). Because of the distance between the V.C.R. and TV set in the classroom it will be necessary to instal a regional amplifier (estimated R60). A switching facility to allow for the switching of the TV transmission from one class to another is also required (est.R40).

The school's proposal calls for a TV set and two monitors at a total estimated cost of R1650. For the remote position, i.e. the classroom, a conventional colour TV set is required. In the Video room a small portable black and white reviewer should suffice as a monitor. The need for the monitor could be questioned. In any event the total cost of these two units should not exceed R950. Additional classrooms can be provided with TV sets but these are expensive at R800 each. Simultaneous transmission of two programmes will require the acquisition of a record V.C.R. unit. So it seems desirable to confine the use of the TV set to one classroom and to have the girls go to the TV set rather than have the set moved around.

Since only one TV set is to be used it will of course be possible to locate both the TV set and the V.C.R. in the relevant classroom. In this way we avoid the cost of the wiring, the amplifier, the monitor, and the switching facility. The total saving will be R475. This proposal does not allow for the possible future expansion of the Video system to other areas of the school, e.g. the Geography Room. It also takes the V.C.R. unit away from Mrs Meinert's control, problems could thus arise.

The Philips 1500 series V.C.R. machines and their associated cassettes are regarded as obsolete by the trade. The very latest V.H.S. system offers enormous advantages:

- i) the picture quality is superior;
- ii) the cassettes can play up to 3 hours vs 1 hour for Philipps;
- iii) The cassettes are mechanically much less complex and consequently much less prone to malfunctions;
- iv) the cassettes are approximately half the price of the Philipps cassettes;
- v) The recording machine is mechanically less complex and it will thus be more reliable;
- vi) The machine has features that the Philipps machine does not have.

On the other hand, Bishops has a Philipps system and the proposed joint tape library will not be feasible if we opt for the V.H.S. system. Also the V.H.S. machine is more costly at R1350 versus R1195 or R950 depending on the Philipps model selected.

The V.H.S. machine can record from another V.C.R. so that we can record the Bishops tapes if we wish. It is reported that the Bishops tape library at present consists of some 45 tapes with a preponderance of rugby tapes. The Bishops librarian has intimated that they may in fact also change to the V.H.S. system in the near future. In my view we would gain more by opting for V.H.S. than we would here by foregoing compatability with Bishops.

I believe we must specify the V.H.S. system and call for tenders for the supply, installation, and maintenance of the Video system. Ideally this contract must be linked to that of the tape recorders in the language laboratory. In the meantime we should budget as follows:-

1 aerial @ R70	R70
1 V.H.S. V.C.R. unit R1290	1290
1 D & H portable monitor	125
1 switching facility	40
1 amplifier	60
1 colour TV set	800
Installation and wiring	250
Tapes	500
Sales Tax	125
	<u>R3260</u>

c. Micro-projectors

These machines are manufactured by Bell and Howell and are supplied by Gallo. Their stocks are low at present and a decision to buy must be executed immediately if we are to avoid a price increase. These machines offer the facility of a 1000 x magnification and are excellent value for money at approximately half the cost of an equivalent microscope. The School at present has only 8 microscopes (some of which need to be discarded) which must be shared between the two laboratories. The acquisition of the microprojectors obviates the necessity of acquiring additional microscopes. Class sizes of more than 22 are common in the biology labs. The cost of a microprojector is R218 including G.S.T.

d. Transparency Makers

The School's proposal calls for the following equipment:

1 3M Model 1575 transparency maker	R332
1 3M Thermal Copier	466
Software - transparencies, paper, etc.	1250
Sales Tax	82
	<u>R2130</u>

There is a special offer, current during the month of November, for transparencies. A decision to buy this equipment must thus be followed up quickly. Somehow R1250 seems to be a great deal of money to spend on supplies. In my view this amount could easily be halved. This equipment is very useful but the transparencies are expensive at approximately 12c. each. The use of this machine must be carefully controlled.

e. Reading Machine

The School's proposal calls for a Bell and Howell machine and a set of Afrikaans cards at a total cost of R158 including GST.

5. Additional capital costs and running expenses.

In addition to the costs outlined above there will be some costs associated with the security measure necessary to protect all the valuable electronic equipment which we are to acquire. In particular the following capital expenses will be necessary:

Steel cabinet in which to house VCR., tapes and Monitor	R250
an issuing desk incorporating a steel lockaway facility for tape recorder and tape storage	<u>200</u>
	<u>R450</u>

The TV set in the classroom block will be vulnerable and we should consider either barring the windows or acquiring a trolley and simply wheeling the TV set to a safe storage space at night. Such a trolley could be very useful for moving the set between the four classrooms that will be wired for TV. A suitable trolley would cost approximately R80.

Maintenance costs should not exceed R200 per annum for all the audiovisual equipment outlined above; depreciation, on the other hand, could amount to R3000 per annum if we employ a prudent depreciation policy.

N.B. Insurance costs will probably amount to R100 per annum

6. Summary

The capital cost of the proposals detailed above are as follows:-

Video facility	R3260
Language laboratory	3000
Microprojectors (two)	435
Transparency maker	1450
Reading Machine	<u>160</u>
Total	<u>R8305</u>

G J van ZYL

HERSCHEL COUNCIL MEETING

5.15 p.m. - 23.11.78.

A G E N D A

1. Minutes previous Council meeting.
2. Headmistress' Report.
3. Financial Report.
4. Report back on Exco meeting:-
 - (a) Buildings.
 - (b) Business Manager.
 - (c) Audio-Visual Equipment.
 - (d) Prize Giving: Arrangements.
5. Any other business.



Herschel
Claremont
Cape

9 November 1978

N O T I C E

The Quarterly Meeting of the Herschel
School Council will be held at Herschel
in the Library, at 5.15 p.m. on Thursday
23 November, followed by the Cocktail
Party.

* * *

MINUTES OF THE EXCO MEETING OF HERSCHEL COUNCIL HELD
AT HERSCHEL AT 5.15 pm ON THURSDAY 16 NOVEMBER 1978

PRESENT: Messrs B Wilson - Chairman
R Marais
W Marshall Smith
G van Zyl
Mrs M Loggie
Dr B Silberbauer

APOLOGIES: Messrs J Bettison, N Chapman, R Gawith,
M Longmore and J Graham

1. Minutes of the meeting held on 12 October were duly signed.

2. Business Manager:

There had been 26 applicants for the post as advertised of which six are to be interviewed. The final Selection Committee should be widened to include Miss Geldard and possibly someone from W.P.P.S. Mr van Zyl discussed the desirability of a) investigating methods of mechanisation in the bookkeeping/accounts department, and b) linking more firmly with W.P.P.S. in the future, perhaps at Council level and further in sharing a business manager. G van Zyl

3. Prize-giving

To avoid rows of empty seats reserved for Council and wives remaining empty, Mr Wilson's secretary will phone Members on 5 December. B Wilson

Procedures: Prep School: 10.30 am - Guest Speaker - Dr P W Slayen; a mother to thank Dr Slayen; Mr Kohler/Chapman to make presentation to Dr Silberbauer. G van Zyl

Senior School: 2.30 pm Council assemble in Dr Silberbauer's lounge with guest speaker - Dr Douglas Hey; Head Girl to thank Speaker; Mr Wilson to make presentation to Dr Silberbauer; If possible Ceremony will be held outside to enable all the girls to be present.

4. School Hall:

The negotiated contractual figure is R62,700 plus professional fees. Council to be advised on 23 November J Bettison

5. Library and Audio-Visual Equipment:

The Loewenstein Trust has given us about R350 and we have received R900 from the 2nd Hand Clothes Shop for the Library. (The same Trust has also given us a second educational scholarship for R1000. It now provides 10 scholarships at Private Schools plus funds for each of their respective libraries.) Details of audio-visual requirements to be presented at next Council Meeting.

Dr Silberbauer

Exco recommended that in principle, we agree to spend R2,800 for items 1 and 2 excluding tapes to be kept in stock. Mr Van Zyl undertook to pay special attention to this projected schedule and consult experts in this field.

G Van Zyl

6. Association of Private Schools

Dr Silberbauer reported that at the meeting on 15 November there were no firm developments re subsidisation, merely that we had not been forgotten.

7. Headmistress's Report on items not yet resolved

In planning a smooth and efficient hand-over to Miss Geldard, Dr Silberbauer asked that the following items ~~receive~~ due consideration and attention:

- | | |
|---|----------------|
| a. Music Room - ventilation | J Mudge |
| b. New Tennis Courts (Barratts) - many cracks and weeds | J Bettison |
| c. Pottery Kiln - not really operational (electrical faults) | |
| d. Science Lecture Theatre - not to be lost sight of
More and more girls do science courses. | J Bettison |
| e. Squash Court - investigate "The Link" where there are seven new courts. | Dr Silberbauer |
| f. <u>Extra Junior School Classroom</u> - squash court could be adapted to make two classrooms. | |

8. Meetings:

A.P.S. Meeting - 13 February at 5pm

Founders Day - 9 February

Old Girls Day - 24 February at 2 pm

Council and Exco Meetings - dates to be announced.

B Wilson

9. Other business:

- | | |
|---|----------------|
| a. Dr Silberbauer recommended that a presentation be made to Mrs Joy Boyes, senior English teacher who is retiring after 15 years service. R200 was agreed upon. | M Longmore |
| b. Dr Silberbauer advised that the Graduate School of Business are running a business course for school principals and business managers for a week from 27 February. | |
| c. Mrs Loggie asked that the dead wood on the big oak at the Prep be attended to. | Dr Silberbauer |

There being no further business the Meeting closed.

.....
C H A I R M A N

Date

P.O. Box 58,

CAPE TOWN. 8000

6th November, 1978.

TO: ALL MEMBERS OF THE EXECUTIVE COMMITTEE, HERSCHEL SCHOOL

In view of the impending retirement of the Headmistress it is necessary to hold a further interim Executive meeting. This meeting will be held at 5,15 p.m. on Thursday, 16th November, the venue being the School.

You are urged to make every endeavour to attend.

AGENDA

1. Minutes of previous meeting.
2. Business Manager.
3. Procedures pertaining to prize-giving.
4. Audio-visual equipment.
5. Any other business.

Please 'phone 53-1211 and advise Mrs. Treyvellan as to whether you will be able to attend or not.

Thank you.

R.K.B. WILSON.

MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE HELD AT THE
HOME OF MR. NEAL CHAPMAN ON THURSDAY, OCTOBER 12TH AT
8.00 P.M.

1978

PRESENT: R.K.B. WILSON (Chairman)
J. BETTISON
N. CHAPMAN
P. KOHLER - By invitation
M. LONGMORE
W. MARSHALL-SMITH
G. VAN ZYL

Apologies were received from Mr. R. Gawith and Mrs. M. Loggie, who were unable to be present.

The Chairman welcomed all those present at the meeting which, he said, had been called specially at short notice following the receipt of a letter from Mr. Neal Chapman in which he had expressed considerable concern at certain aspects of the School's finances and the extent to which the School was committed to items of Capital Expenditure.

A full discussion took place, during which the desirability of having more meaningful figures presented to members of the Council earlier than the day of the meeting was expressed. This was particularly important, as decisions were required to be made without adequate time to study their full implications.

IT WAS AGREED: that this was most desirable, and it was appreciated that the Treasurer found it difficult to produce figures more timeously than he was already doing by virtue of the normal pressures of business. These facts highlighted the importance and urgency of appointing a Business Manager. It was pointed out that although it had been considered desirable to have the new Head Mistress present when the appointment of a Business Manager was made, it was still possible to do this prior to her taking up her post, as she was living in Cape Town and could be consulted when a suitable applicant was found.

IT WAS AGREED: that Mr. G. van Zyl and Mr. M.J. Longmore should together take steps to draft an advertisement which would appear in Cape Town and Johannesburg newspapers, with a view to obtaining a Business Manager as early in the New Year as possible.

Mr. Longmore expressed the view that a competent man would find himself very busy for about six months, but that thereafter he might well find that he did not have enough to occupy himself for a full day.

IT WAS AGREED: that Mr. G. van Zyl would explore the possibility of sharing the Business Manager with Western Province Preparatory School, and to this end had authority to approach

Acting Justice E. King to discuss the matter with him, while not specifically committing the School at this stage.

IT WAS ALSO
AGREED:

that Mr. van Zyl and Mr. Longmore endeavour to set out the specific duties and responsibilities of the Business Manager and the Head Mistress, and the relationship between them, and let Exco have their draft suggestions.

Mr. Patrick Kohler was particularly interested in knowing whether, in fact, Council had agreed to go ahead with the alterations to the Hall, or whether it had been agreed only to get the plans passed at this stage. He said he was in doubt, as were other members, as to what had actually been decided.

This matter was discussed at length, during which Mr. Longmore pointed out that, when reporting to Exco on a previous occasion, he had stated that the Appeal Fund was due to receive approximately R130 000 from donors, and after allowing for R30 000 of doubtful contributions, it seemed reasonable that at least 50% of the balance would be received, and on these grounds the cost of the alterations to the Hall at R50 000 could be proceeded with.

IT WAS AGREED: that the Council had, in fact, decided to go ahead with the alterations. Mr. Kohler said that he now understood the financial position, but suggested that when launching the "Appeal within the Appeal", we state that funds of approximately R30 000 would be needed for the Hall, as a large proportion of the original Appeal funds would be needed to pay off the overdraft.

THIS WAS AGREED.

Mr. Marshall-Smith said that he felt that he should no longer be a member of Exco as, by virtue of his retirement, he was not able to make the contribution to the School that was previously possible. He suggested that Mr. P. Kohler should be appointed in his place. Mr. Kohler said his commitments to Broadcasting were such that he could really not take on any more work. This matter was left temporarily in abeyance (see later note).

The present imbalance on the Council which tended to have more businessmen than educationalists, was the next subject which occupied the meeting. It was generally agreed that now that very adequate facilities had been provided for pupils and teachers, the Council and Exco should give more attention to the academic side. It was felt that Jeanne Jean Haywood should be brought on to the Education Committee and that a vacancy on the Council should be filled by an ex Headmaster or Head Mistress.

It was agreed by everyone that, since a large proportion of pupils writing matriculation wished to proceed to University, emphasis be placed on the desirability of seeing that pupils were encouraged to concentrate on those subjects which the University required them to have passed in order to enter certain faculties.

Exco next turned its attention to the composition of Exco itself. Mr. Wilson announced that Mr. Longmore had resigned as Treasurer with effect from 31st December, 1978, but would remain on the Council. At first it was suggested that he be persuaded to remain as Treasurer, but Mr. Longmore pointed out that he had carried out the work for six years and that it was time for new faces and new ideas. Members of Council thanked him for the work he had done while he was Treasurer.

IT WAS AGREED: that as from the New Year, Mr. Longmore would thus become an ordinary member of Council.

Mr. Wilson asked Mr. van Zyl if he would take on the position in place of Mr. Longmore, but he declined because he was possibly moving to Johannesburg and would not be available to carry out the work.

At this point it became necessary to reconstitute the various sub-committees and, consequently, the Executive.

This new Exco would be ratified at the next Council meeting and would, therefore, become effective at the beginning of 1979.

The reconstitution was agreed as follows:-

Education Committee:	Jeanne Heywood (Chairman), Mrs. Loggie, Rev. Eve and, Patrick Kohler.
Development	: John Bettison (Chairman), Boone Wilson, John Mudge.
Finance/Admin.	: Dick Gawith (Chairman), Mike Longmore, Bill Marshall-Smith, Gerrit van Zyl, J. Graham.
Secretary	: Mary Loggie, assisted by Jean Naude.
Public Relations/ School Liaison	: Adv. Marais, Jean Naude.

The Executive would consist of the Chairman of each of the above, together with Boone Wilson as Chairman and Neal Chapman as Vice-Chairman.

IT WAS FURTHER/4.....

IT WAS FURTHER
AGREED:

that Exco meetings would be held without the Head Mistress being present, but that an invitation would be extended to her to join those meetings where it was felt her experience and knowledge would be of assistance.

SUB-COMMITTEES
FURTHER
POWERS:

It was felt that since Sub-Committees have the ability to carry out their various functions, Exco was asked to define specific parameters as to the extent of their mandate, so that they, the Sub-Committees, could take decisions, then report to Exco on these decisions, and then act upon them.

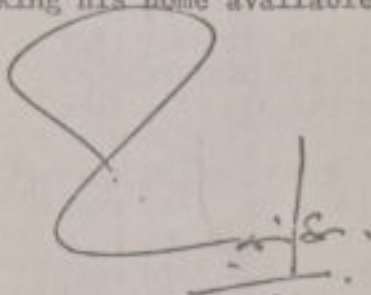
It was agreed further that Exco had the right to take decisions without necessarily first having to report to Council, but it was important that Council be kept fully informed of actions taken by Exco.

IT WAS ALSO
AGREED:

that every endeavour should be made to encourage the women in the Council to make their views known, as it was felt that perhaps they were reluctant to express themselves in the presence of what may seem to them to be senior executives. Mr. Chapman suggested that not only should they be encouraged to express their views, but also to contribute to the School by taking, for example, specific interest in encouraging the School spirit, particularly in sporting and cultural activities.

Mr. Kohler also suggested that a balance be kept on the Council as between business and education, by replacing like with like whenever a vacancy occurred.

The meeting closed with a vote of thanks to Mr. Chapman for his hospitality in making his home available for the meeting.

A large, stylized handwritten signature, possibly reading 'J. S.', is written in dark ink. The signature is composed of a large loop on the left and a more complex, cursive-like structure on the right.

MINUTES OF THE QUARTERLY MEETING OF THE HEFSCHER
COUNCIL HELD AT HERSCHER ON MONDAY 18 SEPTEMBER 1978

at 8.15 pm

PRESENT: Messrs R K B Wilson (Chairman)

C J Pettison

T N Chapman

P L Gawith

P Kohler

M J Longmore

W Marshall Smith

G J Van Zyl

Reverend Ian Eve

Messrs J Heywood

M Loggie

J Te Water Naude

In Attendance: Dr B I Silberbauer, Headmistress

APOLOGIES: His Grace the Archbishop

Mr J Graham

Adv P M Marais

Mr J E Mudje

The Minutes of the Council Meeting held on 12 June 1978 were confirmed.

Financial Report:

The Financial Report for the half year ended 30 June 1978 was tabled by Mr Longmore and discussed. Regarding the Appeal Fund position Mr Longmore advised that the outstanding pledges amounted to R129,000 of which at least R100,000 would definitely be paid.

Budget for 1979 was circulated to members and read out by Mr Longmore. Discussion followed concerning the appointment of a Business Manager and the salary to be paid to him. It was generally agreed that a salary of R10,000 to R12,000 to a really competent man would be warranted, providing there was a subsequent saving in overheads.

The question of an increase of 10% to 12% in school fees for 1979 was discussed. This would be necessary to cover the cost of an increase in salaries and wages for 1979 but it was feared that this increase may result in a drop off in pupils, particularly in the Preparatory school. Mr Pettison suggested that the increase be less in the Preparatory school for the younger parents and directed more to the Senior School. Mr Wilson stated that there was no promise at all of a subsidy from the Government in the near future. It was finally decided that Mr Longmore be requested to revise the budget for 1979 and that he base it on 547 pupils - a decrease of 30. He was requested furthermore to adjust the increase in fees to provide a break even budget having taken into account the appointment of a Business Manager and having provided R12,000 for bursaries. It was estimated that this would necessitate an increase in fees of approximately 10%. A letter would be sent out to parents in this respect before the end of the 3rd term 1978.

Appeal: Mr Kohler reported that out of the R360,000 pledged, an amount of R231,000 had already been received, leaving some R29,000 to come in. It was felt that at least R100,000 of this amount would definitely be paid. Mr Kohler asked that Phase 3 of the Building Plan be clarified and suggested that an Appeal within the Appeal be organised. He proposed that this should

run for the remaining two years of the Appeal and so involve some 230 families that have joined the school since the Appeal was launched. He asked that a new body of younger parents be formed to organise this additional appeal. Mr Kohler asked the Development Committee to give a clear picture of what is needed in Phase 3.

Mr Bettison congratulated the Headmistress on the very satisfactory conclusion of Phase 2 with the completion of the classroom block. He stated that the final cost was R168,000 which included the entrance gates, the parking behind the Library, gutters, waterproofing and the brick paving under the Ilex Tree. There is still an amount of R8,500 outstanding on Professional Fees. Phase 3 consisted of

- i) alterations to the existing Hall, approximately R55,000;
- ii) Science Lecture Theatre;
- iii) Sports facilities a) 2 squash courts
b) 1 tennis court
c) swimming pool.

The priority is the alteration to the existing Hall which would be increased in size to provide adequate space for gym, assembly, and theatre productions. The architects plans for these alterations were tabled by Mr Bettison and these, together with the connecting tunnel underneath the building, would cost R55,000.

Language Laboratory: Discussion followed regarding audiovisual equipment for the Language Laboratory and the Headmistress stated that she estimated an amount of R5000 to R6000 might be sufficient to equip the Laboratory but Mr Bettison felt that R10,000 would be nearer the correct figure.

Mr Wilson asked for Council approval to go ahead with the concept of the Hall and tunnel alterations and the equipment of the Language Laboratory. This approval was granted.

Mr Wilson thanked Mr Bettison and Mr Kohler for their effort concerning the Development Scheme and the Appeal.

The Headmistress's Report was submitted and discussed.

Dr Silberbauer was congratulated by Mr Wilson on the satisfactory results and on the very successful Consecration Ceremony of the classroom block

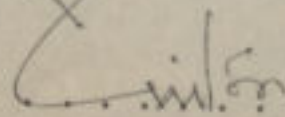
Speaker for Prize Giving: Mr Chapman stated that the Hon. Mr Justice J H Steyn was unable to be guest speaker. Mr Wilson had then approached Dr Munnik who was also unable to attend. Mrs Heywood suggested Dr Douglas Hey and agreed to approach him.

Staff and Council Meeting It was decided to ask the Staff to meet with the Council on Monday 16 October at 5.30 pm.
(Rev Ian Eve said he would be unable to be present on that date.)

Presentation to Dr Silberbauer: The proposals as mooted by the Exco Meeting on 29 August regarding the presentation to Dr Silberbauer were brought before the full Council and confirmed.

Pension Fund: Mr Gawith's report was circulated to the members and it was decided that any queries be directed to Mr Gawith.

There being no further business the Meeting closed at 10.45pm.

...  ...
CHAIRMAN

23.11.78
.....
Date

HEADMISTRESS'S REPORT to be presented at the Council Meeting at Herschel on Monday 18 September 1978.

Staff:

Senior - The staff have worked hard this term and the Trial Matriculation examinations were held early in August. The overall results were satisfactory but not outstanding. Our only new member of staff this term Miss Hackman (Afrikaans), was unable to cope with the position so Mrs S Newton has agreed to teach Afrikaans in a temporary capacity until the end of the year. Mrs Crowther (ex Bergvliet High) has been appointed to teach Afrikaans from January 1979. Miss Kahle goes on leave next term and Mrs Fletcher and Mrs Hudson will be responsible for gym and games in her absence. Members of staff who have indicated that they will be leaving at the end of the year are: Mrs Eadie - Mathematics; Mrs d'Unienville - Art; Mrs Mallet - English and Drama and Miss Tramble - Library.

Preparatory School: Mrs Ball (Sub A) started at the beginning of this term and has settled down well. Otherwise there have been no changes at the prep and all carries on happily and well there.

Extra Mural Activities

This has been a busy term, with Music, Speech and Ballet examinations - as yet no results.

The Standards 6 and 7 classes were awarded a book prize in a Centres of Interest Competition organised by the South African Association for English Education and the Department of Education. We have had numerous debates and forum discussions involving other schools and the Concert Club is using our Music facilities for its concerts.

Sport:

All the interschool sporting events are held this term - we have done well in the hockey so far and our squash team is promising. We tied with St Cyprians for the U15 hockey Cup but other results are not yet available.

Meeting of Cape Heads of Cape Private Schools and Mr Meyer (Director of Education): Mr Meyer called a meeting of all Cape Private School heads to discuss our Black admissions for next year. He also told us about his recent visit to America to study education in relation to integration in schools. We discussed problems encountered* and he urged us to be selective in future and to take, if possible, no more Black pupils in 1979 than we had already admitted in 1978. Subsequently I handed our 13 applications for Blacks for 1979 to the Department for scrutiny and received notification two days later that all but two could be admitted. Most of the eleven are at the preparatory (preprep and Sub A level) and the two that were disallowed were Africans, one aged 17 for Standard 8, and another whose father entered her date of birth incorrectly. Both of these were, to my mind, doubtful starters so I feel quite happy about their decision.

Dedication of New Classrooms:

We look forward to the dedication and blessing of our new wing later this afternoon. Approximately 400 guests are expected and so far the weather promises to be fine.

* in connection with the admission of all races to our schools

NUMBERS

Actual Numbers for
3rd Term 1978

1978 Day	3rd Term Boarders		
34	15		
36	14		
34	11		
37	12		
45	186	19	71
23	4		
37	6		
30	4		
30	5		
41	3		
39	2		
38	-		
46	284	-	25
		470	96

566

Estimated Numbers
for 4th Term 1978

1978 Day	4th Term Boarders		
35	14		
37	14		
34	12		
36	12		
45	187	19	71
24	3		
35	6		
30	4		
29	6		
41	3		
39	2		
39	1		
45	282	-	25
		469	96

565

Estimated Numbers
for 1st Term 1979

38	14		
33	12		
36	14		
45	20		
27	179	8	68
36	9		
30	4		
28	7		
42	4		
38	3		
40	1		
40	-		
37	281	-	28
		470	96

566

HERSCHEL SCHOOL BUDGET 1979

TO: MEMBERS OF COUNCIL

In accordance with the decision taken at the Council Meeting held on 15 September I have prepared a revised budget incorporating the changes suggested. I also set out below the fee structure for 1979. It will be observed that Revenue has been reduced by P11000 and no surplus has been provided for.

<u>INCOME:</u>	Tuition and Boarding Fees based on 547 pupils	R473,400
	Registration Fees	1,000
	Extra subjects	28,000
	Sundry Revenue	4,000
	Lunches	7,000
	Rent received	<u>3,600</u>
		517,000
	Less Bursaries and Scholarships	<u>12,000</u>
		<u>R505,000</u>

EXPENDITURE:

Salaries: Senior & Prep	261,000	
Administration	27,000	
Non-Teaching	27,000	
Extra Subjects	20,000	
Wages	26,500	361,500
Provisions		36,500
Domestic Charges		25,000
Administration and Class Materials		21,000
Pensions		14,000
Interest		24,000
Insurances		3,000
Bad Debts		1,000
Motor Vehicle Expenses		600
Sports Requisites		400
Depreciation		11,000
Property Maintenance		<u>7,000</u>
		<u>R505,000</u>

FEES:

	<u>Day Scholars</u>			<u>Boarders</u>		
	Last Year	Original Budget	Revised Budget	Last Year	Original Budget	Revised Budget
Preprep	65	75	70			
Sub A	85	95	90	305	340	340
Sub B	90	100	95	310	350	345
Std 1	120	135	125	340	380	375
2	145	165	150	365	410	400
3	160	180	170	380	425	420
4	185	185	175	385	430	425
5	170	190	180	390	435	430
6	185	205	195	415	465	455
7	195	220	210	425	475	470
8	200	225	220	430	480	480
9	210	235	230	440	490	490
10	210	235	230	440	490	490

It will be necessary to let parents know of these fees.

M J LONGMOPE
21 September 1979

HERSCHEL ASSOCIATION.

BUDGET FOR 1979

The Budget for 1979 is set out overleaf.

In considering the various factors making up the Budget, I have allowed for total salaries and wages of R359 500 compared with last year's Salaries and Wages of R317 650. This is an increase of 13.17% overall. However, academic salaries have gone up 13.23% whilst Non-Academic, Administration and Wages have gone up by just over 5%. The addition to the Administrative Salaries of a Financial/Business Manager has brought the true increase in Administrative Salaries to 24.25%.

This raises two points. I think we must be completely satisfied that a Financial Manager is going to justify this extra burden on the overheads. In the budget I have allowed for R8 000 a year, but we may find that he costs more than this. It is important that he does more than just sign cheques and watch that debtors pay their bills. He must make a contribution to reducing overheads for unless he achieves something concrete in this direction, he serves little purpose except to relieve Administrative staff of some of their work, and that is not really enough of a reason to employ him.

The other point which we must consider is that for some time now we have concentrated, to a large extent by force of circumstances, on Academic Salaries, but we cannot go on giving 13% increases to Teachers and 5% to everyone else. In spite of the demand situation there must come a point when we are not being fair in our approach.

Salaries and Wages continue to absorb 70% of our entire overheads.

I had hoped to avoid an increase in fees above 7% or 8%, but in order to cover total overheads which are slightly in excess of half a million Rand, it has been necessary to raise fees by 12%.

The number of pupils at school during the 4th term of 1978 is expected to be 567. I am informed that a number may be leaving in 1979 - somewhere between 20 and 30, all in the Junior School.

I have allowed for 30 less pupils in the Junior School and at the fee structure I have provided, this brings in R484 520. If in fact we do not lose the 30 pupils allowed for, the income will be R498 200.

I have budgeted for a surplus of R9 000 but this does not allow for bringing on to the Pension Fund non-teaching staff at present not on the Fund, but apparently eligible, which could cost an extra R5 400 p.a., nor does it allow for the Financial/Business Manager costing us more than R8 000 p.a. I considered at one stage budgeting for a deficit to try to relieve the strain on parents purses, but if the School is to survive we must have a surplus since only that surplus can generate the ^{Cash} ~~cost~~ for normal capital expenditure. Our Book-keeping system is very old fashioned and during this coming year we must look seriously at some form of mechanised accounting for preparing the fee accounts. The cost of this is completely unknown to me at this time, but it may be fairly expensive. We may have to consider leasing or hire purchase, in order to spread the cost over a two to three year period, thus relieving the burden on the cash resources. Again this can only be justified if there is a corresponding ability to use the time of the staff in some other direction in a profitable way. Investigation may show that we can get a satisfactory machine at a reasonable price, but in any event we must look into the position thoroughly.

If we decide to adopt the fee structure outlined, it will be necessary to give parents a term's notice so a letter will have to be drafted reasonably soon.

M.J. LONGMORE

MJL/MP

HERSCHEL SCHOOL : 1979 BUDGET

<u>INCOME:</u>	R	R
Tuition & Boarding Fees	484 000	
Registration Fees	1 000	
Extra subjects	28 000	
Sundry Revenue	4 000	
Lunches	7 000	
Rent received	3 600	
Interest earned	-	
		527 600
<u>Less: Bursaries & Scholarships</u>		6 000
		<u>R 521 600</u>

EXPENDITURE:

Salaries : Senior & Prep.	261 000	
Administration (incl. Business Manager)	25 000	
Non-Teaching	27 000	
Extra Subjects	20 000	
Wages :	26 500	
		359 500
Provisions		36 500
Domestic Charges		26 000
Property Maintenance		10 000
Administration & Class Materials		23 000
Pensions		14 000
Interest		26 000
Insurances		3 000
Bad Debts		2 000
Motor Vehicle expenses		600
Sports Requisites		1 000
Depreciation		11 000
		<u>R 512 600</u>
Possible surplus :		R 9 000

Does not take into account - (i) Compulsory Pension Cost
(ii) Business Manager above R8 000.

Stk	No. of pupils at term 1978	Parent fees	Revenue	Expenses No.	Less. Due by 12 th	Revenue.	If same No of pupils attend
P-Pr	45	65	2925	39	75	2925	3375
Sub A	39	85	3315	33	95	3135	3705
B	39	90	3510	33	100	3300	3900
1	41	120	4920	35	135	4725	5535
2	29	125	4205	23	165	3795	4735
3	30	160	4800	30	180	5200	5400
4	35	165	5775	35	185	6475	6475
5	24	170	4080	24	190	4560	4560
6	45	185	8325	45	205	9225	9225
7	36	195	7020	36	220	7920	7920
8	34	200	6800	34	225	7650	7650
9	37	210	7770	37	235	8695	8695
10	35	210	7350	35	235	8225	8225
	<u>469</u>		<u>70795</u>	<u>437</u>		<u>76030</u>	<u>79450</u>

Boarding							
Sub A	1	305	305	1	340	340	
B	2	310	620	2	350	700	
1	3	340	1020	3	380	1140	
2	6	365	2190	6	410	2460	
3	4	380	1520	4	425	1700	
4	8	385	3080	8	430	3440	
5	3	390	1170	3	435	1305	
6	19	415	7885	19	465	8835	
7	12	425	5100	12	475	5700	
8	12	430	5160	12	480	5760	
9	14	440	6160	14	490	6860	
10	14	440	6160	14	490	6860	
	<u>98</u>		<u>40370</u>	<u>98</u>		<u>45100</u>	<u>45100</u>
Total	567		111165	537		121130	124550

44

= 44466 per

484520

498200 12.00%
due.

Budget 1978 436300 1979 484,000

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD
AT HERSCHEL AT 8.15pm ON MONDAY 18 SEPTEMBER 1978

A G E N D A

1. Minutes of Council Meeting held
on 12 June 1978 to be confirmed.
2. Reports and recommendations from
Sub-Committees of Executive Committee.
3. Headmistress's Report.
4. Any other business.

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

MINUTES OF THE EXCO MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL AT 5.15 pm ON MONDAY 28 AUGUST 1978

Present: Mr R K R Wilson (Chairman)
Messrs J Bettison
N Chapman
M Longmore
R Marais
G Van Zyl
Mrs M Loggie

Apologies: Dr B I Silberbauer
Messrs J Graham
R Gawith
B Marshall Smith

1. Discussion on 'notes' from Dr Silberbauer

- a) Quotes for the plaque for the new i) classroom wing @ R145 to be accepted. Mr Wilson to phone about final amendment to the wording; and ii) entrance gates, McCallum & Stevens to be asked to affix this plaque and the one above. RKBW
- b) Opening of New Classroom wing: Refreshments to be restricted to sherry, wine, cheese straws and nuts. BIS
- c) Painting of library wall, etc: Mr Schneider of Master Decorators has submitted a quotation, and Mr Bettison will discuss this further with Mr Commins. JB
- d) Tarmac in driveway: The front driveway is generally in a rather poor shape. Some of the faults are due to the builders and should be put right by them. Mr Bettison to discuss the matter with Mr Heckly. JB

(This ends points brought up by Dr Silberbauer.)

2. Salaries 1979

A detailed study of salaries has been made and during discussion it emerged that Exco would very much like to see some sort of evaluation procedures set up whereby there can be regular mutual appraisal of staff to run parallel with salary increases.

3. Bursar

Mr van Zyl has been in contact with the Johannesburg applicant who at Roodepan enjoyed a free house and about R900 per month. Mr van Zyl's recommendations are that a) we should advertise the post and b) time the advert for the first term giving Miss Geldard time to settle in and exercise her preferences.

4. Kenmar Crescent - Pavement

Mr Bettison agreed to conduct negotiations with the authorities as soon as possible. JB

5. Prize Giving - 6 December, 3pm

Dr Koornhof is unable to be guest speaker.
Suggestion - The Hon Mr Justice J H Steyn, Mr Chapman agreed to approach him. NC

6. Association of Private Schools

Representation is being made shortly to the Government on roughly the following basis:-

We cannot put fees up any further, therefore we require assistance to a) bridge the gap between the salaries currently being paid and those offered at Government schools; b) maintenance allowances; c) equipment allowance; combining the requirements of the Eastern Province and Western Province schools a total of about 7 million rand would be involved, over five years.

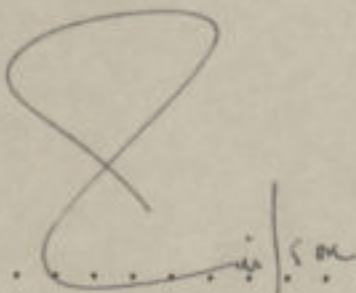
Question - Does anyone know how much is being spent on the Wynberg Boys High School complex?

7. Presentation to Dr Silberbauer

There was considerable discussion and agreement reached as to how we could best show our appreciation to Dr Silberbauer for her long and outstanding service to the School. Mr Wilson is to finalise details.

RKBW

There being no further business the meeting adjourned at 7.05pm.


.....

CHAIRMAN

.....16.11.78.....

Date

HERSCHEL SCHOOL

Financial Report for the half year ended 30 June 1978 to be presented at the Council Meeting held on 18 September 1978

Members of the Council will be pleased to learn that the financial results for the second term disclosed a surplus of R6 658 which together with the surplus of R6 055 earned in the first term, makes a total of R12 713 for the first half of the year.

We budgeted for a surplus of roughly R9 000 for the whole year and it seems very likely that provided we continue to exercise a reasonable control on expenditure, we will end the year with a surplus of R20 000.

The breakdown of the figures are set out hereunder:

<u>Income:</u>	<u>Budget</u>	<u>Actual</u>
Tuition and Boarding Fees	218 400	222 276
Registration Fees	700	515
Extra Subjects	1 400	15 906
Sundry Revenue	2 000	3 586
Luncheon	3 500	3 385
Interest Received	2 050	504
Rent Received	1 800	1 800
	<u>242 450</u>	<u>247 972</u>
Less Scholarships and Bursaries etc	<u>6 000</u>	<u>6 915</u>
	<u>R236 450</u>	<u>R241 057</u>

Expenditure:

Salaries	145 174	147 410
Wages	13 150	12 265
Provisions	17 500	16 911
Domestic Charges	13 000	12 307
Property Expenses	5 000	3 357
Administration and Class Materials	10 000	11 373
Pensions and UIF	6 500	6 293
Interest	12 850	10 850
Insurances	1 500	1 500
Bad Debts	1 000	-
Motor Vehicle Expenses	200	212
Sports Requisites	376	241
Depreciation	5 625	5 625
	<u>R231 875</u>	<u>R228 344</u>
Surplus	R4 575	R12 713

It is of interest to know that at the 30 June the bank overdraft was R67 500. It will be recalled that we undertook not to let it exceed R100 000.00 during this year. The actual overdraft fluctuates tremendously due to the fact that the income of the school tends to come in during the months of January, April, July and October, which is just after the fee accounts are sent out and the overdraft reaches its highest point at the end of each term.

In looking at the cash position it is important to realise that we had at one stage fairly large sums of money invested on a short term basis all of which has now been used up and we are now very dependant on the Appeal Fund continuing to produce a steady if unspectacular flow of funds.

The position can best be summarised as follows_

Capital Expenditure for six months to June 1978 -

Senior School - Tennis Courts	R 5 717
Final Arts Block payments	R16 416
New Classroom block	76 922
Furniture and Equipment	<u>5 814</u>
	<u>R104 869</u>

The Appeal Fund has brought in to the School this year in cash, R27 000 so that we have a cash shortfall of about R77 900 which has been met from our own resources, and bank borrowings. This is very much in line with the position which we expected to have.

In June I wrote to the South African Mutual asking them if it was possible to reduce the interest charge which the school pays on its Mortgage Bonds, in view of the current trend towards lower interest rates. I have had a reply from them to the effect that the question of interest rates is being reviewed and that they will let me know the outcome in due course.

I will report on the latest Appeal Fund position at the meeting.

M J LONGMORE
9 August 1978

MINUTES OF THE EXCO MEETING OF HERSCHEL COUNCIL HELD

AT HERSCHEL AT 5.15 pm ON MONDAY 31 JULY 1978

PRESENT: Mr R K B Wilson - Chairman

Messrs J Bettison

J Graham

R Gawith

M Longmore

R Marais

B Marshall Smith

Mrs M Loggie

In Attendance: Dr B I Silberbauer, Headmistress

APOLOGIES: Mr T N Chapman

Mr G Van Zyl

1. Minutes of the meeting held on 1 May 1978 were confirmed and duly signed.

2. Education Committee Mr Gawith presented detailed and extensive memoranda on both

a) the Pension Fund for Staff, and

b) Staff Salaries. Both these topics require further study by sub-committees before being presented at the next Council meeting. It was agreed that staff should receive an increase in salary from January 1979 and that they be told this before the end of August.

c) Business Manager. An application for this post has been received from Johannesburg and is to be interviewed by Mr G Van Zyl (in Johannesburg). Mr Van Zyl has drawn up a job description of the post which was circularised to Exco members.

d) Newsletter. It was recommended that a regular newsletter be sent out to all parents. The Appeal Newsletter has been invaluable and done its job admirably.

e) Meeting with Staff. This should take place this term as a follow up to the initial meeting in February. A suggestion was made to discuss the possibility of involving certain parents in career guidance.

2. Building Report

Phase 1 : New Arts Block This has been completed at a cost of approximately R150 000.

Phase 2 :

8 new classrooms

Refurbishing of nearly every other classroom in the Senior School

Parking area

Library redecoration (restoring woodwork, waterproofing stone-work, etc.)

Lay-out under Ilex tree.

This has almost been completed at an approximate cost of R167,000.

Phase 3 : New Hall, approximate estimate R150 000
This is out of the question. Excellent plans have been drawn up for extensions and improvements to the present school hall for about R37 000 plus about R15 000 for the extension and development of the old tunnel which could now be put to good use and avoid the hall being used as a throughfare. The building committee were given the go-ahead to proceed with the project and get plans passed etc.

Sports Facilities:

Estimates - 2 x Squash courts	R30 000
2 x Tennis courts	9 000
Swimmingpool	30 000

4. Dedication of New Buildings

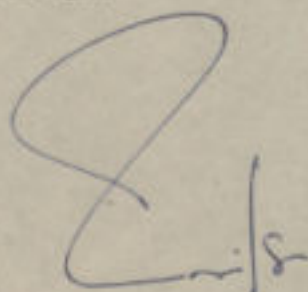
This is planned for 5pm on Friday 15 September. and His Grace, the Archbishop is to preside.

- Exco agreed that a plaque with wording similar to that used on the Prep School Hall building be made and invested by His Grace.
- A smaller plaque be put on the entrance gates honoring the three matric classes who raised the initial funds.
- A letter be written to the Chairwoman of the Old Herschelian Association advising her of the plans and the decision not to involve any member of the School family in the ceremony as it was felt that the secret of the appeal lay in its anonymity.
- It was suggested that a letter of appreciation be sent with all invitations.

5. Association of Private Schools.

The matter of these schools being subsidised is being pursued through the Association.

There being no further business the meeting closed at 7.20 pm.



.....
CHAIRMAN

28.8.78.

.....
Date



Herschel
Claremont
Cape

24 July 1978

AN EXCO MEETING OF THE HERSCHEL
SCHOOL COUNCIL WILL BE HELD AT
HERSCHEL ON MONDAY 31 JULY 1978
AT 5.15 PM

AGENDA

1. Minutes to be confirmed
of Meeting held on 1 May 1978.
2. Discussions pertaining to
Education Committee.
3. Building Report and Financial
Review.
4. Arrangements for Dedication
of new buildings.
5. Report back on Meeting of
Association of Private Schools
6. Any other business.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL
ASSOCIATION (Incorporated Association not for gain) HELD AT
HERSCHEL AT 7.45 p.m. ON MONDAY 12 JUNE 1978

PRESENT: Messrs R K B Wilson - Chairman

J Bettison

N Chapman

P Gawith

J Graham

P Kohler

M Longmore

R Marais

J Mudge

G van Zyl

Revd Ian Eve

Mesdames J Heywood, M Loggie, J Te Water Naude.

In Attendance: Dr B I Silberbauer (Headmistress)

APOLOGIES: His Grace the Archbishop of Cape Town
Mr W Marshall Smith

In the absence of His Grace the Archbishop, Mr Wilson took the Chair and constituted the meeting an Annual General Meeting of the Herschel Association. He welcomed Mrs Jeanne Heywood as a new director of the Association.

1. Minutes of the Annual General Meeting of 1977 had been circulated to members and were taken as read and signed by the Chairman as an accurate record of the proceedings of that Meeting.
2. The Annual Financial Statement and the Report of the Council for the year ended 31 December 1977 were circulated and the Hon Treasurer, Mr M Longmore, was asked to comment. All in all it had been a favourable year except for some bad debts which had increased in 1977. These were being attended to and up to date some payments had been received.
Mr J Mudge moved the adoption of the audited accounts and the Chairman signed them.
3. It was agreed that the remuneration for the Auditors should be fixed at R1 500 for the year. Messrs Arthur Young and Company were re-appointed for a further year.
4. Re-Election of Council Members: It was agreed that office bearers retire at the end of each year and re-elections should take place at the beginning of each year. Mr Bettison proposed that present office bearers continue to serve until the new year, namely, Chairman - Mr B Wilson, Treasurer - Mr M Longmore and Secretaries - Mrs M Loggie and Mrs J te Water Naude. This was agreed to.

There being no other business the meeting closed.

.....
C H A I R M A N

.....Date

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON MONDAY 12 JUNE 1978
AT 8.15 PM

PRESENT: Messrs R K B Wilson (Chairman

c j Pettison

T N Chapman

R L Gawith

J Graham

P Kohler

M J Longmore

P M Marais

J E Mudge

G J van Zyl

Revd Ian Eve

Mesdames J Heywood

M Loggie

J te Water Naude

In Attendance: Dr E I Silberbauer

APOLOGIES: His Grace the Archbishop
Mr W Marshall Smith

Mr Wilson reconstituted the Meeting, which had been preceded by the Annual General Meeting of the Herschel Association, as a quarterly meeting of the Herschel Council. Minutes of the Special Meeting of the Herschel Council held on 1 May 1978 had been circulated to members and were signed as a true record.

Pension Scheme and Medical Aid

Mr Gawith's reports on the Pension Scheme and Medical Aid were discussed and Mr Gawith was asked to investigate certain details of the present schemes before presenting them to the Staff.

Role of the Archbishop on the Council

Adv Marais' report was discussed and the result of his investigations into Herschel Association's Memorandum of Association, clearly showed that the Archbishop is one of the Council, with no greater responsibilities than any other member and that he need not necessarily be Chairman of the Council. Therefore, it seemed unnecessary to alter the Memorandum of Association. The Archbishop is a permanent member of the Council in terms of Clause 14 of the Articles of Association and does not have to attend the Meetings, but has the right to nominate half the members of the Council. Mr Wilson asked that the Memorandum be updated and retyped and stated that he would send a copy to the Archbishop with an explanatory letter.

Education

Mr Wilson announced with great pleasure, that Miss P Geldard had accepted the position of Headmistress of Herschel from 1979 and that the Archbishop was forwarding her a formal letter of appointment. Mr Wilson announced that he had written to Mr Gawith on behalf of the Council to thank him for the tremendous work he had done regarding the selection of a new Headmistress.

Appeal Newsletter

A letter from the Chairman announcing the appointment of the new Headmistress, Miss Geldard, would be sent out forthwith, together with the latest Appeal Newsletter, to all parents and donors to the Appeal.

Duties of Council Members

Mr Wilson stated that the Council should discuss the workings of the Sub-Committees and the duties of Council Members at the next Council Meeting.

Buildings

Mr Bettison reported that the new Classroom block had been completed and was working satisfactorily.

Herschel Appeal

Mr Kohler reported that the position was fairly satisfactory regarding the payment of pledges. The blessing of the new Classroom block by the Archbishop had been arranged for Friday 15 September at 5pm. Guests are to be offered sherry (donated) and the new buildings and refurbished library and classroom wing will be open for inspection.

Business Manager

It was announced that Mr Knight had resigned as Business Manager from 31 May. It was decided that Mr Longmore and Mr van Zyl, together with the Headmistress, investigate the job description of Business Manager and find a replacement.

Headmistress's Report

Long Leave for Academic Staff: It was agreed by Council that long leave for two members of the Academic staff per annum be granted at the sole discretion of the Headmistress, and that non-academic members of staff could, after long service, be granted similar leave facilities and that this privilege would also be granted at the Headmistress's discretion.

Any Other Business

School Bus: Dr Silberbauer reported that a private company had run a school bus for Constantia children for one term and now requested a guarantee to continue the service. The Council decided that it would not accept any financial responsibility for the scheme.

Building Costs: Mr Chapman asked for a comparison of the tenders received as against the actual expenditure on the buildings.

Mr Wilson replied that some details had been given at a previous Exco Meeting and a further report would follow at the next Exco Meeting.

Air Conditioner: Mrs Loggie stated that as the Music Room had been designed for air conditioning it was essential that this be installed as there is virtually no ventilation. The Council agreed that an air conditioner be installed and Mr Mudge offered to investigate and supervise this installation.

Salary Increases: Mr van Zyl drew attention to the fact that the gap between Herschel and Government school salaries is fast widening. The budget this year has allowed for a 5% salary increase. It was decided that Mr van Zyl and Mr Gawith investigate the position and make recommendations to Council. The Headmistress reported that 5 members of staff were leaving at the end of the year to teach at Government schools for financial reasons.

There being no further business the Meeting closed at 10pm.

.....

CHAIRMAN

18.9.78
..... Date

LONG LEAVE AT HERSCHEL

ELIGIBILITY

All permanent academic staff members who have been employed in a full time capacity at Herschel for a minimum continuous period of 5 years (20 terms) are eligible to apply for long leave.

DURATION

The leave will be for one full term. During the leave period staff members will remain on full pay and retain all normal rights and privileges of employment.

APPLICATIONS AND CONDITIONS

1. Applications for long leave must be made to the Head at least two terms before the desired date of leave commencement.
2. Long leave is a privilege and will be granted at the sole discretion of the School. It will be granted at times convenient to the efficient running of the school.
3. In any one year long leave can only be granted to a maximum of two staff members.
4. Applicants for long leave will be expected to assist the School in finding a temporary replacement. The leave is conditional upon a suitable replacement being found.
5. Applications will be treated in order of length of service since the previous long leave subject to the overall interests and convenience of the School.
6. As long leave is a privilege and not part of the formal conditions of employment, it cannot be commuted into leave pay.
7. Staff members will be expected to remain in Herschel's employment for a minimum period of one year after long leave has been taken.

Would those members of the staff who are eligible and who wish to avail themselves of this privilege, please submit their applications to me as soon as possible.

Barbara I. Silberbauer

Dr B I SILBERBAUER
HEADMISTRESS

3 May 1978

HERSCHEL ASSOCIATION.

The Role of the Archbishop on the Council.

MEMORANDUM.

1. The multiplicity of duties connected with his office has prevented the Archbishop from playing as active a role in the business of the Council as was originally contemplated when the Herschel Association was incorporated in 1920. His Grace has enquired whether it would be possible to re-define his relationship with the Association in such a way as to relieve him of the responsibility of attending meetings of the Council while at the same time preserving his connection with the Association and his right to have a say in its affairs. In wishing to preserve his connection with Herschel, His Grace presumably is mindful of object (D) of the Herschel Association's memorandum of association which reads :

"To promote religious education in the schools of the Association in accordance with the doctrines and principles of the Church of the Province of South Africa otherwise known as the Church of England in these parts, and set forth in the Articles of the Constitution of the said Church."

2. The position at present is that the Archbishop is one of seventeen members of the Council. (Articles, clause 14.) He has the right to select and appoint

one half of the members of Council. (Articles, clause 16.) The management of the Association and the custody of its funds and property vest in the Council. (Articles, clause 14.) The Council also has the general superintendence and control of the affairs of the Association. (Articles, clause 21.)

3. Apart from his right to appoint half the members of the Council and a provision in the objects clause of the memorandum of association which reads "(E) to provide that the schools of the Association shall be visited from time to time and be under the supervision of the Bishop of the Diocese wherein the same may be situate", there is nothing in the memorandum or the articles of association which burdens the Archbishop with greater responsibilities than any other member of the Council. He need not necessarily be the Chairman of the Council (Articles, clause 24.) His vote carries no more nor less weight than that of any other member. (Articles, clause 26.)
4. In one respect he is privileged by the articles. If any other council member is absent from five consecutive meetings without special leave from the Council or abstains from attendance for nine months, his place may be regarded as vacant and filled by an appointment made by the remaining members of the Council. (Articles, clause 23.) This provision

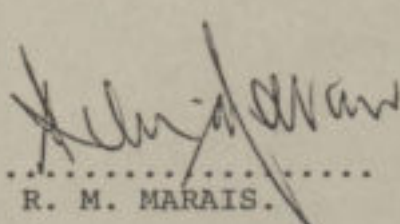
does not apply to the Archbishop because he is a permanent member of the Council in terms of Clause 14 of the articles.

5. It will be seen therefore that the existing situation caters reasonably adequately for the position which His Grace would like to occupy. He is under no obligation to attend Council meetings but, if his presence is especially desired, or, if he particularly wishes to attend a particular meeting, he is entitled to do so. He need not make himself available for the chairmanship of the Council if he does not wish to do so.
6. It is true that his continued membership of the Council may be thought to create a moral obligation to attend meetings regularly but if the Council itself feels it would prefer to have His Grace as a member of the Council even if his attendance at meetings is exceptional, I would suggest that any such moral obligation falls away.
7. The alternative is to amend the articles of association so as to exclude the Archbishop from membership of the Council. But this would largely deprive His Grace of that which he would like to see preserved, namely, his right to hear and be heard when important issues are considered by the Council.

8. It would be an easy matter to formally constitute His Grace as visitor to the school as envisaged in the objects clause of the memorandum of association but he would not be entitled to attend, speak and vote at meetings of the Council unless he was also a member of the Council. It is of course possible to confer upon him, in his capacity as visitor to the school, the right to receive notice of all meetings of the Council, to attend any such meeting and to participate fully in any such meeting including the voting. But that would approximate so closely to the position which His Grace can quite legitimately adopt in terms of the existing provisions that it hardly seems worthwhile to embark upon a series of amendments to the articles of association. However, if the Council or His Grace would prefer it, I am willing to draft appropriate amendments.

Cape Town.

1st May, 1978.


.....
R. M. MARAIS.

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD

AT HERSCHEL AT 8.15 PM ON MONDAY 12TH JUNE 1978

FOLLOWING THE ANNUAL GENERAL MEETING AT 7.45 PM

A G E N D A

1. Minutes to be confirmed of the Special Meeting held on Monday 1 May, 1978.
2. Reports and recommendations from Sub-Committees of Executive Committee.
3. Headmistress's Report.
4. Any other business.

FINANCIAL REPORT

To be tabled at the Meeting of the Council on Monday,
12 June 1978 at 8.15 pm.

The final audited accounts for the year ended 31 December 1977 have now been received from the auditor and you will be asked to approve these at the Annual General Meeting which will be held on the same day as the Council Meeting.

You may recall that I reported a surplus for the year of R20 227 which was subject to audit and minor alterations. The final result was a surplus of R21 234. Paid up Capital and Reserve Funds increased from R410 821 to R508 243 and I know that you will agree with me when I say that from a financial point of view, last year was a most satisfactory one.

Before passing on to the results for the first term of 1978 I feel that I ought to mention that from 3 July we will feel the effects of Sales Tax. There was some doubt whether the School was obliged to register as a Vendor and as a consequence be entitled to buy certain requisites free of tax and also be obliged to add 4% to the boarding school fees if not all fees.

The Secretary for Inland Revenue has informed me that provision has been made in the Act for schools to be exempt from registering as a vendor. Whilst this saves us some bookkeeping problems it does mean that apart from Salaries and Wages our overheads will rise by 4% at least, perhaps slightly more.

I estimate that this will cost us between R3000 and R4000 in a year, in increased overheads which is not as bad as I had expected and is caused largely by the fact that out of total overheads of R427 000 last year, R296 000 was for Salaries and Wages. Then of the balance certain items are not subject to the extra 4%, for example, Interest, Depreciation, Pension Contributions and the like. For this year we will of course feel the effects for only half a year.

Turning now to the First Term of 1978, the results reflect a surplus of R6055 compared with a budgeted surplus of R2288.

This is very much in line with the first term's results in previous years when in 1976 we had a surplus of R6221 and in 1977 R6713. The figures, details of which are set out over-leaf, do not call for a great deal of comment, particularly as the meeting of the Council held on 1 May outlined the cash position in some detail.

The Budget provides for a total of R4100 of interest to be earned. This income will not be received because most of the cash invested on a short term basis has already been used to make progress payments on the classroom block.

Administration and Class Materials are always high during the first term, as much of the materials bought last for a period longer than one term.

The State of the Appeal as was reported to you earlier, shows that total pledges amounted to R363 000 and cash received amounted to R207 000. I will report the latest position at the Council Meeting.

INCOME

	<u>BUDGET</u>	<u>ACTUAL</u>
Tuition and Boarding	R109 200	R110 670
Registration Fees	350	230
Extra Subjects	7 000	7 751
Sundry Revenue	1 000	756
Luncheon	1 750	1 635
Interest Received	1 025	405
Rent Received	900	600
	121 225	122 047
Less Scholarship and Bursary Allowances	3 000	3 309
	118 225	118 738

EXPENDITURE

Salaries	72 587	72 876
Wages	6 575	6 170
Provisions	8 750	7 895
Domestic Charges	6 500	5 206
Sports Requisites	188	78
Property Expenses	2 500	1 001
Administration and Class Materials	5 000	6 453
Pensions and UIF	3 250	3 155
Interest	6 425	6 425
Depreciation	2 812	2 574
Insurances	750	750
Bad Debts	500	-
Motor Vehicle Expenses	100	100
	115 937	112 683
Surplus	2 288	6 055
	118 225	118 738

SUMMARY OF MATRICULATION RESULTS 1977

SUBJECT	No.sitting	A	B	C	D	E	F	G	H
ENGLISH 1st HG	43	2	1	10	20	7	3	-	-
AFRIKAANS 2nd HG	42	1	6	10	18	6	1	-	-
GERMAN 1st HG	1	-	-	-	1	-	-	-	-
MATHEMATICS HG	10	-	2	6	2	-	-	-	-
BIOLOGY HG	38	3	4	4	12	15	1	-	-
BIOLOGY SG	4	-	-	2	-	1	-	-	1
PHYSICAL SCIENCE HG	5	-	1	3	1	-	-	-	-
FRENCH HG	19	-	1	2	8	6	2	-	-
LATIN HG	5	2	1	1	1	-	-	-	-
ART HG	16	-	-	7	6	3	-	-	-
GEOGRAPHY HG	16	-	-	1	8	4	1	2	-
HISTORY HG	17	-	2	1	7	4	1	1	1
MUSIC HG	2	-	1	1	-	-	-	-	-
GEOGRAPHY SG	1	-	-	-	1	-	-	-	-
MATHEMATICS SG	12	-	1	4	3	3	1	-	-
TYPING	10	1	5	-	1	1	-	1	1
HISTORY SG	2	-	-	1	-	1	-	-	-
HOME ECONOMICS HG	15	-	-	4	10	1	-	-	-
TOTALS:	258	8	25	57	99	52	10	4	3

TOTAL JMB Candidates: 43
 "A" Passes: 3
 Matriculation passes: 36
 School leaving Certs: 6
 Failures: 1

B I Silberbauer
 B I SILBERBAUER
 HEADMISTRESS

20 January 1978

HERSCHEL ASSOCIATION

HEADMISTRESS'S REPORT

To be presented at the Meeting of the Council on Monday,
12 June 1979 at 9.15 pm.

STAFF NEWS:

Senior School:

Miss A Cleghorn (Geography) leaves at the end of this term to proceed overseas.

She will be replaced by Mrs M Westgate.

Mrs E Williams (temporary Afrikaans) is being replaced by Miss L Smit.

Preparatory School:

Mrs P Cragg (Standard Three) leaves at the end of the term to accompany her husband who has been transferred to Johannesburg.

Mrs A King (Sub A) is also leaving for the same reason.

Replacements for both have been found in Mrs M Pryde (Std 3) and Mrs H Ball (Sub A).

Office:

Mr W Knight has resigned and leaves at the end of May.

LONG LEAVE:

Staff are delighted that long leave for academic staff is to be re-instituted at Herschel. Requests have been received from Mrs McCormick for the third term of 1979 and from Miss L Kable who asks that she be allowed to take her leave this year, in the fourth term - a reasonable request since sporting activities are at their lowest ebb at this time. No league fixtures are played in tennis and only friendly swimming galas are held then. Miss Kable feels that this would be the best time for her to be away.

EISTEDDFODS:

Excellent results were obtained in the Music, Art and Drama eisteddfods this term, and in Drama three fine cups were won in competition with other schools.

MATRIC DANCE:

A happy and successful Matric Dance was held on the first Saturday of the term.

SCHOLARSHIP EXAMINATION:

Twenty candidates in Standard 5 from Herschel and six other schools wrote our scholarship paper in April. Of these, the most outstanding candidate was Kerryne French (Herschel), and second Leigh-Ann Butler of Beaumont Primary. It is therefore recommended that Kerryne receive the Scholarship awarded annually by the Council.

NEW BUILDINGS:

Pleasure & commendation have been expressed by all who use the new classroom wing.

NEW PARKING AREA:

Some staff are using this area, others have refused to use it for various reasons!

BOARDING HOUSE

We have had the usual crop of winter colds and flu this term, and one case of infectious hepatitis. The boarding house nearly went up in flames last Saturday evening when clothing placed over a Capil heater by matrices in the attic, caught alight. The fire was not discovered until the girls went up to bed after watching Television. The heater, carpet, etc. were destroyed and one girl's hand was slightly burnt.

EXTRA MURAL ACTIVITIES:

All societies have been active but are now easing off since examinations start at the end of May.

This has been a successful and happy term.

* * * * *

NUMBERS

Actual Numbers for 2nd Term 1978

<u>1978</u> <u>Day</u>	<u>2nd Term</u> <u>Boarders</u>	
35	15	
34	15	
37	10	
33	16	
45	18	74
23	4	
37	6	
31	4	
31	6	
43	3	
39	2	
40	-	
48	-	25
476	99	
575		

Estimated Numbers for 3rd Term 1978

<u>1978</u> <u>Day</u>	<u>3rd Term</u> <u>Boarders</u>	
33	16	
35	15	
35	10	
35	14	
44	18	73
25	3	
37	6	
30	4	
32	6	
43	3	
39	2	
41	-	
46	-	24
475	97	
572		

Nursery School = 65 pupils

* * * * *

B. I. Silberbauer

B I SILBERBAUER
HEADMISTRESS

1 June 1978

HERSCHEL ASSOCIATION

(Incorporated Association not for gain)

Notice is hereby given that the Annual General Meeting of Members will be held at Herschel at 7.45pm on Monday 12 June 1978 for the following purposes:

1. To confirm the Minutes of the previous Annual General Meeting.
2. To receive the Annual Financial Statement together with the Report of the Council for the year ended 31 December 1977.
3. To fix the Remuneration of the Auditors and to appoint them for the ensuing year.
4. To re-elect Council Members.

* * * * *

CONFIDENTIAL

TO: MEMBERS OF COUNCIL, HERSCHEL SCHOOL

Attached hereto are applications from Miss Geldard and Mrs McIntyre - the two applicants considered by your sub-committee to be the best qualified for the position of Headmistress. Details include their Curricula Vitae, other information about the candidates and copies of testimonials received from their referees. Both candidates have been interviewed by your sub-committee, and by Dr Silberbauer, Mrs Loggie, Mrs de Water Naude and Rev Ian Eve. It is proposed that the candidates should meet the full Council and also spouses of Council members during the course of the late afternoon and evening of Thursday 1 June. The programme is as follows:-

- 5.00 pm Council to meet for brief review of applications which have been received and assessments of the above applicants.
- 5.15 pm Mrs McIntyre to be interviewed by the Council.
- 6.00 pm Adjourn for drinks. Spouses arrive for drinks. Members of Council are asked to invite their spouses should they wish them to meet the candidates. Mrs McIntyre will attend the drinks with Council members and their spouses.
- 7.00 pm Mrs McIntyre departs.
- 7.10 pm Miss Geldard arrives.
- 7.15 pm Finger supper for Miss Geldard, Council members and spouses.
- 8.15 pm Spouses depart.
Miss Geldard to be interviewed by Council.
- 9.15 pm Miss Geldard departs.
Council finalises discussions.

Barbara J Silberbauer
.....

(Signed by Dr Silberbauer
in Mr Gewith's absence.)

22 May 1978

MINUTES OF A SPECIAL MEETING OF THE
HERSCHEL COUNCIL HELD AT HERSCHEL ON
MONDAY 1 MAY 1978 at 8pm

PRESENT: Messrs R K B Wilson (Chairman)

C J Bettison

T N Chapman

R L Gawith

J Graham

P Kohler

M J Longmore

R M Marais

W Marshall Smith

J E Mudge

G J Van Zyl

Rev Ian Eve

Mesdames M Loggie

J Te Water Naude

In attendance: Dr B I Silberbauer (Headmistress)

APOLOGIES: His Grace the Archbishop of Cape Town
Mr W T C Knight (Business Manager)

The Minutes of the Exco Meeting held on Monday, 3 April 1978 were confirmed.

PROVINCIAL SUBSIDY:

Mr Wilson reported that the Western and Eastern Province Branches of the Association of Private Schools had decided to make a joint approach to the Provincial Authorities on the whole question of subsidising Private Schools in the Western Cape. A letter received from Mr R Miller, M.P. for Durban North, to further the same cause, was discussed by Council, and it was decided that Mr Miller be advised to deal with the matter through the A.P.S.

NEW BUILDINGS:

The final figures were tabled by Mr Longmore and the date of 4 August 1978 was set for the consecration of the new classroom block, pending the availability of His Grace. It was suggested that the Appeal Committee discuss the question of a suitable plaque for the new building.

FUND RAISING:

Mr Kohler reported that the next newsletter scheduled for circulation mid May was being compiled. A formal vote of thanks was proposed to Mr Marshall Smith for his generosity in the printing of the newsletter.

After some discussion it was decided that Phase 3 should definitely be mentioned in the Newsletter.

The question of the involvement of new parents was discussed and Dr Silberbauer advised that there are some 400 new parents in the school since the original Appeal began in January 1976. It was felt that these new parents should be involved during the remaining period of the Appeal, and that a new fundraising body should launch an appeal beginning on Fourder's Day 1979. Mr Bettison suggested that the Architects be asked to streamline Phase 3. Mr Wilson congratulated Mr Kohler on his untiring efforts as Appeal Chairman.

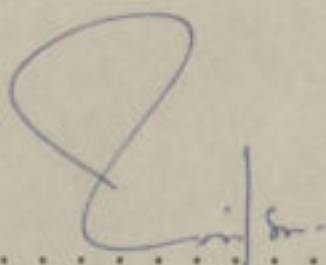
HEADMISTRESS: Mr Gawith reported that the applicants were now down to a short-list of four, and that these applicants would be interviewed by a Sub-Committee of Messrs. Wilson, Chapman, Marshall Smith and Gawith, during the ensuing two weeks. Dr Silberbauer was asked to invite the four applicants in turn, to lunch and a tour of the School. Mrs Loggie and Mrs Naude would also be present. The final decision would then be made at the June Council Meeting.

LONG LEAVE FOR STAFF: Mr Gawith tabled his report and, after much discussion, the Council decided that Clause 5(d) be modified and 5(g) be deleted. Mr van Zyl was asked to redraft the Memo to the Staff regarding Long Leave. Dr Silberbauer was then asked to notify the Staff accordingly.

The report on Medical Aid and Pension Scheme for the Staff was circulated and it was decided to deal with this at the June meeting, as was a memo submitted by Advocate Marais concerning the legal implications were His Grace to become 'Visitor' to the Council instead of Chairman.

The Council will be advised of any change of the date of the June Meeting which at the moment is scheduled for 8pm on Monday, 12 June.

There being no further business the meeting closed at 10.45pm.



.....
C H A I R M A N

12/6/8.

.....
Date

A SPECIAL MEETING OF THE COUNCIL WILL BE HELD AT
HERSCHEL IN THE LIBRARY AT 8.15pm ON
MONDAY 1 MAY 1978

A G E N D A

1. Apologies.
2. Minutes to be confirmed of
Quarterly Meeting held on
26 January 1978.
3. Report on progress of appointment
of Headmistress.
4. New Buildings.
5. Financial Report relative to
New Buildings.
6. Report on Fund Raising.
7. Conditions of Service:
Long leave, Medical Aid,
and Pensions.
8. Any other business.

MINUTES OF A HERSCHEL EXCO MEETING HELD AT
HERSCHEL ON MONDAY 3 APRIL 1978 AT 5.15PM

PRESENT: Messrs P Gawith (Chairman)
J Bettison
J Graham
M Longmore
W Marshall Smith

In Attendance: Dr B I Silberbauer (Headmistress)
Mr W Knight (Business Manager)

APOLOGIES: Messrs B Wilson, N Chapman, R Marais, G van Zyl
and Mrs M Loggie.

1. In the absence of Mr B Wilson, Mr P Gawith chaired the meeting. The Minutes of the Exco Meeting held on Monday 6 March 1978, were confirmed.
2. Applications for the post of Headmistress/Headmaster were discussed. Mr Gawith informed the meeting that so far there were 19 applicants; nine from Rhodesia, one from the UK, and the others from Grahamstown, Port Elizabeth, Durban, Cape Town, Bloemfontein and Johannesburg. As they were so widespread he suggested that members of Exco travelling to any of these centres on business could assist by interviewing an applicant. This was agreed and Mr Bettison said he would be going to Johannesburg in a couple of weeks time and would JB undertake to hold interviews. Mr Gawith said that St Andrew's School Council, when selecting a new Headmistress/Headmaster, held informal get togethers with applicants and spouses to meet the latter and found this course very helpful. It was decided that this would be impractical in our case. However, Mr Marshall Smith considered that it was very important that spouses be interviewed as well and the meeting unanimously agreed on this point.

There followed a discussion on the merits of having a Headmistress or Headmaster. Messrs Bettison, Longmore and Marshall Smith were of the opinion that a Headmistress would be preferable when dealing with the problems of teenage girls. Dr Silberbauer felt that the Staff would prefer to have a female incumbent of the post. Mr Graham considered a male, if a strong enough one could be found, maybe the answer. The Chairman's opinion was that it did not matter what the sex of the candidate was provided he or she was the best available. He pointed out that only four of the nineteen applicants were women. It was decided that a short list of candidates should be drawn up before the next Exco Meeting RG in May and, in need, to assist in this selection, contacts in other centres who have an academic background could be asked to undertake interviews. Dr Silberbauer said that she was sure her brother, Professor Burchell, would be prepared to help in BIS the Natal area. The Chairman suggested, and it was agreed, that a duplicate file be made of all applications which would be circulated amongst the members of the Executive Committee. RG Mr Gawith is travelling to Rhodesia on Wednesday to interview the applicants from that territory. RG

3. Long Leave. Mr Knight was asked by the Chairman to inform the meeting of his investigation into the Long Leave conditions at other private schools, which he duly did. It was decided, after a short discussion, that Mr Knight, after consulting Mr Gawith, should issue a memo on Long Leave showing his findings and incorporating Mr Gawith's memo on the same subject in a condensed form, for Exco members. WK
RG
4. Medical Aid. Mr Knight was asked to discuss his findings with Mr Gawith and then issue a memo for Exco members. WK
RG
5. Pension Scheme. This was discussed in fairly general terms and Mr Marshall Smith undertook to request the Pensions Manager (Mr Dudley Campbell) of Southern Life, to call on Mr Knight for discussion with a view to ensuring that our present Pension Scheme is till the most suitable for our requirements. WMS
WK
5. New Classroom Block. Dr Silberbauer informed the meeting that four of the new classrooms will be ready for occupation next week. But pupils will have to cross the courtyard without any protection from the weather until the builders break through the wall at the end of the corridor. Consequently, she felt that no move should be effected until this had been done. Mr Bettison undertook to see the architect, Mr Hockley, with a view to instructing the builder. JB

There being no further business the meeting closed at 7pm.

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C H A I R M A N

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Date

HERSCHEL

CLAREMONT

A MEETING OF THE HERSCHEL EXCO WILL BE HELD AT THE
SCHOOL AT 5.15 P.M. ON MONDAY 3 APRIL 1978

A G E N D A

1. Apologies
2. Minutes to be confirmed of
Exco Meeting held on
6 March, 1978
3. Applications for post of Headmistress
4. Report back on Long Leave,
Medical Aid, etc.
5. Any other business

MINUTES OF A HERSCHEL EXCO MEETING HELD AT
HERSCHEL ON MONDAY 6 MARCH 1978 AT 5.15 PM

PRESENT: Messrs B Wilson (Chairman)

J Bettison

R Gawith

J Graham

M Longmore

P Marais

W Marshall Smith

Mrs M Loggie

In attendance: Dr B I Silberbauer, Headmistress

Mr W Knight, Business Manager.

APOLOGIES:

Mr N Chapman and Mr G van Zyl.

Confirmation of Minutes of Exco Meeting held on 9 February 1978.

It was agreed that page two of these minutes be amended to read as follows:-

Application from a Black Student:

Dr Silberbauer reported that an application had been received for a Std 7 boarder from the Transvaal and it was agreed that a) we had three spare beds and b) there was room in Std 7 (but not in Std 6).

It was resolved that the candidate would be required to write last year's Std 6 examination papers to ensure that academically she was at Std 7 level, and if the result is satisfactory, she will be admitted.

Financial Report:

Mr Longmore tabled his financial report for the year ended 31 December 1977 and stressed that great care should be exercised in financial matters throughout the year.

On the subject of bad debts, the meeting resolved that the toughest line be taken, and if necessary the offending parents be asked to remove their children.

New Equipment and maintenance of equipment:

Mr Gawith commented that there seemed to be a mixture of the above and that where possible these items should be kept separate in future budgeting.

It was suggested and agreed that all departments of school administration, where budgeting had been accurate and excellent, receive letters of appreciation and congratulation from the Council.

In conclusion, the Chairman felt that in view of the ever tight budget, Herschel should investigate all channels which might lead to our getting a Provincial subsidy. It was agreed that this matter be raised at the forthcoming local meeting of the Association of Private Schools. RKBW

Discussion regarding Meeting with Staff:

a) Long Leave: Mr Gawith circulated a memo giving the background to 'long leave' at Herschel, with his conclusions and recommendations. The meeting commented that perhaps other Private Schools be taken as a yard-stick on this practice rather than government schools, and resolved that these details be investigated by Mr Knight. WTCK

- b) Medical Aid: There are nine staff members wishing to belong to a medical aid scheme. Mr Knight is to investigate various companies and Mr Gawith to research possibilities of ensuring against major illness. WTCK
RLG
- c) Sick leave: Staff are entitled to three weeks sick leave per annum and longer illnesses amongst staff have always been dealt with sympathetically. It was felt that the less emphasis placed on sick leave conditions, the better.

Exco agreed that the above a), b), and c) matters should be looked into and reported on as soon as possible.

Applications for post of Headmistress

The first handful of applications were disappointing.

Certain facts seem to emerge:

- a) there are as many if not more men available than women;
- b) not all applicants are Anglican;
- c) age bracket is too high.

The meeting felt it was too soon to discuss the matter further, but to help Mr Gawith, it was suggested that Dr Silberbauer draw up a job description of the post.

BIS

Extra-Mural Studies:

The Headmistress had been requested by staff to grant permission to attend

- a) Technology Courses in Biology and Geography in Natal in the winter holiday, and
- b) English festival in Grahamstown in the same holiday, and to include certain of our pupils.

The meeting agreed that Dr Silberbauer table her recommendations for Mr Gawith's attention - Education Committee.

BIS

RLG

There being no further business the meeting closed at 7 pm.

..... *R.L. Gawith*

CHAIRMAN

..... 3. 4. 78

Date

A MEETING OF THE HERSCHEL EXCO WILL BE HELD AT THE
SCHOOL AT 5.15 P.M. ON MONDAY 6 MARCH 1978

A G E N D A

1. Apologies
2. Minutes to be confirmed of
Exco Meeting held on
9 February 1978
3. Financial Report
4. Discussion regarding meeting with Staff
 - a) Sabbatical Leave
 - b) Medical Aid
 - c) Sick leave
5. Applications for post of Headmistress
6. Any other business.

MINUTES OF A SPECIAL MEETING FOR MEMBERS OF THE
HERSCHEL EXCO HELD AT HERSCHEL ON THURSDAY 9 FEBRUARY 1978
at 5.30 p.m.

PRESENT: Messrs B Wilson (Chairman)
 J Bettison
 M Longmore
 R Marais
 W Marshall Smith
 Mrs M Loggie
 Dr B I Silberbauer (In attendance)

APOLOGIES: Messrs R Gawith, N Chapman, P Kohler, G van Zyl.

Report on Meeting between His Grace the Archbishop,
Mr B Wilson and Mr J Bettison:

This meeting took place on 8 February.

- a) Position of His Grace on Herschel Council: It was the wish of His Grace that in order to reduce his workload he become officially known as Visitor to the School, and relinquish his position as Chairman of Council while retaining his right to vote and to nominate half of the Council members. With this in view, Mr R Marais undertook to investigate our Constitution to see whether it requires new wording or re-drafting.
- b) Replacement of Mrs M Philip: His Grace's nomination was Mrs Jeanne Heywood.

Thoughts on possible liaison with St Cyprian's:

Mr Wilson reported that for some time he had entertained ideas re the above. There seemed room for such a liaison but were there any benefits to be derived - discussion of pension funds, fringe benefits for staff, constitutional matters, etc. After meeting with Mr Coombe (Chairman of St Cyprian's Council) and Mr Chapman, it appeared this was a sound suggestion. Exco agreed unanimously to opening the way for further discussion with St Cyprian's.

Mr Bettison commented that we should be wary of duplicating matters which could and should be done by the Association of Private Schools. Mr Marshall Smith felt this liaison would be most beneficial with special regard to pensions and salary scales. Mr R Marais commented that this was a good idea on an ad hoc basis but not to be formalised.

Appointment of Business Manager:

Mr W T C Knight has been appointed to fill this new post. His hours are from 8.30am to 1 pm, on Mondays to Fridays, and he started duty on 1st February 1978. It was resolved that Mr Knight should have power to operate on the Herschel Association Current Account at Barclays Bank, Claremont, together with the Headmistress or a Council Member.

Application from a Black Student:

Dr Silberbauer reported that an application had been received for a Standard 7 boarder from the Transvaal and it was agreed *that* that a) we had three spare beds and

b) there was room in Standard 7 (but not in Standard 6).

~~After discussion it was decided that we could not in all honesty refuse her, though no doubt there would surely be repercussions.~~ The candidate would be required to write last year's standard 6 examination papers to ensure that academically she was at standard 7 level. *I should be sent to satisfy the need to admit.*

In the event of

Founder's Day:

It was agreed that Dr Silberbauer arrange an informal opening of the Art Exhibition.

Prize-giving - 6 December:

Dr Silberbauer suggested Dr Piet Koornhof as guest speaker. Mr Wilson is to discuss this matter with the Archbishop.

There being no further business the meeting closed at 7 pm.

.....
CHAIRMAN

To be redrafted

.....
Date

Application from a Black Student:

Dr Silberbauer reported that an application had been received for a standard 7 boarder from the Transvaal and it was agreed that a) we had three spare beds, and b) there was room in Standard 7 (but not in standard 6).

It was resolved that the candidate would be required to write last year's standard 6 examination papers to ensure that academically she was at standard 7 level and, if the result is satisfactory, she will be admitted.

Founder's Day:

It was agreed that Dr Silberbauer arrange an informal opening of the Art Exhibition.

Prize-giving : 6 December 1978

Dr Silberbauer suggested Dr Piet Koornhof as guest speaker. Mr Wilson is to discuss this matter with the Archbishop.

There being no further business the meeting closed at 7pm.

.....
C H A I R M A N

.....
Date

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON THURSDAY 26 JANUARY 1978

AT 8 P M

PRESENT: Messrs J Bettison
N Chapman
R Gawith
M Longmore
J Mudge
G Van Zyl
R Wilson
W Marshall Smith

Prof E Dowdle

Rev I Eve

Adv R Marais

Mesdames M Loggie

J te Water Naude

In Attendance: Dr B I Silberbauer

APOLOGIES: His Grace the Archbishop
Mr J Graham
Mr P Kohler

In the absence of His Grace, the Chairman of the Executive, Mr J Bettison, took the Chair.

Minutes of the Quarterly Meeting of 25 November 1977 had been circulated to members and were signed as a correct record.

Mr Gawith enquired what form the proposed staff/Council party should take, and it was decided that it should be a business approach rather than purely social (no spouses), and the date was set for Wednesday 22 February with drinks at 5.30pm.

Election of Members: The resignation of Mrs Marie Philip was accepted with regret and the Chairman undertook to write to Mrs Philip expressing the thanks of the Council. Discussion followed and it was decided that this vacancy should be filled preferably by a lady. No definite decision was taken but a list of names was suggested for consideration.

Executive: Chairman - Mr B Wilson proposed by Mr Marshall Smith and seconded by Mr Mudge.

Deputy Chairman - Mr N Chapman proposed by Mr Marshall Smith and seconded by Mrs Naude

Treasurer - Mr M Longmore re-elected unanimously

Secretary - Mrs M Loggie

Mrs J Naude.

Mr Wilson then took the Chair and Mr Bettison, on retiring, thanked the Council for their support. Mr Wilson returned thanks to Mr Bettison on behalf of the Council.

The Chairmen of the following Committees were elected:

Administrative - Mr G Van Zyl Proposed by Mr Chapman and seconded by Mr Bettison

Education - Mr R Gawith re-elected unanimously

Buildings and Grounds - Mr J Bettison proposed by Mr Wilson and seconded by Mrs Loggie

Appeal - Mr P Kohler re-elected unanimously

Finance - Mr W Marshall Smith

Public Relations - Adv R Marais proposed by Mr Bettison and seconded by Mr Wilson.

It was decided to inform the Parent body of the change in Chairmanship of the Council but not the details of the sub-committee members.

School Administration: A decision that part-time help is needed for the administrative staff has been affirmed and re-affirmed over many years but to date nothing has been done about it. We now have 600 pupils with 3 administrative staff while Bishops have 700 pupils with 10 administrative staff. There is a budget of R330,000 to be handled, Insurance, Pensions and routine Council Administration. The Council agreed that the post of Business Manager, responsible to the Headmistress, be filled, and that Messrs Wilson, Marshall Smith, Chapman and Van Zyl interview a suitable applicant. This was proposed by the Chairman and seconded by Mr Mudge.

Admission of Pupils of All Races: The Headmistress reported that she was delighted to have been granted permission for six non-white pupils to enter the School as from January 1978. After considerable discussion it was unanimously agreed that it was not necessary to inform the parents of the School in writing of this new development. If, for any reason, our views need stating, this should come from the office of the Archbishop.

Founder's Day 17 February: It was decided that the Art Exhibition should not be officially opened, but that it would run from Friday to Sunday 19 February.

It was decided that the retirement of the Headmistress be made officially known before Founder's Day by means of a letter from the Archbishop to the Parent body. This letter is to be drafted by Mr Wilson and Mr Bettison. The advertisements for the replacement of the Headmistress (which should not exclude a Headmaster) are in the hands of Mr Gawith.

Rev Eve reported that their Diocesan Council had discussed the workload of the Archbishop with a view to relieving him of some of his many school functions. It was suggested that Mr Bettison and Mr Wilson discuss the matter with His Grace and report back.

Numbers: Mr Bettison reported that he had received complaints regarding the number of girls in Standard 6 (64). The Headmistress explained that the class could not be divided into three as originally planned, for a classroom adjacent to the new building could not be used at present due to noise. The Council decided that the Standard 6 parents should receive a letter explaining the temporary overcrowding.

Mr Bettison also reported that he had received complaints from a few standard 10 parents regarding overcrowding and study supervision in the boarding house. The Headmistress explained that there were more standard 10 boarders than usual, and those girls that were not prefects were studying in classrooms under supervision and not in cubicles as did the prefects. It was decided that Mr Gawith, Mr van Zyl and Mrs Naude would undertake a tour of the boarding house the next day and a letter be written to the parents concerned advising them of their findings.

Regarding application to the Deputy Director of Education for the enlarging of Herschel's prep department, it was decided to defer this discussion until the next Council Meeting.

Mr Chapman congratulated the Headmistress and her staff on the excellent matric results, and this was endorsed by the Council.

There was no further business and the meeting closed.

.....
CHAIRMAN

1.5.78
.....
Date

HERSCHEL

CLAREMONT

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD
AT HERSCHEL IN THE LIBRARY AT 8.00 P.M. ON
THURSDAY 26 JANUARY 1978

A G E N D A

1. Apologies
2. Minutes to be confirmed of
Quarterly Meeting held on
25 November 1977.
3. Election of members for the
following committees:
Executive
Administrative
Education
Building and grounds
Appeal.
4. Discussion on School administration.
5. Report on admission of pupils of
all races.
6. Founder's Day 17 February 1978
7. Any other business.

HERSCHEL ASSOCIATION

HEADMISTRESS'S REPORT

To be presented at the Meeting of the Council on Thursday,
26 January, 1978 at 8pm

STAFF NEWS:

New members of staff have settled in well. They are:-

Mrs Banfield) mathematics

Mrs Eadie)

Miss Lingwood - Afrikaans

Mrs Webb - part-time French

Miss Magona - part-time Xhosa

Mrs Lumb - part-time Sport at Senior school, replacing Mrs Hudson
who this term is on leave in New Zealand.

Mrs Gray - replaces Mrs McMillan for Sport at the Preparatory School.

MATRICULATION RESULTS:

An analysis of our 1977 Matriculation results is attached to this report. We were delighted with our three A aggregates. One of them, Kate Philip, has subsequently been awarded an American Field Scholarship; yet another, Janet Hammond, has been accepted for medicine at UCT, while Clare Gawith is overseas attending a course at Wingfield House.

GENERAL

One of the most exciting events of the year so far has been the permission which was granted by the Administrator to the following pupils for admission to Herschel:

Robin Christian)

Peter-Jon Kensley) Preprep class

Taariq Mohamed)

Nawal Mohamed Std 1

Roshan Karjicker Std 3

Ingrid Matolengwe Std 5

All these pupils are happily settled in their respective classes and as yet there has been no feedback from parents except delight and commendation.

The procedure for the admission of other races to private schools is a tedious process and in future we will have to give three months notification prior to admission.

NUMBERS:

We have had a large intake of new girls (* 120 throughout the school). Our standard six classes are very full partly due to the fact that two girls requested to repeat the class. By the end of the first term we will be one less and hopefully we will soon move into our new classrooms which will enable us to spread ourselves. At the moment, however, they are well settled and are divided into smaller groups for certain classes (French, Latin, Xhosa, and Science and Geography when practicals are being held).

FOUNDER'S DAY:

February 17 is Founder's Day and an interesting Art exhibition has been organised. Exhibited art is to be for sale (as at our previous exhibition) and 25% of the proceeds will come to the School. As yet no arrangements have been made for an official opening - and no

invitations to Founder's Day have been sent - but as soon as Council indicates how they would like things arranged after the 9.30am Service at St Saviour's, we will get busy!

TENNIS COURTS:

The two new tennis courts on the cabbage patch are in use and the wiring of the concrete tennis court is being attended to.

MATTERS FOR CONSIDERATION IN THE NEAR FUTURE:

Next year with the full duplication of classes throughout the prep we will be needing another classroom - perhaps we could use the squash court if other arrangements for squash could be made.

Mr Robinson, Deputy Director of Education, in connection with pre-school organisation, has indicated that they would consider enlarging our preprep department to include 120 children which would mean that either our two preprep class teachers would be paid by the government or alternatively they might consider a subsidy for this department, additional to that given to the Nursery School. Application must be made this year for next year, if Council sees fit to accept their offer, there are certain provisos attached to this suggestion.

NUMBERS:

Both boarding houses are full to capacity. We have, in fact a waiting list for the senior boarding house. Our bookings until 1980 appear healthy.

Actual Numbers for 4th Term 1977

1977	4th Term
Day	Boarders
32	11
35	17
41	15
33	8
38 179	11 62
31	14
21	4
35	6
30	2
26	6
43	2
36	2
45 287	- 36
446	98
<u>544</u>	

Actual Numbers for 1st Term 1978

1978	1st Term
Day	Boarders
34	16
35	14
35	11
33	15
45 182	19 75
23	4
37	6
30	4
30	6
41	3
37	2
42	-
47 287	- 25
469	100
<u>569</u>	

Nursery School = 66 pupils

B I Silberbauer

Dr B I SILBERBAUER
HEADMISTRESS

January 1978

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL

COUNCIL HELD AT HERSCHEL ON FRIDAY 25 NOVEMBER 1 77 AT

5 p.m.

Present: Messrs N Chapman
R Gawith
J Graham
P Kohler
M Longmore
J Mudge
G van Zyl
Prof E Dowdle
Rev Ian Eve
Adv R Marais
Mesdames M Loggie
M Philip

In Attendance: Dr B I Silberbauer

Apologies: His Grace the Archbishop
Mrs J te Water Naude
Messrs C J Bettison, W Marshall Smith, B Wilson.

In the absence of His Grace and the Chairman of the Executive, Mr Bettison, Mr Chapman took the Chair. Minutes of the quarterly meeting of 14 September had been circulated to members and were signed as a correct record.

Executive Committee Report: Minutes of the Exco Meeting of 7 November had been circulated. Mr Chapman called for any comments on matters arising from those minutes.

Building Projects: Mr Wilson had asked that it be suggested to Council that it would be cheaper to gravel rather than macadamise the suggested parking lot. Discussion was necessarily inconclusive because the comparative costs were not known, and the matter was referred back to the sub-committee.

Finance: The report had been circulated to members and Mr van Zyl was asked to comment on it. He pointed out that the actual surplus for the three terms of R20,000 was very satisfactory. In the budget for 1978 we have budgeted for a surplus of R9,000, which allows for the possibility of a 5% salary increase to staff in June. In subsequent discussion, Professor Dowdle urged that this increase should be granted, and Council agreed that if the financial situation allowed, the increase would be granted regardless of whether Government scales increased by then or not.

Mr Van Zyl drew attention to the fact that the structure of the fees had been revolutionised to grade to each standard. Fees were up for some standards but not for others. Dr Silberbauer said she had had no hostile feedback since the letter informing parents of the fee changes. There had, however, been a number of new requests for bursaries.

Education Committee: A memorandum from the sub-committee drawn up by Reverend Eve was tabled.

Mr Longmore queried whether the school should continue to give bursaries and allowances at all; those who paid their full fees were in fact subsidising those who could not.

Mr Van Zyl pointed out that at the present level of bursaries, the extent of the subsidy would be approximately R6 per term per child, which did not seem excessive, and Mr Chapman suggested that the bursaries achieved two objectives: i) they helped to keep worthwhile children at the school who might otherwise have left, and ii) by spending a relatively small amount it was possible to keep the gross revenues at a high level.

There was considerable discussion about the allowances to the children of clergy and to the children of teachers at private schools. Council agreed that the reductions to the children of clergy should be accepted without further debate. With regard to allowances for children of teachers, Rev Eve pleaded that we should not act unilaterally to break the agreement at present accepted among all the private schools, and the Chairman pointed out that as we were making a surplus we could not plead poverty as our reason for reducing the allowances.

Council agreed that the present position should be accepted for the present; the R1,998 incurred over the budget for allowances for 1978 should be found from general revenue.

Mr Gawith offered to draw up a proposal for Council which would suggest a memorandum to the Headmistresses' and Headmasters' Conference next September pointing out that we seemed to be carrying a heavy load, perhaps more than our fair share, and suggesting that the sum available for such allowances should be geared to a percentage of fees. His view was that 1½% - which for Herschel at present would yield R6,000 - would be reasonable. Beyond that sum, he thought that not more than a further R5,000 should be allotted by the school to other bursaries and scholarships.

Headmistress's Report: This had been circulated to members and Dr Silberbauer commented on certain points.

It was agreed that Dr Silberbauer should make a presentation to Mrs Johnston from Council on her retirement after 25 years as Matron. It was also agreed that something should be done financially for her by the school, and the Finance Committee in conjunction with the Headmistress would discuss the matter.

Mr Chapman asked if there were any factors affecting the morale of the teaching staff that the Council ought to be considering. Dr Silberbauer suggested that the staff would like to know, and feel less distant from, the members of Council, and it was agreed that the Chairman should arrange an informal party for Council and staff during the first term of next year.

Mr Chapman, on behalf of Council, thanked Dr Silberbauer for all her efforts during the year, and asked her to pass on the thanks of Council to the staff.

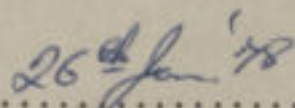
Mr Kohler proposed a vote of thanks to the Executive Committee for their hard work and for their success in restructuring the operations of the Council.

Mr Mudge presented a projector to the Headmistress for the School, and Mr Chapman expressed thanks and appreciation on behalf of everybody.

There was no further business and the meeting closed.



.....
CHAIRMAN



.....
Date

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE
HELD AT HERSCHEL IN THE LIBRARY AT 5PM ON
FRIDAY 25 NOVEMBER 1977

A G E N D A

1. Apologies
2. Minutes to be confirmed of
Quarterly Meeting held on
13 September 1977
3. Executive Committee Report
4. Financial Report
5. Headmistress's Report
6. Any other business

* * * * *

HERSCHEL ASSOCIATION

(Incorporated Association not for gain)

Financial Report to be presented to members of the School Council on Friday November 25 at 5 p.m.

For the first three terms of 1977 the Income Statement reflects a surplus of R20 853 compared to a budgeted surplus of R11 100 for the same period.

The surplus for the three terms is made up as follows:

1 Term	6 713
2 Term	5 323
3 Term	<u>8 817</u>
	<u>R20 853</u>

The detailed figures are as follows:

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>
Tuition Boarding Fees	302 025	305 504
Extra Subjects	15 000	22 200
Registration Fees	1 125	1 075
Sundry Revenue	2 250	3 252
Lunches	4 500	5 252
Rent Received	2 700	2 100
Interest	<u>1 875</u>	<u>3 147</u>
	329 475	342 530
Less Allowances Scholarships etc	<u>7 500</u>	<u>7 641</u>
	<u>321 975</u>	<u>334 889</u>

<u>EXPENDITURE</u>	<u>BUDGET</u>	<u>ACTUAL</u>
Salaries Wages	222 000	221 449
Provisions	24 000	24 821
Domestic Charges	13 500	18 721
Sports Requisites	750	87
Administration	17 250	12 500
Pensions UIF	9 000	9 285
Insurances	1 875	2 035
Interest	12 750	10 699
Property Expenses	7 500	7 110
Depreciation	1 500	7 043
Bad Debts	750	-
Motor Vehicle Expenses	-	286
	<u>310 875</u>	<u>314 036</u>
Surplus	<u>11 100</u>	<u>20 853</u>
	<u>321 975</u>	<u>334 889</u>

OUTSTANDING FEES

In my last report I mentioned that there were debtors for fees outstanding which amounted to R6 390,20. Since then that figure has been reduced to R4 030,81. Contained in that figure are some fairly large accounts which are proving difficult to collect. Two accounts have been handed over, one for R850,71 and one for R627,32. In the latter case we have been promised payment.

There is a marked trend towards slower payment of fees which we must watch carefully. However our experience in the past has been that in spite of slow payment we eventually collect most of the fees, and hopefully this will prove to be the case this year. It is too early to say whether any of the outstandings will prove to be irrecoverable.

APPEAL FUND

The totals of donations promised amount to R364 752, which is only marginally higher than it was a month ago.

Total cash collected by October 19 1977 was R190 018.

BUDGET FOR 1978

HERSCHEL SCHOOL

INCOME

		<u>BUDGET FOR 1978</u>
1	Fees	436 800
2	Extra Subjects	28 000
3	Registration Fees	1 400
4	Lunches	7 000
5	Rent For Nursery School	3 600
6	Interest Earned	4 100
7	Sundry Revenue	4 000
		<u>484 900</u>

EXPENSES

8	Academic Salaries	230 500	317 650
9	Extra & Special Subject	19 000	
10	Non Academic Salaries	41 850	
11	Wages	26 300	
12	Provisions		35 000
13	Domestic Charges		26 000
14	Sports Requisites		750
15	Property Expenses		10 000
16	Administration		18 000
17	Pension & U.I.F.		13 000
18	Interest		25 700
19	Depreciation		11 250
20	Insurances		3 000
21	Bad Debts		1 000
22	Motor Vehicle		400
23	Miscellaneous		<u>2 000</u>
			<u>463 750</u>
24	Available for Bursaries		12 000
25	Surplus		9 000

SUPPORTING NOTES FOR 1978 BUDGET

LINE NUMBER

- | | | |
|------|------------------------------------|---|
| (1) | Fees | Fee income based on 554 pupils including pre prep. Fee structure revised to be similar to that of St Cyprians with a graded scale of fees. Boarding fees increased to R220 per term for prep school boarders and R230 per term for senior school boarders.
<div style="text-align: right;">Pre prep fees have been increased from R54 to R65 per term.</div> |
| (2) | Extra Subjects | Income based on estimated actual for 1977 less R1 000 for conservatism. |
| (3) | Registration Fees | Based on estimated actual for 1977. |
| (4) | Lunches | Based on estimated actual for 1977. |
| (5) | Rent for Nursery School | As per agreement but Mr Bettison would like to see an additional increase here. |
| (6) | Interest earned | This assumes a balance of R51 000 at 8% per annum. |
| (7) | Sundry revenue | Based on estimated actual for 1977. |
| (8) | Academic Salaries | Data on employment and increments supplied by Dr Silberbauer. All academic staff to be granted 5% increment effective 1 June to stay in line with govt. school salaries. Includes special bonus for Dr Silberbauer. |
| (9) | Extra and special Subject Salaries | Data provided by Dr Silberbauer. |
| (10) | Non Academic Salaries | Data provided by Mrs Smith. Mr Rigby to be given extra R250 increase. |
| (11) | Wages | Data provided by Mrs Smith provides for one extra employee for new classrooms. |
| (12) | Provisions | Based on 1977 estimated actual plus 5% for inflation. |
| (13) | Domestic Charges | Based on 1977 estimated actual plus 5% for inflation. (Mr Bettison felt this is a bit high) |
| (14) | Sports Requisites | Own Estimate. |
| (15) | Property Expenses | Estimate (note paint donation has been used up). |
| (16) | Administration | Estimate. |

- | | | |
|------|-----------------------|---|
| (17) | Pension and
U.I.F. | Salaries of present members x .08. |
| (18) | Interest | Consists of Bond interest R16 311 and overdraft
R9 400. Assumes that R51 000 on deposit will
remain intact throughout the year. |
| (19) | Depreciation | Motor vehicle R1 600, R9 150 existing assets,
R1 000 for assets to be acquired in 1978. |
| (20) | Insurances | Estimate including provision for new building. |
| (21) | Bad Debts | Estimate |
| (22) | Motor Vehicle | Estimate based on 1977 actuals. |
| (23) | Miscellaneous | Recruiting cost provided by Mr Gawith. |

ESTIMATED NUMBERS FOR 1978

<u>CLASS</u>	<u>PUPILS</u> <u>PRESENT</u>	<u>NEW</u>	<u>TOTAL</u>	<u>BOARDERS</u>
Preprep	-	+ 42	= 42	-
Sub A	32	+ 14	= 46	-
Sub B	37	+ 2	= 39	3
Std I	38	+ 2	= 40	2
Std II	31	+ 1	= 32	6
Std III	29	+ 3	= 32	4
Std IV	39	+ 2	= 41	5
Std V	25	+ 3	= <u>28</u>	<u>6</u>
			300	26
Std VI	40	+ 19	= 59	19
Std VII	49	+ 4	= 52	15
Std VIII	40	+ 1	= 41	8
Std IX	48	+ 1	= 49	13
Std X	52	+ -	= <u>52</u>	<u>18</u>
			254	73

HERSCHEL ASSOCIATION

BUDGET ALTERNATIVES

(1)	1978 Fee income at present levels	411 740
	Other income	<u>48 100</u>
		459 840
	Less expenditure	<u>463 750</u>
		3 910
	Less bursaries	<u>10 000</u>
	Total Deficit	13 910

(2)	1978 Fee income at proposed fee level	436 800
	Other income	<u>48 100</u>
		484 900
	Less expenditure	<u>463 750</u>
		21 150
	Less bursaries	<u>12 000</u>
	Surplus	9 150

FEE IN RANDS PER TERM

	<u>CURRENT FEE</u>	<u>PROPOSED FEE</u>	<u>RAND DIFFERENCE</u>	<u>% CHANGE</u>	<u>ST CYPRIAN'S FEE</u>
Pre Prep	58	65	+ 7	+ 12,0%	-
Sub A	80	85	+ 5	+ 6,3%	90
Sub B	80	90	+ 10	+ 12,5%	90
Std 1	106	120	+ 14	+ 13,2%	130
Std 2	157	145	- 12	- 7,6%	155
Std 3	157	160	+ 3	+ 1,9%	165
Std 4	157	165	+ 8	+ 5,1%	170
Std 5	157	170	+ 13	+ 8,2%	175
Std 6	187	185	- 2	- 1,0%	185
Std 7	187	195	+ 8	+ 4,3%	195
Std 8	187	200	+ 13	+ 7,0%	205
Std 9	187	210	+ 23	+ 12,3%	215
Std 10	187	210	+ 23	+ 12,3%	215

BOARDING FEE

	<u>CURRENT</u> <u>FEE</u>	<u>PROPOSED</u> <u>FEE</u>	<u>RAND</u> <u>DIFFERENCE</u>	<u>CHANGE</u>	<u>ST CYPRIAN'S</u> <u>FEE</u>
Prep School	213	220	+ 7	3,2%	240
High School	213	230	+ 17	7,9%	240

- (3) If we maintain the current fee structure for term 1 and then switch to the graded fees in term 2 the picture for the whole year will be as follows:

Fee income	430 500
Other income	<u>48 100</u>
Total income	478 600
Less expenses	<u>463 750</u>
	14 850
Less bursaries	<u>12 000</u>
Budgeted Surplus	2 850

DRAFT FEE LETTER

Dear Parents

The School Council has reviewed the Herschel fee structure. It has been decided to drop the current block fee system in favour of a graded fee structure. The new fee structure will become operative from the 1st January, 1978.

A comprehensive study of Herschel's fee income and expenses shows that the current fee structure does not adequately relate to the school's expenses. In some standards the fee income is too low relative to expenses incurred while the opposite case prevails in other standards. The new fee structure is graded with gradual fee increases from Sub A to Matric. This system is in line with that employed by other private schools in the Peninsula.

The fee structure for 1978 will thus be as follows:

<u>STANDARD</u>	<u>TUITION FEE PER TERM</u>
Pre Prep	R65
Sub A	R85
Sub B	R90
Std 1	R120
Std 2	R145
Std 3	R160
Std 4	R165
Std 5	R170
Std 6	R185
Std 7	R195
Std 8	R200
Std 9	R210
Std 10	R210

Because of rising costs it has unfortunately been necessary to increase Boarding fees slightly. The new fees, including laundry costs, will be

as follows:

Fee per term	Prep School	R220
Fee per term	High School	R230

The new tuition fee structure has caused the fees in some standards to increase while fees in others have gone down or remained essentially unchanged.

The Council regrets that the fee structure, which will become operative from term 1 in 1978, is being implemented without a full term's notice. However we do feel that the inconvenience of the short notice is to a certain extent lessened by the long summer vacation between term 4 and the 1st term of 1978. We request your co-operation in this matter as it is very difficult administratively to implement such a major change during the course of a year.

The funds available for bursaries have been increased by twenty per cent and we again draw parents' attention to the existence of our bursary scheme.

Yours faithfully

J. BETTISON

CHAIRMAN EXECUTIVE COMMITTEE

HEADMISTRESS'S REPORT

To be presented at the Herschel Council Meeting on Friday
25 November at 5 pm

Staff News:

Preparatory School: Mrs N Johnston, after 25 most successful years as Matron at Herschel, is to retire at the end of the year - we will certainly miss her.

Next year Miss R Foat will be in charge of the Preparatory boarding pupils and Mrs Barry will act as her assistant.

Mrs Gray is to replace Mrs McMillan (Physical Education).

Mrs Timoney, Standard 2, suffered a mild coronary thrombosis early this term and we hope she will be well enough to return next year.

Mrs Tom Feddick was rushed to Groote Schuur intensive care with a coronary thrombosis early this term and Mrs Popham Smith (recently retired) willingly returned to take her music pupils until the end of the year.

Senior School: Two replacements in the mathematics department have been appointed. Mrs A Eadie (ex Groote Schuur) and Mrs Banfield (ex Westerford).

Mrs Clarke (Afrikaans) leaves at the end of the year and will be replaced by Miss Lingwood (ex Rhodes university and at present in Bulawayo).

Mrs Ryan (part-time Xhosa) leaves at the end of the year to take up a full-time teaching post and Miss Sindiwe Magona will replace her in a part-time capacity.

Mrs Smith, assistant housemistress returned to Groote Schuur for an operation after the first two weeks of term and Mrs Howell replaced her. Mrs Hurn will return next year to replace Mrs Delpert who has been with us this term.

Mrs Montgomery left on 19 November on an overseas visitorship granted by the Industrial Council. She plans to visit Art Centres in Britain and Scotland and an interesting itinerary has been arranged for her by the British Council of Education.

Mrs Gillham as vice-principal is well settled and appears to be enjoying her new role.

Other News

This has been a busy term culminating in the Matriculation examinations (being written at the moment) and the school end of year examinations.

Sporting Activities: With only three courts in action at the senior school, Miss Kable has not been able to give such wide scope to tennis. There have, however, been the usual inter-school events each Saturday morning and interhouse tennis matches were played off over three days - Merriman won the cup this year. Swimming has of course started and our team swimmers are already practising for the interschools gala which takes place during the first term.

Squash is still one of our most popular sports and the court is used continuously for coaching and matches.

Two new tennis courts are being laid on the cabbage patch and to make way for them the large pine trees in the area and the spider gums on the boundary have been cut down.

Buildings: The new classroom wing is growing daily and the noise of building operations has presented problems on occasions. For this reason we are not writing matric in the library this year but in the Drama room of the new art block.

A very successful Old Girls evening was held earlier in the term and after dining with the boarders a meeting was held in my lounge. The guests then saw the play "The First South African" by Fatima Dike.

At the Old Herschelian Meeting, exciting suggestions were made for Founder's Day, to be held on Friday 17 February next year. Once more the Old Girls wish to hold an Art Exhibition in our Art Centre and a letter has already gone to parents and Old Herschelians to gauge their response. A second proposal was to hold a mannequin parade in the Hall so that visiting parents would be fully occupied after the Founder's Day Service at St Saviour's. They hope to include as many friends, parents and Old Girls of the School in these events, as we did on Founder's Day a year ago - parents are still asking for a repeat of Open Day 1976!

Prize Giving: The Preparatory Prize Giving is to be held on Thursday 8 December at 10.30am and Mr Patrick Kohler is our guest speaker, and Mrs Kohler will distribute the prizes. The Senior Prize Giving is to be held at 2.45pm on the same day, and Mrs Jeanne Heywood is to be our guest speaker. Both these events will be followed at 8pm by the Annual Carol Service in St Saviour's, which so fittingly and graciously ends our School year.

In conclusion the Headmistress would like to thank the Chairman and Council, most sincerely, for granting her long leave last term, and for their help and support throughout the year.

A Happy Christmas and a more prosperous New Year to you all!

B I SILBERBAUER
HEADMISTRESS

November 1977

NUMBERS:

A list of pupils who are leaving at the end of this year follows this report together with reasons for leaving, as far as they are known to me. The letter announcing the adoption of the new sliding scale of fees has just been circulated and it is not known whether or not there will be further withdrawals.

Because of the economic situation, there has been much movement of parents and consequently their daughters, to and from the School. In spite of these difficulties, the Council will see from our lists of actual and estimated numbers, that the situation for 1978 remains reasonably healthy and our boarding house is fully booked for 1978 at both the preparatory and senior schools.

PREPREP

R Butland - to W P P S
S Clark - to govt school
L Foster - unknown
G Holt - to govt school
L Jones - to Micklefield
K McAdam - going to govt school
H Paad - moving to SWA

Sub A

N Cole - emigrating to Canada

SUB B

R Bruce - to WPPS
E du Preez - financial
I Knight - financial

STD 1

L Querido - emigrating to Canada

STD 11

C Carrie - back to UK
J Pepler - financial

STD 111

P Hauptfleisch - to govt school

STD 1V

A Singer - to UK

STD V

S Seymour - moving to Jhb
C Stern - to Westerford

STD VI

D Baikoff - unknown
K Kearney - to California

STD VII

D Smieit - emigrating to USA

STD VIII

Y Edge - leaving school
J Bentley - to far East
M Hollman - leaving school
H Turner - leaving school

STD IX

C Scholten - leaving school

STD X

43 matriculants

N Cantrell - to Govt school
R Dekenah - to govt school
P Heckroodt - to WPPS
J Hutton - to govt school
J Lefson - financial
J Osler - going to govt school
J Slingsby - to WPPS

A Klopper - going to boys' school

J Burman - to WPPS
B King - to boys school
V Pepler - financial

S Webber - transferred to Pretoria

C du Preez - financial

P Lever - financial

N Stegeman - moving to S West

S Gilbey - financial
J Clarke - financial

E Hyslop - leaving school
D Chamberlin - to Natal
J Lith - leaving school

N U M B E R S

Actual Numbers
for 4th Term 1977

1977 Day	4th Term Boarders
-------------	----------------------

32	10
35	17
41	15
33	8
38 179	11 61
31	14
21	4
35	6
30	2
26	6
43	2
36	2
45 267	- 36
<u>446</u>	<u>97</u>

543

Estimated Numbers
for 1st Term 1978

1978 Day	1st Term Boarders
-------------	----------------------

34	17
37	12
34	9
34	14
40 179	21 73
22	4
36	4
28	4
27	7
38	2
36	3
44	-
43 274	- 24
<u>453</u>	<u>97</u>

550

MINUTES OF A MEETING OF HERSCHEL EXCO HELD AT HERSCHEL

ON MONDAY 7 NOVEMBER 1977 AT 5.15 pm

PRESENT: Mr J Bettison (Chairman)
Mr G Van Zyl
Mr R L Gawith
Mr R Wilson
Dr B Silberbauer
Mrs M Loggie

APOLOGIES: Mr N Chapman
Mr J Graham
Mr M Longmore
Mr W Marshall Smith

1. Grounds

- a) Tennis Courts Dr Silberbauer explained that the new courts were now being laid a further 5 metres from the cut-down pine tree, the ground immediately surrounding being full of roots, etc. Spider gums on Herschel Road are being trimmed by Mr Muller.
- b) Ilex Tree Mr Wilson in contact with Parks and Gardens concerning the trimming of this magnificent tree.
- c) Lawnmower The meeting agreed to the purchase of a Robin 2-stroke machine @ R299 less R49 sales tax. This machine is recommended by Parks and Gardens.

2. Building Projects

Considerable discussion took place on the following:

- a) Parking lot macadamised on South side of School with a wall along the boundary (ie Public Gardens fence). The meeting agreed that facilities for parking were essential and therefore recommended the project to the finance committee but without the wall on the south boundary.
- b) Paving and terraced seating under the ilex tree. The committee considered this a highly tasteful and desirable project but not recommended unless finance can be found. It was agreed that the upper storey on the Science block should have priority over this.
- c) Entrance Pillars - The old plans are too small in scale and new ones have been drawn up. We await the cost but this is approved in principle.

3. Prize Giving

Apologies have been received in advance from His Grace.

4. Finance

Mr van Zyl requested he be given signing powers. He presented a most detailed report which will go forward to the next Council Meeting. He commented as follows:-

The surplus is more from the number of pupils taken in rather than inaccurate budgeting on the expense side. We should be able to keep this up over the next three years, as our full double standards go through to matric, provided the school continues to attract pupils. (Surplus of R20,000 for three terms as against budgeted R11,000.)

The National Fund Raising representative recorded that our payments are well up to date and he congratulated us on the healthy state of our payments.

There are few outstanding fees and we are adopting a strong attitude towards such debtors.

Bursaries - An extra R2000 is to be made over for bursaries making the total R12,000 instead of R10,000. The Bursary committee meets again on 11 November and Mr Gawith commented that as there are no trust funds available to swell the fund the extra R2000 will help to meet the expectations of many. The Paul and Stella Loewenstein Charitable and Educational Trust - Private Schools' Bursaries, a substantial scholarship, has been won by Anne-Marie Robb who will enter Standard 6 at Herschel next year.

Concerning fees Mr van Zyl recommended that a graded scale of fees be introduced from January 1978 where the cost of facilities and equipment used be related to the fee charged. The most substantial rise will be in the pre-prep class. A letter will go out to parents as soon as Council's permission has been obtained. Exco members are in full support of the scheme.

The estimated numbers for 1978 were - Senior School = 254
Prep School = 301
(which includes) Boarding House = 97.

Mrs Gillham has been given financial recognition for her service as Acting Headmistress during the third term, as well as an increase in salary.

Association of Private Schools

The Archbishop met with Dr Koornhof on Thursday 3 November. The situation is unchanged and likely to remain so until after the election.

There being no further business the meeting adjourned at 7.15 pm.

.....
CHAIRMAN

.....
Date



Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSHEL SCHOOL
COUNCIL WILL BE HELD IN THE LIBRARY AT
HERSCHEL AT 5.15pm ON MONDAY 3 OCTOBER 1977

A G E N D A

1. Reports on the following sub-
committees and matters arising
therefrom:
 - a) Finance
 - b) Administration
 - c) Education
 - d) Development
 - e) Public Relations.
2. Any other business.

MINUTES OF A MEETING OF HERSCHEL EXCO MEMBERS

HELD AT HERSCHEL AT 5.15pm ON MONDAY 3 OCTOBER 1977

PRESENT: Mr J Bettison (Chairman)
Mr M Longmore
Mr R L Gawith
Dr B I Silberbauer

APOLOGIES: Mr T N Charman
Mr Jesse Graham
Mrs M Loggie
Mr W Marshall Smith
Mr R K B Wilson

FINANCE

Dr Silberbauer was asked to give Mr Longmore a salary projection for 1978 so that the budget could be finalised and fees reviewed, if necessary.

The action to be taken regarding certain parents who were in arrears with their accounts was discussed and will be followed up by Dr Silberbauer.

ADMINISTRATION

Dr Silberbauer reported that Mr van Zyl had not yet examined the method of handling accounting entries and the pros and cons of a manual as opposed to a mechanised system.

Speakers for Speech Day were discussed and it was agreed that Dr Silberbauer should approach the people she felt would be most suitable. She has since advised that the following speakers have accepted -

Senior School - Mrs Heywood, Lecturer in English and Extra Mural Department Summer School, U.C.T.

Preparatory School - Mr Patrick Kohler.

EDUCATION

After considerable discussion it was agreed that Mrs Gillham should be appointed Vice Head of the School and that her salary should be increased appropriately. A decision in this regard to be taken after further discussion by Mr Longmore and Dr Silberbauer. In Addition, Mrs Gillham would be given some financial recognition for her service as Acting Head during the third term.

It was agreed that the resignation of Mrs Clark as Afrikaans teacher should be accepted. Dr Silberbauer advised that she would be able to make other arrangements if Mrs Clarke did not wish to remain for the rest of the term.

Dr Silberbauer reported that the results of the mock matric were extremely disappointing, that the potential of the class showed little sign of being realised and that the Board should brace themselves for disappointing results in matric. Dr Silberbauer ascribed this to the lack of motivation of the matric class generally, aggravated by distractions caused by a number of girls who made it difficult for others to apply themselves. It was agreed that as far as matric boarders were concerned, the staff should take steps to lessen the distraction to girls who wished to work and that any troublemakers should, if necessary, be sent home. Extra supervision in the evenings by staff was called for.

BURSARIES

Mr Gawith advised that he had prepared a draft letter to be sent to all recipients of allowances and bursaries requesting that they apply for consideration for 1978 and support their application with a few details of their financial position.

Mr Gawith advised that he would shortly be approaching certain Trusts and Trust Companies to see whether extra funds could be obtained for bursaries.

GENERAL

It was reported that one of the large pine trees in the course of being cut down had fallen on the tennis court wire, demolishing that section which would lead to some extra expense. The City Council had also requested that certain gum trees should be trimmed to prevent them damaging the electric wires.

Mr Pettison advised that he had asked the contractor to proceed as quickly as possible with the building of the classroom block so that the minimum application of escalation clauses would be incurred on this contract.

He also had told the contractor that building could take place during School holidays.

There being no further business the meeting closed.

.....

CHAIRMAN

.....

Date

DRAFT MEMORANDUM FOR HERSCHEL SCHOOL COUNCIL

FROM: The Education Sub-Committee

re: 1978 Allowances in regard to reductions in fees.

1. The sub-committee met on 11 November 1977 to allocate Scholarships, Bursaries and Allowances for 1978. The total amount allocated by the Financial sub-committee in 1978 is R12,000.
2. The amounts recommended by the Education sub-committee for 1978 are as follows:-

a) Scholarships	2750
b) Bursaries	5175 (including a discretionary reserve of R1800) *
c) Allowances	3600
d) Sister discounts	<u>475</u>
	12000

* It was felt that further applications were bound to arrive during the year and that it was essential to keep a reserve available for these.

3. The guidelines in allocating amounts under the headings above are laid down in the Council Minutes of 13 October 1976, although the Finance sub-committee have allowed for a 20% increase in those figures for 1978 with regard to Bursaries and Allowances.
4. The allocation of R5899 for allowances is however well above the budget figure of R3600 for this item in 1978.
5. Considerable time was spent debating the acceptability of recommending R5899 for allowances. The major cause of this claim on the total budget is seen as one third reduction in fees given for those children whose parents are the teaching staff of private schools including Herschel. This reduction is given by all private schools in the Republic and is the result of an agreement reached at past Headmasters' and Headmistresses' Conferences. Further reductions are given by some schools to children of their own staff but Herschel does not do this.

At the moment Herschel has eleven such children, three of whom are children of Herschel staff members. The position will obviously vary from year to year.

6. In considering the load that Herschel has to bear at the moment because of this arrangement, suggestions were discussed as to how the cost of such reductions might be limited. It appeared that unilaterally to break the agreement outlined above would lead to considerable approbrium and reproach from the other private schools both for Herschel and personally for the Headmistress. Such a course therefore was thought unwise.
7. The sub-committee has therefore five recommendations:
 - i) that the position in regard to the reduction in fees for children of private school staff should be accepted for the present, and such allowances be granted without debate;
 - ii) that the R1998 over budget in 1978 brought about chiefly by these allowances be found from general revenue;

- iii) that the budget for such allowances should no longer be included within the discretion of the Education sub-committee:
- iv) that a suitable formula be worked out by the Finance sub-committee to decide the upper financial limit that any one school should be expected to bear regarding the reduction in fees for private school staff other than their own, and that the Headmistress be asked on behalf of the Council to raise this matter at the Head's Conference in 1978.
- v) That the Council should formally notify the H.M. Conference of its decision.

Suggested Formula

- (1) Allowances need not exceed 14% of the total revenue from tuition and boarding fees and the 1/3 reduction might be reduced as necessary to bring the total down to this figure.

(Drafted by Reverend Ian Eve)

Copies: The Headmistress
 Mr. J. Bettison
 Mr. R. Cowith
 Mrs. M. Philip
 Reverend Ian Eve
 Advocate Marcus

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON TUESDAY 13 SEPTEMBER 1977
at 7.45 p.m.

PRESENT: Chairman: Mr C J BETTISON

Prof. E B Dowdle
Adv. R Marais
Messrs R Gawith
P Kohler
M Longmore
G van Zyl
R K B Wilson
Mesdames M Loggie
J Te Water Naude
M Philip

In Attendance: Mrs S Gillham, Acting Headmistress

APOLOGIES: His Grace the Archbishop of Cape Town
Messrs N Chapman, J Graham, J Mudge,
W Marshall Smith, Rev Ian Eve.

In the absence of His Grace the Archbishop, Mr Bettison took the chair. He expressed the apologies of the Archbishop who was ill.

Mr Bettison welcomed Mrs Sheila Gillham, who, having deputised for Dr Silberbauer during her term's long leave, was now deputising for her at the Council Meeting.

The Minutes of the meeting of 7 June 1977 had been circulated to members and were signed by the Chairman as a correct record.

FINANCIAL REPORT:

Mr Longmore's financial report for the first half of the year had been circulated to members during August. In commenting on it, Mr Longmore said that we had a surplus of R4636 in excess of our budget because we had budgeted conservatively. It was noted that administration expenses, usually over the budgeted allowance, were this time within limits.

Bad Debts: Mr Longmore said that the budget made provision for R2000 a year for bad debts and on the whole the school had no problem of any consequence. He would make a point of watching out-of-date fees for the next set of accounts.

New Buildings: Work had begun on the new classroom block and it was due for completion at the end of September 1978. The total commitment, including architect's fees, was R191,260.

Overdraft facilities: Mr Neal Chapman reported that he and Mr Longmore had examined the probable cash flow of the School for the period July 1977 to October 1978, and it appeared unlikely that the overdraft would exceed R100,000 during that period. He reported that he had, together with Mr Longmore, been to see the Manager of Barclays Bank in Claremont and a facility had been arranged as set out below. There would be no commitment fee and the rate was prime overdraft rate which at present was 12½% per annum. It was agreed with the Manager of Barclays Bank that he would receive a copy of the cash flow calculation, an up-to-date list of Council Members, and a copy of a resolution passed by the Council approving the overdraft facilities which had been arranged.

It was RESOLVED that the action taken by Mr N Chapman and Mr M J Longmore in obtaining increased overdraft facilities from Barclays National Bank Limited outlined below, be and is hereby approved.

Maximum Overdraft 1977	R75 000
1978	R100 000
1979	R100 000
1980	R75 000
1981	R45 000

Report of the EXECUTIVE COMMITTEE:

Mr Bettison said that members of Council had had minutes of two of the three previous meetings of the Committee.

Report of the EDUCATION COMMITTEE:

Father Eve was absent from the meeting and thus could not report back on whether there had been any progress on the subject of the admission of coloured pupils to private schools.

Mr Garrit van Zyl asked for comment on a report from the Nursery School that an Inspector of the Department of National Education had threatened that the School could be closed down because children were being taught to read before the regulation school-going age. Mrs Gillham reported that a departmental inspector, visiting the senior school for another purpose, had said there had been a complaint from a parent. Mrs Gillham had suggested he should call on Mrs Brown at the Preparatory School. He had returned happily satisfied. Nevertheless, concern was expressed by Council that we should know precisely what the regulations and legal position were; Advocate Marais offered to study the Education Ordinance and report back at the next meeting.

In answer to a query from Mr Kohler, it was agreed Council should establish whether small boys were now being admitted to Sub A and Sub B as a continuing policy instead of temporarily to help those left stranded by the closing of Monterey. Mr Kohler also enquired about policy concerning the numbers in each class in the school. The Chairman explained that the limit was 24 pupils per class and the school aimed at building up two classes per standard and 24 pupils per class. The classrooms were designed to be able to accommodate 24. Mrs Gillham confirmed that 24 pupils was not too many for a teacher to be able to give personal tuition.

Mr Gawith, in commenting on meetings held by the Education Committee said that it was felt (i) that the Committee could help in arranging outings for children in the Junior school; (ii) that although the school had good contacts for career-counselling for academic careers, more counselling was needed in connection with non-academic careers, and the committee would like to find suitable speakers for this. (iii) The committee had asked Mrs Gillham for details of the staff's conditions of service. (iv) Scholarships had been awarded. Applications for bursaries would be invited next term.

Mrs Loggie reported that she had had a complaint from an old girl that there were very few outings and expeditions arranged for the juniors. Should Council comment on this to the staff concerned? Prof Dowdle said Council must consider to what extent it should interfere in the operations of the professional staff. He suggested that Council should do an overall surveillance, in that they should satisfy themselves that the product in general was up to standard, but he felt that they should continue to keep the balance as it had been in the past - whereby the professional staff were secure in the knowledge that they had the confidence of the Council and that Council was available to help and not to interfere. Council agreed.

Association of Private Schools:

Mr Bettison commented on the fact that the budget of the Private Schools Association is R16 000, much of which appeared to be spent on travelling. He felt this was excessive and intended to raise the matter at the next meeting. There is a levy of 35c for each child of associated schools.

Preparatory School Bookshop:

Mrs Brown and Mrs Cowling had circulated a memorandum to members describing the possible workings of a paperback bookshop at the preparatory school, which the staff of the preparatory school were eager to run, in co-operation with a Cape Town children's bookshop, Cape Young Books. Children would be limited to a maximum of R3 per term spent in the shop, and any purchases would be charged on the next term's accounts. The Education Committee had discussed the proposal and was of the opinion that the preparatory school should be allowed to introduce the bookshop on a trial basis during the last term of the year. After discussion however, the Council expressed itself against the project. It was felt that parents should not be put to any extra expense, particularly at this time when money was still being sought for the Herschel Appeal. A suggestion was made, however, that the preparatory school staff (notably Mrs Brown and Mrs Cowling) in conjunction with Miss Tremble should draw up lists for parents of what books were suitable and currently available for different age-groups. Mrs Philip was asked to convey the decision and suggestions to the teachers concerned.

Prize-giving:

Mr Justice Steyn would unfortunately not be able to be the speaker on 8 December. It was agreed that Mr Bettison and Mr Kohler would find speakers for the preparatory and the senior school prize-givings.

The First South African: Mrs Gillham announced that Fatima Dike was prepared, for no charge, to put on her play at school on 12 October. This would be on the evening of the next Old Girls' Meeting. Council agreed.

Appeal Continuation Committee:

Mr Kohler paid tribute to Mr Longmore for meticulously keeping the records up to date. The reconciled grand total was as at 22 August 1977 R364 545,83 with R188 322,66 cash in the bank. Mr Leo Fine was now covering the country districts and a certain amount of money was still coming in, but we should realise that R375 000 would be the maximum target, and that in view of the hard times, this was an excellent result. The continuation committee now consists of Mrs J te Water Naude, Mr M. Longmore, Mr Leo Fine, and Mr P Kohler. Mr Longmore reported that another R500 had come in the previous evening. The Chairman thanked the Committee for their work.

Administration:

Mr van Zyl wondered whether the school's accounts system could not be updated, so that duplicate and reminder statements could easily be sent out.

Mrs Gillham put forward a request that the school bus should be equipped with a roof carrier. Council agreed.

Building Committee:

Mr Wilson reported that the first certificate for the new buildings would be R10 000 payable on 1 October, R35 000 in all would be due this year.

Tennis Courts: It seems it will be necessary to fell three pine trees to make room for the new courts. This might cost R1 100, according to quotes received. Council agreed that the expenditure was necessary.

Mrs Gillham's Report:

The Report was tabled, and Mrs Gillham took Council through it. In connection with the Jaycee Junior Town Council, Mrs Gillham told Council that Herschel had been asked if the school hall could be used as venue for a quiz between all the schools taking part. It appeared that special permission would have to be granted from Pretoria for a mixed-race gathering in the school hall and there was not sufficient time for this before the quiz; Mrs Gillham said she was trying to find a hall which had the required permit, but if this was not possible in time, she had stated that if the coloured schools were not going to be able to attend, then Herschel could not take part either. Council approved her decision.

Mr Battison thanked Mrs Gillham for her comprehensive report, and for holding the fort so well in Dr Silberbauer's absence. He said Council appreciated the fact that she had been prepared to make decisions on her own if necessary.

Mrs Gillham asked that the following should be minuted:

'I should like to express my appreciation of the skilful organisation of the school by Dr Silberbauer which enabled it to run smoothly in her absence. She also did everything possible during the first week of term to make my task easier.

The vice-heads, Mrs Stockwell, Mrs McCormick and Mrs Rauch, were all very helpful.

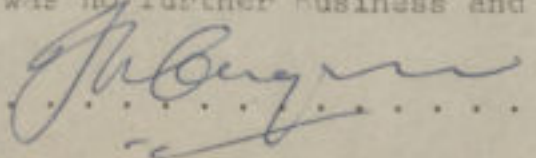
I express my gratitude to Mrs Hartman, Mrs Smith and Miss Stableford for their invaluable and eager assistance.

Miss Way, Mrs Nezar and the House Staff have all been extremely helpful and co-operative.

Finally thanks to Council members for their readiness to offer advice and support.'

OTHER BUSINESS: Mr Longmore asked whether Council should not do something about providing the school gates and posts that two separate Matric years had given money for. The matter had been shelved because of the possibility of road-widening, but it was now clear there would be no road-widening for the foreseeable future. It was agreed that steps should be taken and the architects advised.

There was no further business and the meeting closed.

.....  CHAIRMAN

..... 25-11-77. Date.

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD
AT HERSCHEL IN THE LIBRARY AT 7.45 PM ON
TUESDAY 13 SEPTEMBER 1977

A G E N D A

1. Apologies
 2. Minutes to be confirmed of
Quarterly Meeting held on
Tuesday 7 June 1977
 3. Financial Report
 4. Executive Committee Report
 5. Report by Mrs Gillham
 6. Any other business.
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HERSCHEL ASSOCIATION

HEADMISTRESS'S REPORT

To be presented at the Meeting of the Council on Tuesday, 13 September, 1977 at 7.45 p.m.

Staff News - Preparatory School:

Mrs Short (Standard 11) is leaving at the end of this term; Mrs Robb, a parent of a prospective pupil, has been appointed in her place. Mrs McMillan (Physical Education) has resigned from the end of the year and a replacement is being sought. Mrs Gillham has been registered as a Test User by the H.S.R.C. and the Cape Education Department.

Staff News - Senior School:

Dr Silberbauer has been away on leave this term. Mrs Gillham has substituted for her. Miss Douglas (Maths and French) has resigned as from the end of the year, and Miss de Kock (Maths) is to leave at the end of the year to be married. One Maths appointment has been made so far. Mrs M Smith, assistant house mistress, will be leaving in December; Mrs Delport has been appointed as from October; she will fulfil Mrs Hurn's duties. Mrs Hurn is to undergo an operation and will return in January. We welcomed Father Eve on his return, and also Father Watson, who is teaching Standard IX Divinity. Miss Cleghorn and Miss Kable will lead a Geography excursion to Graaf Reinet from the 22nd to 28th September.

Other News:

KG and Prep: This has been a very busy term uninterrupted by examinations. The KG are preparing an end of term concert and the Standard Vs a play produced by Mrs Crossan. Both these are to be presented to parents at the end of the term. We are awaiting the results of the Ballet, Music and Speech examinations. The Speech Teachers' Guild gave a programme of reading to the Prep.

Senior School: This busy term is just ending with the trial matric examinations.

Mr Louw gave an advanced reading course for two days. It was successful and he repeated it for a group of girls and parents. Mr Marshall Smith presented the Caltex Bird programme at a most enjoyable evening function and we would like to thank Mr Mudge for his generous gift of a film-strip projector.

Mr Pratley from the Associated Board of Royal Schools of Music examined the music pupils, and also gave a lecture-recital which was much appreciated by all who attended.

The Art girls did very well in the Eisteddfod. Many took awards of diplomas, honours, and merit. The Art staff are delighted with their new accommodation and facilities.

The Standard VI girls won their inter-school round of the Guild of Speech Teachers Standard VI project. They will represent Herschel at the presentation performance.

The Drama group tied with Rustenburg at the Clarecon One-Act Play Festival for first place.

There has been considerable activity in the new Matric course in Speech and Drama introduced this year into Standard VIII. It involves challenging work of a technical nature and visits to live theatre.

We have sent four Standard IX representatives to the Jaycee Junior Town Council. They find the meetings interesting and worthwhile.

The Social Responsibility Club has been busy with various projects to help the under-privileged. The girls responded generously to the appeal for the squatters. Blankets and goods were sent to Canon Hodgson and to Shawco.

There has been a full sports programme. We have one representative in the Western Province Schools' Tennis Team and one in the Western Province Schools' Squash Team.

Miss Kable commends Mr Rigby and those members of Council concerned on the hockey field. It is probably one of the best-drained fields available since it was often the only pitch close to the mountain that was playable this season.

Miss Kable is, however, very worried about the shortage of tennis courts which will affect the championships to be played in the 4th term. She will be unable to have the usual number of teams.

Work has begun on the classroom block.

N U M B E R S:

Actual Numbers For 3rd Term 1977

1977	3rd Term	
Day	Boarders	
31	12	Std 10
34	18	9
43	14	8
32	9	7
38 178	11	6
31	14	5
21	3	4
35	6	3
31	2	2
28	5	1
43	2	Sub B
38	1	Sub A
45 272	0	Preprep
33		
450	97	

547

Estimated Numbers For 4th Term 1977

1977	4th Term	
Day	Boarders	
31	12	
35	17	
43	15	
32	9	
38 179	11	64
31	14	
22	3	
36	5	
27	5	
28	4	
43	2	
37	1	
45 269	0	34
98		
448	98	

546

Nursery School = 66 pupils

S Gillham

(Mrs) S GILLHAM
Acting Headmistress

September 1977

HERSCHEL ASSOCIATION

(Incorporated Association not for gain)

FINANCIAL REPORT to be presented to members of the School Council on Tuesday, 13 September 1977.

The results for the first half of the 1977 year show a surplus of R12036 made up of R6713 for the first term and R5323 for the second term. The budgeted figure at the half way stage was R7400, so we are R4636 in excess of our budget which can be considered satisfactory. The detailed figures are as follows:-

First and Second Terms 1977:

<u>REVENUE</u>	<u>BUDGET</u>	<u>ACTUAL</u>
Tuition and Boarding Fees	R201,350	R203,269
Extra subjects	10,000	14,684
Registration Fees	750	885
Sundry Revenue	1,500	2,036
Lunches	3,000	3,440
Rent	1,800	1,250
Interest	1,250	2,108
	<u>219,650</u>	<u>227,672</u>
Less Allowances, Scholarships, etc.	<u>5,000</u>	<u>4,565</u>
	<u>214,650</u>	<u>223,107</u>
<u>EXPENDITURE</u>		
Salaries and Wages	148,000	148,367
Provisions	16,000	16,120
Domestic Charges	9,000	11,156
Sports Requisites	500	68
Administration (inc Class Materials)	11,500	9,973
Pensions and UIF	6,000	6,152
Insurances	1,250	1,382
Interest	8,500	9,117
Property Expenses	5,000	3,837
Depreciation	1,000	4,695
Bad Debts	500	-
Motor Vehicle Expenses	-	204
	<u>207,250</u>	<u>211,071</u>
Surplus	<u>7,400</u>	<u>12,036</u>
	<u>214,650</u>	<u>223,107</u>

Once again we are in the position where we exceed our budgeted surplus because we have underestimated our income, not because we have spent less than intended to.

On the expenditure side, apart from Depreciation where you will recall it was decided to write off various Fixed Assets at rather more realistic rates than we had applied in the past, the main item of expense which exceeds budget is Domestic Charges. This has been caused by fairly substantial increases in water and electricity charges.

The electricity because, apart from an increase in the tariff, during the winter months heaters are burning in many class rooms as well as in the boarding house, offices and Nursery School. There is, so far as water is concerned an extra meter for the hockey field and we will notice this in the summer months. We have also had the annual servicing charges for the typewriters and overhead projectors which have raised this term's charges above the average for the year.

CASH RESOURCES

Although we should be somewhat marginally better off cash-wise because of our surplus for the six months, in fact this is not so because we continue to spend quite heavily. Major cash expenditure for the first two terms have been:-

New Fencing	P 174
Further payments on account of Arts Block	45,598
Payment to Architect on account of	
New Classroom Block	989
New Furniture and Equipment	<u>10,425</u>
	<u>R57,186</u>

We have received in cash from the	
Appeal since January, some	R43,500

so you will see that we are not at this stage generating any excess cash.

In so far as the Appeal is concerned the total is now R362,824 of which we have received R175,971.

This is after deducting R5645 from 17 donors who appear unlikely to meet their obligations. So far new donors appear to be making up those who are falling away.

If we receive all the funds promised we still have to receive R183,853 which of course will be spread over a lengthy period but this sum together with any surplus we generate from our normal operations after reasonable capital expenditure should be sufficient to pay for the new classroom block. It must be borne in mind that we will have to pay for the classroom block before we receive the cash but we have some R41,500 on deposit at the moment, so facilities will be needed for about R143,000 gradually reducing, plus our normal overdraft fluctuations.

Cundry Debtors

There are some R6390 of Fees outstanding as I write this report. It is possible that some of these may become bad debts but the position is being watched carefully. Any member of Council who requires details can get them from me.

M J LONGMORE

August 1977

MINUTES OF A MEETING OF HERSCHEL EXCO MEMBERS
HELD AT HERSCHEL AT 5.15pm ON MONDAY 1 AUGUST 1977

PRESENT: Chairman J Pettison
Messrs N Chapman
P Gawith
M Longmore
W Marshall Smith
B Wilson
Dr B I Silberbauer
Mrs F Loggie

APOLOGIES: Mr J Graham

Minutes of the Exco Meeting held on the 2nd May were confirmed.

Matters arising: There was nothing to report, and it was noted that there was as yet no replacement for Father Kelly.

AGENDA:

1. Tennis Courts: Barrett's quotes (£2644 for two courts) were the most favourable and had been accepted by Mr J Pettison, with the proviso that the location be finalised after a site meeting with Miss Kable, Mr Pettison and Mr Wilson. The work will take 8 weeks if the weather is favourable.

2. Building Programme - Phase 11 There was considerable discussion as to whether we could afford to build section 2 (additional Lecture Room over Junior Science Lab) as well as Section 1 (8 new classrooms). Mr Longmore and Mr Chapman gave a breakdown on the financial position as they saw it and although the banks are prepared to lend £180,000 on a fluctuating overdraft basis repayable over a 4-year period, it was generally accepted that we should only attempt phase 1 now. Building both might just be feasible, but servicing both would involve sailing too close to the wind. The possibility of charging a laboratory fee or levy was discussed but abandoned as inadvisable.

The meeting moved that the architect be asked to accept the lowest tender, that of C.D.C. Contractors Ltd, and emphasised that the extras were to be included unless authorised by the Building Committee.

The Headmistress requested that she be absolved from any responsibility arising from the new building programme.

3. Re-roofing at Senior School The Building Committee were requested to investigate tenders and the finance committee were commissioned to make the necessary financial arrangements for these repairs to be completed as soon as possible.

4. Education and Scholarships Sub-Committee Mr Gawith tabled his report of the meeting of the above Committee held on 21 July. They were concerned about a) the quality of education being offered, and whether they could assist with outings, selecting speakers, counselling school-leavers, and so on. Furthermore the Committee felt that they should be kept informed on the academic standards not only of the girls, but also staff.

b) / ...

- b) The retirement of the Headmistress. Approximate times were suggested for the timing of the announcement of Dr Silberbauer's retirement and subsequent advertisement of the vacant post, and eventual short listing of interviews, etc. It was agreed that the successful candidate should be appointed by Council at the June meeting of 1976.

As the winner of the Scholarship was not accepting the scholarship, it was decided to offer the scholarship to the second candidate on the list. Later this year there will be other minor cash awards to Standard 8 pupils and a larger scholarship award to the best academic pupil in Standard 7.

5. Nursery School A letter from the Department of Education advised us that the Hill has been graded as a P3 school and that the salaries of the Principal and two assistants will be paid by the Department as from July 1st, 1977. The meeting agreed that the Nursery School, now being financially secure be asked to increase their monthly rental payments.

6. Any other business:

- a) A suggestion for a speaker for Prize Giving was Mr Jan Steyn, the Chairman of the Urban Foundation, to be approached by Mr W Chapman.
- b) Science Laboratory - Mr Chapman felt we should explore all avenues that might make it possible to build a lecture theatre and suggested that large chemical companies or certain large trusts might provide finance to help us achieve this objective. Mr Chapman offered to explore these avenues for the finance committee.

There being no further business the meeting closed.

.....
C H A I R M A N

.....
Date



Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL
SCHOOL COUNCIL WILL BE HELD IN THE
LIBRARY AT HERSCHEL AT 5PM ON
MONDAY 1 AUGUST 1977

A G E N D A

1. Scholarships
 2. New Tennis Courts
 3. Phase 11 of the Building Programme
 4. Roofing of the Senior School
 5. Nursery School
 6. Any other business
-

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON TUESDAY 7 JUNE 1977
at 8.15 pm

PRESENT: Mr C J Bettison (Chairman)
Mr T N Chapman
Mr J Graham
Mr W Marshall Smith
Mr J E Mudge
Mr G J van Zyl
Professor E B Dowdle
Reverend Ian Eve
Advocate R M Marais
Mrs M Loggie
Mrs J Te Water Naude
Mrs M Philip

In Attendance: Dr E I Silberbauer, Headmistress.

APOLOGIES: His Grace the Archbishop of Cape Town
Mr R Gawith
Mr P Kohler
Mr M Longmore
Mr R K D Wilson

Mr Bettison, in the Chair in the absence of the Archbishop, reconstituted the meeting, which had first been the A G M of the Herschel Association, as a quarterly meeting of the Herschel Council.

Minutes of the meeting of 8 February 1977 had been circulated to members and were signed as a true record.

A schedule drawn up by Mr Michael de Lisle on the relationship between the Head of a Conference school and the School's Council had been circulated to members. This was referred to but its contents were not debated. The general feeling was that if a clash should occur, the Head and Council concerned would sort the matter out. The Secretary of the Association of Private Schools had sent a questionnaire to the Chairman on the subject but it was agreed that Mr Bettison should reply acknowledging receipt and simply say that the circular had been noted.

The Executive Committee Report was tabled and Mr Bettison commented on various aspects of the report. The system of an Exco and five sub-committees seemed to be working satisfactorily; the Headmistress confirmed that she felt she was receiving closer assistance than before.

Finance and Development

As Mr Longmore was unable to be present at the meeting, Mr Bettison asked Mr Chapman to comment on the accounts for the 1976 term.

Mr Chapman pointed with pleasure to the R6713 surplus for the term, but asked for clarification of the position of rent for the Nursery School which Mr Longmore had expected would by now be R3600 per annum but which remained at R3000. Father Eve, Chairman of the Nursery School Management Committee, explained that the Nursery School recognised that the rent should be increased but could not yet afford to pay more. The surplus for 1976 had amounted to R9. If the subsidy from the Department came through whereby the Department would pay the teachers' salaries, the position would change and the Nursery School would immediately pay the higher rent. It was hoped that the subsidy would come through by October.

The balance of the Appeal Funds (R173,000) will come in over the next three years but the expenditure of R220,000 on the new classrooms will be incurred within the next eighteen months. Mr Chapman explained in detail to Council how a commitment of R220,000 could be serviced over the next three years, but stressed that the utmost care would be needed to keep other expenditure down to a minimum and strictly within the budget.

Drawings for the new classrooms had been submitted to the City Council and were expected to be passed by the end of the month. Bills of Quantity were in preparation and it would be possible to put the project out to tender by 30 June, and start in August, hoping to finish by September 1978.

The Building sub-committee, consisting of Mr Bettison, Mr Wilson, Dr Silberbauer and the Architect, had gone through the drawings in detail, in order to keep the costs within what the School could afford, and had decided to ask the quantity surveyor to exclude any movable extras at this point. They felt it was important to get the skeleton of the building up and make do with equipment that we have already, and hope to save 5 to 10% thereby.

Council agreed that the Development Committee should call for tenders. They would do so with an option to select certain sections of the tender and leave others out. They would hope to keep financial options open and see how much can be afforded as the project goes along.

The first move must be to provide the two new tennis courts to replace those sacrificed to the building. Council agreed that the tender from Barrett's should be accepted.

It was agreed that the ilex tree must be pruned.

Administration

It was agreed that Council would wait for a report from the Committee at their next meeting before discussing the appointment of a Business Manager. Council in principle approved of such an appointment.

Education

In connection with the admission of coloured pupils to private schools, Mr Wilson had gone with Advocate King, Mr Mallett, and the Archbishop to meet the Director-General of Education in the Cape, and 12 of his officials. It appeared that they were mainly seeking information from the delegation on how private schools functioned and how closely they were linked to one another. The meeting was friendly and the delegates had been cheerful that some helpful decision might be forthcoming by the end of the year. That was the beginning of March, however, and nothing further had been heard. Father Eve suggested that the Education Committee should try to find out what was happening.

Father Kelly's Flat Rent

His landlord had agreed to allow him to break the year lease. Father Kelly is to be assistant to the Dean of Bloemfontein.

Staff Pensions

Mr Chapman suggested the Finance Committee should review the whole scheme with particular attention to a specific complaint from one of the staff about the inadequacy of withdrawal repayments.

Leave

The Chairman told Council that the Headmistress had asked for long leave this coming term. Council agreed and wished her a relaxed and happy holiday. In her absence, there will be three vice-heads in rotation - Mrs McCormick, Mrs Stockwell and Mrs Rauch. Mrs Gillham will see parents and write letters, etc.

H M Conference in Port Elizabeth in August

Mr Bettison said he would try to go, seeing that Dr Silberbauer would not be able to.

Public Relations

The School would be receiving from Caltex the first of a series of outstanding ornithological strip films. Mr Marshall Smith explained that these films had been sponsored by Caltex as part of their community relations programme, and were available to any school that wished to make use of them.

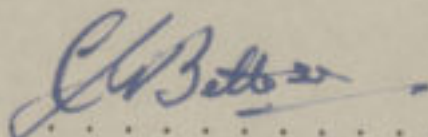
The Follow-on Committee Report was tabled.

Headmistress's Report

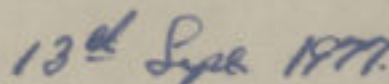
Dr Silberbauer asked if Council were content that Miss Kable should take the Western Province schools hockey team on tour. This in fact means that she will miss a week of term. Council left it to the Headmistress's discretion. Miss Kable will go this time, but perhaps if the next occasion is again in term time, some other plan should be made.

The Scholarship papers have been marked but the Headmistress wished to discuss the results with the Education Committee before commenting.

There was no further business and the meeting closed.



.....
C H A I R M A N



.....
Date

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL
ASSOCIATION (Incorporated Association not for gain) HELD AT
HERSCHEL AT 7.45 p.m. ON TUESDAY 7 JUNE 1977

PRESENT: Mr C J Bettison - Chairman
Mr T N Chapman
Professor E B Dowdle
Reverend Ian Eve
Mr J Graham
Advocate R M Marais
Mr W Marshall Smith
Mr J E Mudie
Mr G J van Zyl
Mrs M Loggie
Mrs M Philin
Mrs J de Water Naude

In Attendance: Dr B I Silberbauer, Headmistress

APOLOGIES: His Grace the Archbishop of Cape Town
Mr B Gawith
Mr P Kohler
Mr M Longmore
Mr R K B Wilson

In the absence of His Grace the Archbishop, Mr Bettison took the Chair and constituted the meeting an Annual General Meeting of the Herschel Association. He welcomed Advocate Marais and Mr van Zyl as new directors of the Association.

1. Minutes of the Annual General Meeting of 1976 had been circulated to members and were taken as read and signed by the Chairman as an accurate record of the proceedings of that Meeting.
2. The Annual Financial Statement and the Report of the Council for the year ended 31 December 1976 had been circulated to members in draft, and the audited accounts were now tabled. As the Hon Treasurer, Mr M Longmore, was absent, Mr Bettison asked Mr Chapman to comment on any particular aspects of the Accounts.

The point Mr Chapman felt should be particularly noted was that there had been an amount of R23,000 spent on items of a capital nature over and above the new buildings. It would be important to stay very definitely within the limits of careful capital budgeting.

Where R20,000 was estimated as the amount outstanding on the new Arts Block, this had turned out to be nearer R40,000.

Mr Bettison drew the meeting's attention to comments from the Auditors in their report:

- a) They complained that there was no regular balancing of the fee register, and that an amount of R85-90 had had to be written off at the year's end. Council agreed to the writing off of this amount.
- b) Officers of the School must be more careful to sign the salaries book when making out cheques at the end of the month, and to state and sign that salary schedules had been accepted by the Council.

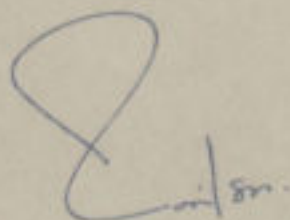
- c) They found that the way in which the Appeal Fund was being administered was highly satisfactory.

Mr Marshall Smith moved the adoption of the accounts and the Chairman signed them.

Mr Bettison moved a vote of thanks to Mr Longmore for all his work on the accounts and for guiding the finances of the Association throughout the year.

3. It was agreed that the remuneration for the Auditors should be fixed at £1300 for the year. Messrs Arthur Young and Company were re-appointed for a further year.
4. In terms of the constitution of the Association, the Reverend Ian Eve and Mr J Mudge retired. They were eligible for re-election and both accepted re-appointment as directors of the Association.

There was no other business and the meeting closed.



.....
C H A I R M A N

12/6/78.

.....
Date

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD
AT HERSCHEL IN THE LIBRARY AT 7.45 PM ON
TUESDAY 7 JUNE 1977

A G E N D A

1. Minutes to be confirmed of
Quarterly Meeting held on
Tuesday 8 February 1977.
2. General Purposes Report.
3. Headmistress's Report.
4. Any other business.

* * * * *

REPORT OF EXECUTIVE COMMITTEE

Since the inauguration of the new system comprising an Exco and four members plus the Chairmen of five sub-committees, your Executive has met each month, that is in March, April and May. The system is working smoothly and should achieve the desired benefits.

1. FINANCE:

The Hon Treasurer's Report for the 1st term has been circulated. Our forecasts are becoming more accurate each year and it is imperative that once accepted the Budgets are adhered to. Stricter controls will be very important if we are to finance the classrooms and other improvements from the remaining Herschel Appeal funds.

The response to the Appeal from the country districts is encouraging.

The present proposed priorities regarding the new buildings were tabled at the April meeting as follows:-

1. Resiting of 2 tennis courts:	R10,000
2. 8 new classrooms with link to existing building:	135,000
3. Alterations to existing classrooms:	31,000
4. New science Lecture Theatre:	20,000
5. Site Works:	8,000
6. Professional Fees:	20,000
	<u>R224,000</u>

As it is considered that our present limit is R220,000 every effort will be made to only provide essentials. Absolutely no extras can be provided.

2. ADMINISTRATION:

Better administrative controls are becoming necessary and a modernised bookkeeping system will need to be considered. Also a Business Manager will have to be reconsidered.

3. EDUCATION:

1. Separate report on meeting with Administrator.
2. Father Kelly - flat lease.
3. Nursery School - Rental.
4. Staff Pension.
5. Leave.
6. Attendance at August H.M. Conference in Port Elizabeth.

4. DEVELOPMENT

As detailed under Finance.

Plans are present with the Cape Town City Council awaiting approval.

Bills of Quantities will be ready for tenders by 30 June.

Tenders will be called and a contract commenced in August 1977 for completion by September 1978.

5. PUBLIC RELATIONS

1. Intended gift from Caltex of a new ornithological strip film.
2. Follow-on Committee Report.

HERSCHEL ASSOCIATION
(Incorporated Association not for Gain)

FINANCIAL REPORT TO BE PRESENTED TO MEMBERS OF THE
COUNCIL ON JUNE 7th, 1977

Before presenting to you the results for the 1st term of 1977, I would like to comment on the results for the year ended 31st December, 1976. At the meeting the audited accounts will be made available to you and you will observe that the surplus for the year is R24 588,00 compared with my original figure of R29 689,00. The difference arises largely because of Depreciation. After consultation with the auditors, we decided that our rates of depreciation were not really adequate. For example Furniture and Equipment was being depreciated at the rate of 5% per annum on a reducing balance basis which meant that after 20 years, 36% of the cost of the asset remained and this has been changed to 20% per annum. These changes are noted in the accounts on Page 7. In so far as cash resources are concerned we generated cash of R139 643,00 of which R90 164,00 came in from the Herschel Appeal and we spent R130 932 made up as follows:-

Buildings	R107 279
Furniture, etc.	R 14 563
Pianos	R 3 995
Motor Vehicle	R 5 095
	R130 932

In considering our programme of building we tend to look at the amount of funds we will obtain from the Appeal but we must not overlook the substantial amounts of money we spend on other items of a Capital nature. Out of a surplus of R24 588 plus depreciation of R9 390, making R33 978, we spent R23 653 on assets other than buildings, and it follows that in considering our budget each year and the extent to which we can increase fees and overheads, we must allow for a surplus which is going to generate enough cash to pay our capital expenditure other than new buildings.

Donations received for specific purposes appear in the Balance Sheet at R17 074. This is made up of:-

a)	*R 1 000,00	from Mr. Mudge
	*R 2 592,65	from Molteno Trust for Music, English & Drama.
	*R 41,80	for T.V. Set.
	R 105,97	from Prof. Dowdle for Science Equipment.
	*R10 000,00	from Early Morning Market, Quality Street play, etc.
	R 883,94	from Interest on Bursary Fund money
	<u>R14 624,36</u>	see Page 8 of Balance Sheet
b)	R 1 098,38	Discretionary Fund - Includes money contributed by Matric pupils for erecting gates to the School.
	R 581,07	Chapel Choir
	R 110,13	Senior Library
	R 502,92	Sports Fund
	R 213,00	Music & Drama fund.
	(55,71)	Prep. Library overspent
	<u>R 2 449,79</u>	

I would like to suggest that we have in effect already spent those portions of the funds marked with an asterisk either specifically by buying the T.V. set or indirectly through building the Arts block and would recommend transferring the sum of R13 634,45 to Non-Distributable Reserve. This will avoid us looking at these funds and assuming that we still have to spend this money.

The balance of the Funds have to be kept for their specific purposes. The interest on the Bursary Fund money should be transferred to the cost of the bursaries, that is to Revenue Account and this will be done.

The Balance Sheet shows an Overdraft of R29 338 while cash on Deposit is R57 050 and on first glance this seems to be poor management of our cash resources. However, our Overdraft fluctuated widely from term to term according to when the accounts for fees are sent out and it will be seen from the Income Statement that interest earned was R4 742 whilst interest paid on Overdraft was R655.

Turning now to the results for the 1st term of 1977, I am pleased to be able to report a surplus of R6 713 compared with a budgeted surplus of R3 700. This is particularly pleasing because the surplus is after allowing for Depreciation at the new rates mentioned previously whereas I had not allowed for this in my budget.

The detailed figures are set out below:-

	<u>Budget</u>	<u>Actual</u>
Tuition & Boarding Fees	100 675	101 450
Extra Subjects	5 000	6 904
Registration Fees	375	470
Sundry Revenue	750	1 270
Lunches	1 500	1 430
Rent	900	750
Interest	625	1 081
	109 825	113 355
Less Scholarships Allowances etc.	2 500	2 285
	107 325	111 070
Expenditure:-		
Salaries & wages	74 000	73 769
Provisions	8 000	7 981
Domestic Charges	4 500	4 385
Sports Requisites	250	14
Administration & Class materials	5 750	6 089
Pensions & UIF	3 000	2 917
Insurances	625	686
Interest	4 250	4 188
Property Expenses	2 500	1 900
Depreciation	500	2 347
Bad Debts	250	-
Motor Vehicle Exp.	-	81
	103 625	104 357
Surplus	3 700	6 713
	107 325	111 070

I had budgeted for rent at R3 600 because I thought that we would have agreed to put up the rent to the Nursery School from R3 000 per annum. We have not yet done so but I think we would be justified in doing so and suggest we consider this at the meeting.

This term we have spent R8 226 on Furniture and Fittings and R21 178 on the Arts block itself.

The total cost of the Arts block looks like being in the order of R140 000 which is rather more than was originally contemplated. The original contract price was R104 000 plus of course architects fees, escalation, etc., and one of the less favourable aspects of this estimated ultimate cost is the effect it will have on the funds available for the new classroom block.

Let us assume that we succeed in raising R360 000 through the Appeal. The cost of raising this money was R50 000 leaving available R310 000. Of this R140 000 will have been spent on the Arts Block, leaving R170 000 for the new classroom block. At present indications are that the new classroom block will cost R200 000 which means we will be R30 000 short of the funds required for it. However we are capable of generating this cash from within our own resources provided

- a) We can produce a surplus for the next three terms equal to the surplus for the 1st term

and

- b) We do not spend that surplus on more items of a capital nature.

The coming year will be fairly critical because the whole of the amount still to come in from the Appeal will not come in during that year but will be spread over four years. We have cash available at present and will be able to weather the storm, but the exercise of the very greatest care in spending is essential.

A copy of the draft account is enclosed and you will be asked to approve these at the Annual General Meeting.

M.J. LONGMORE

13.5.77

HERSCHEL ASSOCIATION

HEADMISTRESS'S REPORT

To be presented at the Meeting of the Council on Tuesday,
7 June 1977 at 7.45 a.m.

Staff News - Preparatory School:

Mrs Cole-Edwardes (Physical Education) leaves this term after four-and-a-half years at Herschel - they are moving to Johannesburg. Mrs McMillan will replace her.

Miss R Foot (Boarding House staff) is having an operation this week so special arrangements have been made to help Matron Johnston. Mrs M Browne from the senior school, will go to the Preparatory each morning, and we have employed an extra maid until the end of the term. Miss Foot should be fully recovered by next term.

Mrs R Burnton (Standard V) left last term for Australia, and Mrs Midlane has now become a full-time member of the preparatory staff, and a part-time secretary, Mrs J Wimbush, has been engaged. No extra expenditure has been incurred by these appointments.

As you know, Mrs Pat Brown, underwent an operation during the first term and was away for eight weeks. Mrs M Cowling very ably carried on in her absence.

Staff News - Senior School:

Father Kelly resigned at the beginning of this term and will be leaving in June. His teaching will be absorbed by the Staff except for Biblical Studies in Standard VIII, which was started this year as a matriculation subject. Mrs Barker, from St. George's, has agreed to teach the three girls who take this subject. Father Eve will take Communion Services once a fortnight and will help with the class teaching of religious studies in Standards IX and X. The lease of Father Kelly's flat presents a problem, as he has been unable to sublet his flat.

Miss Kable has once again been asked to chaperone the Western Province Schools' Hockey team to Rustenburg in the Transvaal. Hockey week falls during the school term, and if Council allows Miss Kable to go, she will miss a week of teaching in July. The WPHU have offered us a replacement, but I would like Council's opinion on this, as a matter of policy for the future. The girls who went with Miss Kable and other staff on the Outeniqua Trail at Easter, had a most interesting and happy time. The Mountain Club hope to spend the last weekend of the term walking along part of the Boland Trail.

Mrs M Smith (assistant house mistress) underwent an operation at Groote Schuur at the beginning of May, and has not yet returned to the senior boarding house. Once again we are managing.

Other News:

This has been a busy term (see attached school calendar), and there has been much success particularly in the recently held Eisteddfod in Art, Music and Speech. Herschel was placed first in the Centres of Interest Competition, and we have been invited to perform two of our items at a prize-giving concert of Eisteddfod winners. Some of our Art work was exhibited with other selected works at Cavendish Square.

The School is now starting examinations, so most extra-mural activity ceases for the next two weeks.

Scholarship examinations for pupils entering Standard VI in 1978 were held on Saturday, 21 May. Thirty-six candidates from Herschel and other schools, were entered. We hope to announce the names of the top candidates on the 7th June.

* * * * *

NUMBERS:Actual Numbers
for 2nd Term 1977

1977	2nd Term	
Day	Boarders	
31	12	Std X
34	18	IX
42	14	VIII
32	9	VII
37	11	VI
31	14	V
22	3	IV
36	7	III
31	3	II
27	4	I
46	1	Sub B
40	1	A
44	0	Preprep
452	97	

549

Estimated Numbers
for 3rd Term 1977

1977	3rd Term	
Day	Boarders	
31	12	
34	18	
41	14	
33	8	
38	10	62
31	14	
22	3	
36	6	
31	3	
27	4	
46	3	
32	1	
45	0	34
452	96	

548

Nursery School = 66 pupils

Barbara Silberbauer

Dr B I SILBERBAUER
Headmistress

May 1977

HEFSCHER SCHOOL CALENDAR : 2ND TERM 1977

	(Morning)	(afternoon)	(evening)
Th 13	ROLT on Duty		
Fr 14			Matric Dance
Sa 15			
Su 16	Hockey 1sts vs Rustenburg		
Mo 17	8.45am Chapel Service		
Tu 18		2-4pm 2nd Hand Shop	
We 19		Mad Club	
Th 20			
Fr 21		Netball at Rustenburg vs SanSouci & R'burg	8pm Eisteddfod at (Std Mowbray Town Hall (7s
Sa 22	7.50am Holy Comm in School Chapel		8pm Choir: Nine Club in Cathedral Hall
Su 23	Hockey: 1st Bergvliet 2nd & 3rd Wynberg As & Bs Rustenburg	Soc Responsibility Club	
Mo 24	8.45am Chapel Service		
Tu 25			from 5pm Eisteddfod at Camps Bay High School
We 26			
Th 27		Soc Club: Dr A Cooke	Eisteddfod at Mowbray Town Ha 8pm Std 8s
Fr 28		Netball at Wynberg vs Star, Obsy, Wbg.	5pm Std 6s Eisteddfod at Mowbray T-Hall
Sa 29	7.50am Holy Comm in School Chapel	3pm EXEAT	
Su 30	Hockey: 1st SansSouci, 2nd & 3rd Rustenburg, As & Bs Springfield.		
Mon 1			
Tue 2			
We 3			
Th 4		Soc Club: Dr West on Squatter Camps	
Fr 5		3pm Matric Art pupils to Irma Stern Museum Netball at Loreto vs St Mary's and Loreto	
Sa 6	7.50am Holy Comm in School Chapel	end ROLT Duty	
Su 7	Hockey: 1st Fish Hoek, 2nd Springfield 3rd Holy Cross, As & Bs San Souci	Social Responsibility Club	
Mo 8	8.45am Chapel Service.	Mountain club Outing	
Tu 9	JAGGER on Duty		
We 10			
Th 11		Soc Club: Mr Boonzaier (Afrikaans programme)	
Fr 12		Netball at Wynberg vs Ellerslie & Wg.	Importance of Being Ernest at Wynberg
Sa 13	7.50am Holy Comm in School Chapel	3pm EXEAT	
Su 14	Hockey 1sts Voortrekker, 2nds Star, 3rds Observatory, As & Bs St Cyp		
Mon 15			
Tue 16			
We 17			

Wed 18	Soc Club: Mrs Kent on St Michaels Home	Debate vs Bishop
	3pm Matric Art pupils to National Gallery	
Thu 19	ASCENSION DAY Boarders allowed out from 9am to 8pm	
Fri 20	7.50 Holy Comm in School Chapel	
Sat 21	8.30am Scholarship examinations Hockey: 1st Pinelands 2nd & 3rd San Souci A & B Wynberg	
	Soc Responsibility Club	
Sun 22	8.45am Chapel Service	
Mon 23		
Tue 24		
Wed 25	Soc Club: Work of a Beautician (Mrs Peacock)	
Thu 26	2-4pm Maths Olympiad Netball at Good Hope	
Fri 27	end of JAGGER duty	
Sat 28	Hockey: 1st Plumstead	
Sun 29	8.45am Chapel Service	
Mon 30	MERRIMAN on Duty Examinations start. Boarders allowed home after exams	
Tue 31	Republic Day Boarders to be back by 8pm	
<u>JUNE</u>		
Wed 1	Examinations	
Thu 2	Netball at Wynberg vs Obsy & St Marys	
Fri 3	7.50am Holy Comm in School Chapel	
Sat 4	Hockey: 1sts Trials, 2nds St Cyprians, 3rds Good Hope	
Sun 5	8.45am Chapel service	
Mon 6		
Tue 7		
Wed 8		
Thu 9	Netball at Springfield vs Holy Cross & Springfield	
Fri 10	7.50am Holy Comm in School Chapel	
Sat 11	Hockey: 1st Trials, 2nds Ellerslie, 3rds Rustenburg.	
Sun 12	8.45am Chapel Service Mountain Club	
Mon 13	2-4pm 2nd Hand Shop	
Tue 14		
Wed 15	Soc Club	
Thu 16	Netball at St Cyprians vs Ellerslie and St Cyps	
Fri 17	10am Break up.	

HERSCHEL SCHOOL

Financial Report for the year ended 31 December 1976

It gives me pleasure to be able to report to members of the Council that the results for the year to 31 December 1976, reflect a surplus of R29,689. This figure is subject to audit but as was the case last year I do not anticipate that the final figure will differ to any great extent. Last year I reported a surplus of R30,232 and the final audited figure was R30,959.

The details are as follows:-

<u>Income:</u>	<u>BUDGET</u>	<u>ACTUAL</u>
Tuition and Boarding Fees	R338,500	R354,891
Registration Fees	1,000	1,882
Extra Subjects	14,000	22,922
Sundry Revenue	2,500	3,252
Lunches	4,500	6,520
Interest Received	-	4,582
Rent	3,000	3,000
	<u>363,500</u>	<u>397,049</u>
Less Scholarships etc	7,000	6,967
	<u>356,500</u>	<u>(2,510)</u> Received from 4 Schools Trust
		<u>392,592</u>
<u>Expenditure:</u>		
Salaries and Wages (including Laboratory allowance, extra subjects, etc.)	240,000	255,734
Provisions	30,000	29,964
Domestic Charges	17,000	20,923
Sports Requisites	1,500	318
Property Expenses	10,000	8,871
Admin and Class Materials	21,000	17,119
Pension and U I F	7,000	10,281
Interest	16,000	15,289
Depreciation	1,500	1,644
Bad Debts	2,000	280
Insurances	2,500	2,360
Motor Vehicle Expenses	-	120
	<u>348,500</u>	<u>362,903</u>
Surplus	<u>8,000</u>	<u>29,689</u>

Although Salaries exceeded Budget by R15,734 part of this arose as a result of extra salaries for extra subjects and you will see that the revenue from extra subjects exceeded budget by R8,922. Most of the differences between budget and actual have been dealt with in my previous reports.

In my last report I said that I hoped we would have a surplus of R36,150 and based this on a surplus of R10,000 for the last term. In fact we did not do very well in the 4th term as you will see from the following figures.

Surplus - 1st Term	6,221
2nd Term	10,164
3rd Term	9,765
4th Term	<u>3,539</u>
	<u>R29,689</u>

A breakdown of the four terms shows how each term fared:-

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>
Tuition and Boarding	87,395	90,252	88,017	89,227
Extra Subjects	5,400	6,086	5,952	5,484
Registration Fees	360	488	394	640
Sundry Revenue	957	1,197	801	297
Lunches	1,400	2,170	1,938	1,012
Rent	500	750	750	1,000
Interest	-	969	2,187	1,426
	<u>96,012</u>	<u>101,912</u>	<u>100,039</u>	<u>99,086</u>
Less allowances etc	<u>1,798</u>	<u>1,946</u>	<u>1,409</u>	<u>(696)</u>
	<u>94,214</u>	<u>99,966</u>	<u>98,630</u>	<u>99,782</u>

Expenditure:

Salaries and Wages	62,755	64,815	62,927	65,237
Provisions	7,419	6,564	8,564	7,417
Domestic Charges	3,636	5,095	5,677	6,515
Sports Requisites	86	99	18	115
Admin & Class Materials	5,431	2,401	4,066	5,221
Pensions and UIF	2,409	2,542	2,683	2,647
Insurances	550	550	1,320	(60)
Interest	3,711	3,981	1,530	6,067
Property Expenses	1,274	3,344	1,675	2,578
Bad debts	311	-	(6)	(25)
Depreciation	411	411	411	411
Motor Vehicle Expenses	-	-	-	120
	<u>87,993</u>	<u>89,802</u>	<u>88,865</u>	<u>96,243</u>
Surplus	6,221	10,164	9,765	3,539

Interest due on Bonds became payable in the 4th quarter and this affected the figures.

I have based my 1977 budget on 539 pupils. In fact the number of pupils for the first term has turned out to be 548. I have accordingly revised my 1977 budget which now appears as follows:-

Tuition and Boarding	402,700
Extra Subjects	20,000
Registration Fees	1,500
Sundry Revenue	3,000
Lunches	6,000
Interest	2,500
Rent	3,600
	<u>439,300</u>
Less Allowances, Bursaries, etc	<u>10,000</u>
	<u>429,300</u>

Expenditure:

Salaries and Wages	296,000
Provisions	32,000
Domestic Charges	18,000
Sports Requisites	1,000
Admin and Class materials	23,000
Pension and UIF	12,000
Insurances	2,500
Interest	17,000
Property Expenses	10,000
Depreciation	2,000
Bad Debts	1,000
	<u>414,500</u>
Surplus	<u>14,800</u>

It is of interest to see how the school's financial fortunes have changed over the last few years and there follows a summary of six years' figures:

1972	(8,575)	Deficit
1973	(9,683)	Deficit
1974	45,527	Surplus
1975	30,232	Surplus
1976	29,689	Surplus
1977	14,800	(Budgeted Surplus)

We do not have a budget for Capital Expenditure and in view of the cost of equipping the Art Centre, I think this is a matter which the Finance Committee must give some close attention to in the coming month.

M J LONGMORE

23 February 1977

HERSCHEL ASSOCIATION

(Incorporated Association not for gain)

Notice is hereby given that the Annual General Meeting of Members will be held at Herschel at 7.45pm on Tuesday 7 June 1977 for the following purposes:-

1. To confirm the Minutes of the previous Annual General Meeting.
2. To receive the Annual Financial Statement together with the Report of the Council for the year ended 31 December 1976.
3. To fix the Remuneration of the Auditors and to appoint them for the ensuing year.
4. To re-elect Council Members.

M J LONGMORE
Secretary

10.5.1977

MINUTES OF A MEETING OF HERSCHEL EXCO MEMBERS

HELD AT HERSCHEL AT 5.15pm ON MONDAY 2 MAY 1977

PRESENT: Mr E Wilson (Chairman)
Mr J Graham
Mr F Gawith
Mr M Longmore
Mrs M Loggie
Dr E I Silberbauer

APOLOGIES: Mr J Bettison, Mr N Chapman, Mr W Marshall Smith

1. Father Kelly This appointment has unfortunately been an unhappy one and Father Kelly will be leaving at the end of this term. The Headmistress has had discussions with the Archbishop and as yet no replacement has been found.

2. BUILDINGS:

New: The architects have been told that Herschel Road will not be widened but part of the lower old hockey pitch will definitely be sacrificed for the new Claremont by-pass.

Building plans: 30 June - 21 July, we will receive tenders and/or negotiate.

August - building of 8 classrooms commences.

April 1978 - Building of 8 classrooms completed.

Until then no internal work will be done on our old buildings.

Between April 1978 and September 1978 alterations will be done.

Quotes will be called for:-

1. Classroom block only;
 2. Classroom block and alterations to old buildings;
 3. Classroom block and alterations to old buildings plus Lecture Room.
- At present it seems we should be able to afford the classroom block and alterations 1. and 2.

Old: There are leaks at a) the Preparatory School, b) the Senior School Library, and c) the Senior School upper steep.

Mr Cabion has investigated and Leith Roofing called in to quote.

3. Tennis Courts: Quotes have been received from Evergreen, Barnett's and Plasto-Top. Barnett's can produce a two-court complex with intervening low fence for R9644. This quote holds firm for 3 months. All firms can commence work immediately.
4. Fund Raising: The Appeal Follow-On Committee met on 20 April and again on 10 May. Mr Longmore reported that we have about R159,000 cash in altogether, i.e. R15,000 short of our target. A few donations have fallen out but some have come in. The position is not optimistic but not entirely pessimistic.
5. Any other business:
Mr Graham suggested that the Administrative Sub-Committee meet and introduce Mr Gerrit van Zyl before Mr Graham goes away until September.
Advocate Marais has accepted to serve on the Council and Mr Gawith suggested he join his Education Sub-Committee.

An extra bursary involving R25 per term has been granted to a recently widowed parent. This will be reviewed next year with all other bursaries.

The meeting requested an up-to-date list of Members of Council with respective home and office phone numbers to be circulated to all concerned.

Mr Longmore drew attention to the fact that he had promised to act as Treasurer for period of 5 years which terminates this December. He has no intention of extending his office into 1978. Furthermore he felt that the job had become altogether too onerous and that there was room for improved systems, tighter control over finances, particularly where new items were purchased without due consideration and careful budgeting; that more communication was necessary between finance and treasury and generally speaking, the whole thing he handled more thoroughly by someone who had the time and the experience to deal with these matters. The work involved in running the finances of a school of this size was beyond the scope of an Hon. Treasurer and a teaching Headmistress, bearing in mind that we have no vice-principal. Considerable discussion developed, and from the points raised, the suggestion of a part-time business manager was mooted. It is vital that the management responsibilities be taken off the Headmistress's hands. Mr Wilson suggested a special meeting of Exco be called to discuss the possible duties of a business manager and other details.

The next Council Meeting will be held on 7 June at 7.45 pm.

The next Exco Meeting will be held on 1 August at 5.15pm.

There being no further business the meeting adjourned at 6.30 pm.

.....

CHAIRMAN

.....

Date



Herschel
Claremont
Cape

A Meeting of the Herschel Exco Members
will be held at Herschel on Monday 2 May 1977
at 5.15pm

A G E N D A

1. Father Kelly
 2. Buildings: new and old
 3. Tennis Courts
 4. Fund raising
 5. Any other business
-



Herschel
Claremont
Cape

Re m i n d e r

There will be an Exco Meeting
at Herschel School
on Monday 2 May
at 5.15 p.m.

MINUTES OF THE HERSCHEL SCHOOL EXCO MEETING HELD AT

HERSCHEL SCHOOL AT 5.15pm ON MONDAY 4 APRIL 1977

PRESENT: Mr J Bettison (Chairman)
Mr N Chapman
Mrs M Loggie
Dr B Silberbauer
Mr W Marshall Smith
Mr M Longmore

APOLOGIES: Mr R Gawith

Reports of sub-Committees

1. Development: Mr Wilson explained the proposed work in Phase 2 of the Development programme in terms of the architects' model of the project.
2. Finance: Mr N Chapman took the meeting through the preliminary estimates of the above work as supplied by Bernard James and Partners. He stressed that expenditure of R220,000 is the limit to which we can go. This would absorb the balance of the Appeal Money already promised but would not include any additional money from fund raising. R900 worth of promises have been cancelled but largely replaced by new ones.
Priorities: i) New double storey classroom block (8 classrooms) with stairs linking to existing classroom wing and escape stairs.
Approximate cost R135,000
ii) Re-vamping of existing classrooms - approximate cost R31,000.
In our appeal we said we would do this so we must, and luckily this is a very good time to do so. Built in furnishings are covered by the estimates. In the case of those not built in the Headmistress felt we could make do with what we had, eg. old desks, tables, etc.
Timing: Working drawings will be submitted to the City Council on 18 April; completion of bills and quantities on 30 June;
Building commences in August 1977;
Building completed in September 1978.
Tenders: The question of discussing and negotiating with Mr Cabion and for putting in for further tenders was discussed. A cheaper price from another firm may give us less quality in the end. Investigations have been left to the finance committee.
Tennis Courts: Can the two gravel courts be salvaged or swung round or extended if necessary? The Building Committee will discuss all aspects with the Architects.
Furnishing of Arts Block:
Kiln: Mr John Powrie from the Technical College has offered to help us put our pottery on the map. (We are required to have a craft for the Art course.) He will give lessons and indications are that many mothers are interested and this will help offset the cost of the kiln. On his advice the kiln offered by Mrs Champion is too big and should be refused. Recommendation: 2.8 cu ft R690 ex factory and 5 cu ft R380 ex factory. There will be installation costs and a few extras.
Air Conditioner: After much discussion, the meeting decided that we should first try fans in the music rooms to move the air, and shelve the installation of air conditioners for the time being.

3. Administration:

Mr G Van Zyl has accepted the Archbishop's nomination to serve on the Council.

Mr Longmore suggested that our book-keeping system needed looking into. We should investigate buying a simple Olivetti accounting machine and if possible provide Mrs Smith with an office of her own.

4. Public Relations:

There will be a Report back meeting of the follow-on Appeal Committee on 20 April.

Mr Marshall Smith informed us of an intended gift from Caltex of a new ornithological strip film which should be of great interest, and suggested that it be given to Mr P Kohler to promote.

5. Association of Private Schools:

In the absence of Mr Bettison, Mr Wilson went with Mr Mallett and Advocate King to see the Archbishop and then to meet with Mr Meyer, Director General of Education in the Cape (plus 12 of his secretaries, under-secretaries, etc.).

It was a most friendly and worthwhile meeting and many issues as to the current functioning of Private Schools were cleared (eg. do we only admit Anglicans? is the school run by the Church? by what methods do we select and admit pupils? etc.). The meeting lasted 2½ hours and our representatives came away with the feeling that we will be allowed to admit non-whites in the future should we desire to do so. However Mr Meyer and his team will now draw up a minute which will hopefully go through to Cabinet level.

The views of his department were that special consideration should be given to i) academic standard and personal and social suitability of the pupil to the School, and ii) to special categories of students, a) to coloureds returning from overseas and b) Black diplomats.

There being no further business the meeting adjourned at 6.50 pm.

.....
CHAIRMAN

.....
Date.



Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL SCHOOL
COUNCIL WILL BE HELD IN THE LIBRARY AT
HERSCHEL AT 5pm ON MONDAY 4 APRIL 1977

A G E N D A

1. New Buildings
2. Reports from various sub-committees
3. Any other business

* * * * *

MINUTES OF THE EXCO MEETING OF HERSCHEL COUNCIL HELD
IN THE LIBRARY ON MONDAY 7 MARCH 1977 AT 5 p.m.

PRESENT: Mr J Bettison (Chairman)
Mr J Graham
Mr N Chapman
Mrs M Loggie
Dr B I Silberbauer

APOLOGIES: Messrs R Gawith, M Longmore, W Marshall Smith and
B Wilson.

1. Appointment of Sub-Committees.

1. Finance: Mr N Chapman (Chairman)
Mr M Longmore
Mr R Gawith
2. Administration: Mr J Graham (Chairman)
Mr G Van Zyl (to be invited pending confirmation
from Archbishop of appointment to
the Herschel Council)
3. Education: Mr R Gawith (Chairman)
Reverend Ian Eve
Mrs M Philip
4. Development: Mr R K B Wilson (Chairman)
5. Public Relations: Mr W Marshall Smith (Chairman)
Mr P Kohler
Mrs J Te Water Naude

All sub-committees to be encouraged to co-opt others for their expertise and as a feeler for new Council members.

Matters arising from Sub Committees:

1. Finance: To be reported after first meeting. Mr Chapman recommended that on the subject of bursaries, scholarships, etc. we should seek to be as independent as possible from school revenues. There must be educational trusts in the city to feed scholarships etc. Proposal: that we should appropriate the Four Schools Trust money (i.e. about R6000) from General Funds for this fund and try to build on it, going out and looking for any further funds required. This was agreed to.
2. Administration: Mr Graham was interested to find out how the new Chaplain had settled, was coping, and so on. Dr Silberbauer reported that the going had been very hard but he appears to be settling down.
3. Education: Mr Gawith tabled a full report on matters of vital concern to this sub-committee.
Association of Private Schools: Mr Bettison reported that the sub-committee appointed to meet the administrator was Advocate King, Mr A Mallett, and himself. The schools are asking for the right to select pupils on any basis of their choosing. Each school to have control over it's own domain. We should give serious thought to what sort of selection we want at Herschel.

Mr Graham asked if the time was not ripe to introduce a non-white onto our Council. Should we have a non-white Council member before we have non-white pupils? The meeting felt that this might be interpreted by Dr Koornhof as jumping the gun, the timing in this matter being so delicate. Perhaps this is where we should co-opt a non-white onto the educational sub-committee.

4. Development: Drawings for the new classroom block will be ready within the week. The sub-committee requested permission to go ahead and submit them to City Council. This was agreed to. The builder of the Arts Complex has been complimented on the very high building standard achieved. The Committee would like to involve him on the next job and will suggest he submits figures so that we can negotiate finances.

5. Public Relations: There will be a follow-up Appeal Meeting at 8pm on Wednesday 9 March.
The Old Herschel Association has arranged a bridge afternoon in the new complex involving past parents, grannies, O.H.'s and new parents. This is purely public relations, not fund raising, the object being to see the new complex at leisure. This is to be held on Friday, 18 March, at 2 pm.

2. Swimming Bath:

Dr Silberbauer reported trouble with intruders from the park side on several occasions. Mr Bettison contacted Mr Heugh and immediately there was action clearing undergrowth along the fence and the warden was instructed to patrol. A wire fence has been erected from the swimming bath wall to the corner of Herschel Road and Kenmar Crescent which should prevent further intrusion.

3. ARTS BLOCK:

Air Conditioning unit in main music room: This is necessary and Mr Wilson is asked to investigate possibilities with Mr Hockly, paying particular attention to the noise factor. Mr Wilson is asked to report to the Finance Committee.
Glare in the Art Room has improved with dark pinning boards.

4. MAIN HALL:

The skylight and surrounding roof of the foyer to the main hall is giving trouble. The Development Committee are asked to investigate and report recommendations to Finance.

5. Pavements:

We would so enjoy a proper pavement in Kenmar Crescent connecting the Senior and Preparatory schools. Parking bays would also help. Mr Bettison offered to investigate the matter with the local District Engineer.

6. KILN: Dr Silberbauer requested permission to buy a second hand 9cu.ft kiln for about R1,500. The meeting felt that opinions including that of Mrs van Winsen be sought on the advisability of such a large kiln and a report be made before going to the finance committee.

Any other business:

Reverend Kelly's Pension - The Headmistress has received a letter from the Church of the Province suggesting that he retain membership of the Clergy Pension Scheme rather than Herschel School Pension Scheme. This was agreed to.

There being no further business the meeting closed at 6.25 pm.
The next meeting of Exco is at 5.15pm on 4 April.

. (CHAIRMAN) Date



Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL SCHOOL
COUNCIL WILL BE HELD IN THE LIBRARY AT
HERSCHEL AT 5pm ON MONDAY 7 MARCH 1977

A G E N D A

1. Appointment of sub-committees
and matters arising therefrom
 2. Swimming Bath
 3. Arts block
 4. Main Hall
 5. Pavements
 6. Kiln
 7. Any other business
-

May we remind you that subsequent meetings of
Exco will be held on 4 April,
2 May,
1 August, and
3 October, at 5pm.

MINUTES OF THE HERSCHEL COUNCIL MEETING HELD IN THE

LIBRARY AT HERSCHEL AT 7.45 p.m.

ON TUESDAY 8 FEBRUARY 1977

PRESENT:

His Grace the Archbishop of Cape Town
Messrs J Bettison
N Chapman
J Graham
P Kohler
M Longmore
J Mudge
B Wilson
Reverend Ian Eve
Mesdames: M Loggie, J Te Water Naude, M Philip
Dr B I Silberbauer

APOLOGIES:

Professor E Dowdle
Messrs R Gawith and W Marshall Smith.

CONFIRMATION OF MINUTES:

The Minutes of the Council Meeting of 26 November 1976 and Special Meeting of the 14 December 1976 were confirmed by the Meeting and signed by the Chairman.

GENERAL PURPOSES REPORT:

Mr Bettison outlined the report as tabled in the Minutes of the Special Meeting on 13 January 1976. In trying to involve all members of Council in specific activities of sub-committees it seemed that the basic Executive Committee was in danger of becoming unwieldy. After considerable discussion it was decided that Exco should remain consisting of 4 members - Chairman, Deputy Chairman, Treasurer and Secretary plus the chairmen of sub-committees. This was proposed by Reverend Ian Eve and seconded by Mr B Wilson.

To cut down on the members in Exco, Mr Kohler and Mrs Naude moved that "Functions" as a separate Committee be taken out and become a subsidiary of Public Relations, and Herschel Appeal be made a sub-committee of Finance.

The following officers were elected for 1977:-

Exco Chairman.....Mr J Bettison
Deputy Chairman..Mr B Wilson
Treasurer Mr M Longmore
Secretary Mrs M Loggie

Sub-Committees:

1.Finance.....Mr N Chapman
2.Administration...Mr J Graham
3.Education.....Mr R Gawith and Reverend Ian Eve
4.Development.....Mr B Wilson
5.Pulbic Relations.Mr W Marshall Smith

Exco would appoint members of these Sub-Committees and it was agreed that these appointments need not be restricted to Council members.

The Meeting agreed that all officers should be re-elected at the first Council Meeting of the year.

DATE FOR NEXT MEETING OF EXCO:

This meeting will be held on Monday 7 March at 5.15 pm, and thereafter on the first Monday of the following months: April, May, August and October, as specified.

LAND EXCHANGE:

It was generally felt that the time had come to take a decision on this matter, whether to adopt Plan A (involving the Arderne Gardens) or Plan B (building on our own property). After consultation with many authorities it became clear that the City Council is at this stage totally undecided about its plans for the development of Claremont. It seems unlikely that they will ever agree to an exchange of land. Further, Parks and Gardens have refused to agree to any encroachment on their land. It still seems possible that we may lose part of our lower hockey field to the proposed Claremont by-pass.

In the light of this it was unanimously decided to adopt Plan B and that the Architects be asked to proceed with drawings. Reverend Ian Eve proposed a vote of thanks to Mr Bettison and all those involved in establishing these facts.

ARTS COMPLEX:

The Headmistress reported that the building had been uncomfortably hot this last month. It was left to Exco to explore the matter of air conditioning.

MR JACK BORTON:

His Grace the Archbishop moved that a vote of thanks be extended to Mr Borton for his long service to the Council on the occasion of his resignation. Mr Bettison agreed to do this.

HEADMISTRESS'S REPORT:

- a) The Headmistress drew attention to the arrangements for Founder's Day.
- 2) A letter was read from a Rustenburg parent expressing support in the event of our School becoming multi-racial.
- 3) A circular presented by Mr de Lisle to Head's Conference in October, 1976 was given to members of Council to be read and commented on at the next Council Meeting.

FINANCIAL REPORT:

Mr Longmore reported that there would be no figures available until March, the school year having only just begun. The Staff wishes to express their thanks to Council for salary increases. They appear well satisfied. Mr Longmore was pleased to report that arrears in the Appeal follow-up stand at only 3%.

FURTHER BUSINESS:

1. Desegregation of Schools: His Grace the Archbishop briefed Council on steps taken in this matter to date. With Advocate King he went to see the Administrator, Mr Munnik. It was a friendly and useful meeting and Mr Munnik indicated that it may not be impossible for the Provincial Ordinance to be changed to accommodate our needs. The impression he gave was that it was imperative to defuse any excitement over the issue. His Grace felt that so far the confrontation with the R.C. Church had been to our advantage. The Administrator agreed to take the matter to Cabinet which he did with speed. Dr Koornhof then indicated that he would welcome discussion with the churches involved after speaking first to His Grace. The overall impression gained is that the Minister is prepared to help us find a way administratively and within the present framework but without changing the law. It was agreed at a meeting of all the Heads of Peninsula Schools that a team be appointed to meet the Government or Provincial Administration. Advocate King, Mr Bettison, and Mr Mallett agreed to form the team. His Grace urged that speed was of the utmost importance as the pressure mounts.

The Headmistress reported that during the last week she had received applications from non-white parents. His Grace felt that a positive indication of the Council's views on this matter would be of assistance to him in this very delicate negotiation.

The Reverend Ian Eve then proposed the following motion, seconded by Mr Wilson:-

"This Council resolves in principle that race should not be a factor in deciding entry to the School."

Mr Kohler asked whether the parent body should not be kept informed as to the Council's views on this matter.

His Grace felt that this would be unwise at this stage due to the uncertainty of the situation.

2. Nominations for new Council Members:

a) Mr Gerrit Van Zyl, proposed by Mr J Graham and seconded by Mr P Kohler.

b) Advocate Robin Marais, proposed by Mr B Wilson and seconded by Mrs M Philip.

Mr Van Zyl's nomination by Council members was accepted and the Chairman undertook to invite him to join the Council but requested the necessary personal information.

As the second vacancy was to be a representative of the Archbishop and only one name had been suggested, the matter would be considered by His Grace who had not had advance warning regarding this nomination.

3. Mr P Kohler requested a mandate for the Follow-on Appeal Committee to continue as presently constituted. It was agreed that this should be granted.

There being no further business the Meeting closed at 10 p.m.

C. P. Bettman

CHAIRMAN

7th June 1977

Date.

HEADMISTRESS'S REPORT

To be presented at the Meeting of the Council on Tuesday,
8 February 1977, at 7.45 p.m.

STAFF NEWS: New members of staff at the Senior School include Miss Douglas (mathematics and science), and Father Kelly (Chaplain, English, History and Biblical Studies). Part-time members of staff are Miss Barnett (science and biology), Mrs Ryan(Xhosa), and Mrs Lawson (drama).

At the preparatory, Mrs Cragg and Mrs Midlane are taking over the Afrikaans, the latter in a part-time capacity. Mrs R Burnton has resigned since they are moving to Australia in April, and Mrs Midlane will replace her by becoming full-time.

THE ART CENTRE: This complex is now completed and we have moved in midst much excitement. There are 18 pupils in Standard 8 taking Drama for matric, and more pupils than ever before have requested lessons in piano, and other instruments.

The Art section is spacious and very comfortable, and the old Art room is being fully used as a visual-aid room.

Mrs Gillham now has a permanent home for her reading machines and lessons are being held regularly with slow readers.

FOUNDER'S DAY, FRIDAY 11 FEBRUARY 1977: After a Service at St Saviour's Church at 9.30am, His Grace will Bless the new Arts Block after which tea will be served for visitors and pupils, and the senior school will be open for inspection.

SPORT: The first term promises to be a full one with Interhouse and Interschools tennis and swimming contests.

Over Easter, Miss Kable is taking 14 senior girls who show interest in sport, on a walking holiday to Knysna. They will travel in the School Bus and Miss Kable will be joined by other members of staff and their husbands.

The new school year has started well, and the pupil-intake is gratifying.

Actual Numbers for 4th Term 1976

1976	4th Term
Day	Boarders
39	10
32	12
34	18
36	13
32 173	9 62
34	7
30	12
19	3
32	9
37	-
30	1
38	1
22 242	- 33
415	95

Actual numbers for 1st Term 1977

1977	1st Term
Day	Boarders
32	11
34	18
42	13
32	9
36 176	12 63
30	13
24	3
35	7
32	3
28	3
43	1
38	1
46 276	- 31
452	94

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD

AT HERSCHEL IN THE LIBRARY ON

AT 7.45 p. m.

A G E N D A

1. Minutes to be confirmed
Quarterly Meeting held on
Friday 26 November, 1976.
 2. General Purposes Report.
 3. Headmistress's Report.
 4. Financial Report.
 5. Any other business.
-

Present: Messrs C J Pettison - Chairman
N Chapman
J Graham
P Kohler
R K D Wilson
Mesdames J Te Water Naude, M Philip,
Dr P I Silberbauer, Headmistress.

Mr Pettison opened the meeting by congratulating the Headmistress on the excellent Matriculation results.

The meeting was constituted as an enlarged General Purposes Committee. The G P had been asked by Council to make recommendations for the formation of sub-committees and a restructured Executive, and after considerable discussion the following recommendations were formulated:

1. The Executive Committee should consist of Chairman, Deputy Chairman, Treasurer and Secretary, and the chairmen of six sub-committees.
2. The sub-committees should be responsible for the following areas of activity:-
 - a) Finance committee - budget; fees; investment and deployment of development funds; salaries of academic and domestic staff; pensions.
 - b) Administration committee - legal matters; insurance; statistical information; Purses' sub-committee of Association of Private Schools; transport.
 - c) Education committee - staff matters, representation on the Association of Private Schools; JMD and Senior Certificate; scholarships and bursaries; nursery school.
 - d) Development Committee - all buildings; grounds and maintenance.
 - e) Functions Committee - to assist with school events, and help with any functions called for by the Public Relations Committee.
 - f) Public Relations Committee - should be creatively concerned with the image of the school; follow-on of Herschel Appeal.

The full Council, the policy-making instrument, meets four times a year. The Executive should meet once in each of the other months of the year, omitting December and July (i.e. January, March, April, May, August, October) and should receive reports from the chairman of the sub-committees.

The sub-committees should meet as occasion demands, but would probably meet formally at least once a quarter. They should be able to co-opt others who are not members of Council, to help them in any specific activity; it was agreed that this experiment should at least be tried out.

The meeting felt that it was important that the office bearers of the Executive Committee and the chairmen of the sub-committees should feel able to relinquish their responsibilities after a year if they wished to do so, and that each appointment should automatically come up for review at the first meeting of Council every year.

Mr Chapman proposed and Mr Graham seconded that Mr Pettison should continue as Chairman of the Executive Committee and that Mr Wilson should be Deputy Chairman. The meeting were in unanimous agreement and further noted gratefully that Mr Longmore would continue as Treasurer and Mrs Loggie as Secretary.

It remained for Council to consider the sub-committees and their responsibilities and to appoint chairmen and members to serve on them.

There being no further business the meeting closed.

Present: Messrs C J Pettison in the Chair
N Chapman
M Longmore
R K P Wilson
The Reverend Ian Eve
Mesdames, M Loggie,
J Te Water Naude,
M Philip.
Dr T I Silberbauer

Apologies: Messrs J Torton, J Graham, W Marshall Smith, J Mudge,
His Grace the Archbishop of Cape Town.

Mr Pettison took the Chair. Council had met for the particular purpose of reconsidering the granting of sister discounts in view of the fact that thereby, under the present system of discounts, the school would forfeit R10,000 in fees in 1977. Mr Longmore reported that, now that the number of pupils for 1977 was known to be 539 and with the new increased salaries to be paid, he could budget for a surplus of R1,348 for the year without allowing the sister discounts. This was a very small margin.

There had not yet been any formal announcement to parents that the discounts would be granted, but five families were accustomed and expecting to receive them.

Council agreed after much discussion that it must regretfully rescind the previous decision to grant these discounts. Those already receiving the rebate should have a personal letter informing them that the category of award had been changed and asking them to apply therefore to the Council's sub-committee for bursaries, scholarships and allowances, for a continuation of their allowance.

The bursaries sub-committee had, at its first meeting, allocated R8,950 of its budget of R9,250. One Scholarship of R200 and three of R50 each had been decided upon but the recipients had not yet been notified. It was agreed that these would be awarded at the end of 1977 for the first time, and that in the meantime an announcement would be made to the school to the effect that they were to be available. The sub-committee would now work on the basis that they would not exceed R9,700 for 1977 including the allowances to the five families that might re-apply for discounts.

Restructuring of Council

It was agreed by Members that too heavy a weight of responsibility and work rested on a few people, and that difficulties arose for the Headmistress and for the general administration of Herschel affairs if these key people were away or could not be reached. Mr Wilson therefore proposed, and Council unanimously agreed, that several sub-committees should be formed which would spread the load more evenly amongst all Council members. The G P would meet in January before the start of the term to formulate recommendations to Council.

Land Exchange

The Town Clerk, Mr Heugh, had referred Mr Pettison to the City Engineer. He had an appointment to see the Assistant Town Planner.

Follow-on Campaign

Council were pleased to hear of R5000 pledged to Mr J Loggie. Mr Longmore reported that he had sent a special letter to those who were 4 months in arrears, so far without results.

There was no further business except to wish everyone a Happy Christmas.

... + Bill Gorton ...
CHAIRMAN

8-2-1977
Date

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

A SPECIAL MEETING OF THE COUNCIL WILL BE
HELD AT HERSCHEL IN THE LIBRARY AT 5PM ON
WEDNESDAY 15 DECEMBER 1976

A G E N D A

1. Reconsideration of 10% discount for sisters.
2. Information on Follow-On Campaign.
3. Suggestions for opening of Art Centre.
4. Further information if any on Land from
Park area.

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
SCHOOL COUNCIL HELD AT HERSCHEL ON FRIDAY 26 NOVEMBER
1976 at 5 P.M.

Present: Messrs C J Pettison

J Borton
N Chapman
R Gawith
J Graham
P Kohler
M Longmore
W Marshall Smith
J Mudge
R K B Wilson

Prof E B Dowdle

Mesdames J Te Water Naude, M Philip

In Attendance: Dr B I Silberbauer, Headmistress

Apologies: His Grace the Archbishop of Cape Town

Rev Ian Eve

Mrs M Loggie

In the absence of His Grace, who was attending a meeting of Synod in Grahamstown, Mr Pettison took the Chair. The minutes of the quarterly meeting of 10 September, and of the special meeting of 13 October which had been circulated to members were signed as correct.

There was discussion as to the most convenient and effective time for Council meetings to be held and it was agreed that the next meeting should be at 7.45 p.m.

Matters arising out of the Special Meeting of 13 October

Allowances, Bursaries and Scholarships: It was agreed that the sub-committee would meet shortly. Council was dismayed to learn that the allowances for sister discounts would amount to R10,000 for 1977. The decision to grant them had been taken only because the amount involved was thought to be small - not more than R750. If it was not too late to go back on the decision, the matter should be re-considered by the General Purposes Council.

JMB and Senior Certificate: Dr Silberbauer reported some annoyances with the Matric papers, particularly the Maths paper. The private schools were planning to protest to the Joint Matriculation Board, and to write to the Association of Private School for joint action.

With regard to the admission of black pupils to the School, Mr Pettison had not yet been able to effect a meeting for discussion with His Grace as both had been so often out of town. Mr Pettison hoped to arrange a meeting soon.

Matters arising from the minutes of the meeting of 10 September.

Land Exchange: Mr Pettison and Mr Marshall Smith have called on two more of the landowners affected by the proposed exchange, and they have agreed in principle to the exchange. They will now arrange to see Mr G Heugh, the Town Clerk.

New Buildings: Mr Pettison felt reasonably sure that the buildings could be substantially finished by the time of the prize-giving. They would certainly be ready and furnished for next year.

Opening of the Arts Block: It was agreed that the proposed Arts Festival should coincide with Founder's Day, probably on Friday, 11 February, 1977, when the new buildings might be blessed by the

Archbishop and officially opened. There should be another publication of the newsletter to coincide with the re-launching of the Herschel Appeal, which would give notice of the Festival and show what we have achieved so far.

Minibus: This has arrived and is proving very useful indeed.

GENERAL PURPOSES REPORT:

The Committee has not met since the last Council meeting, mainly because Mr Pettison has been out of town so much.

New Classroom Block: It was agreed after discussion that, as in any case no decision to go ahead with the projected block could be taken until the City Council's decision on the land exchange was known, Council could postpone a decision on whether or not to proceed until it was in a better position to judge the economic climate and our collection rate for money from the Appeal. The escalation rate in building costs is presently about 1% per month and if in view of this Council decides in a few months' time to go ahead without yet having collected the money, bridging finance will be needed. Mr Chapman said that in the event of such a decision bridging finance would be available.

Dr Silberbauer said the school could manage next year without extra classrooms, although the differentiated syllabuses required extra staff, and therefore more space in which they could teach. A good staff, which the school had at the moment, would cope with the accommodation available, but she felt strongly that the school must increase staff salaries in order to retain the present members.

FINANCIAL REPORT Mr Longmore's report had been circulated to members. He now explained the position with regard to salary increases. At present the budget allowance for salaries for 1977 is R254 000. If all staff were to be put onto the present Government basic scale, the increase would amount to R41 000. At present new staff members are recruited onto that scale but the invidious position exists that staff with long service are not on it because they would have to be at the ceiling. However, the extra salaries together with the sister discounts would tend to suggest a deficit on next year's budget.

After considerable discussion Council agreed that the key to keeping the attendance figures high was a happy and well-motivated staff. The School had produced a surplus for 1976 and could probably contain the deficit. Mr Chapman proposed that Council should endorse the Headmistress's proposal to put all staff onto the basic Government 1976 scale; Council agreed.

NURSERY SCHOOL: A report had been circulated to members by the Rev Eve concerning the proposal by the Provincial Council of the Cape to pay staff salaries. Council agreed to leave the decision to the Nursery School Management Committee.

HEADMISTRESS'S REPORT. This had been circulated to members.

There was no further business and the meeting closed.

+ Bill Longmore
CHAIRMAN

8. 2. 1977
DATE

HERSCHEL ASSOCIATION

FINANCIAL REPORT

To be presented to the meeting of the Council to be held on Friday 26 November 1976

The results for the 3rd term of 1976 show a surplus of revenue over expenditure of R9765.
The total surplus for the year to date is R26150 made up as follows:

1st term	R 6221
2nd term	10164
3rd term	<u>9765</u>
	<u>R26150</u>

If we produce a surplus of R10,000 in the final term which does not seem unlikely we should end the year with a total surplus of R36150.

This figure represents Boarding Fees for 22 girls in the Standard VI-X for a year at the new rates so that unless we lose that number of pupils in the new year we do have a reasonable margin.

From the figures shown below it is clear that the reason for the surplus does not lie in the containing of overheads which have exceeded budget but in the greater number of pupils which have attended the school, and if attendance does fall off the effect is fairly material.

<u>INCOME</u>	<u>Budget</u>	<u>Actual</u>
Tuition and Boarding	R253875	R265664
Extra Subjects	10500	17438
Registration Fees	750	1242
Rent Nursery School	2250	2000
Lunches	3375	5508
Sundry Revenue	1875	2955
Interest Received	-	<u>3156</u>
	272625	297963
Less Bursaries etc	<u>5250</u>	<u>5153</u>
	<u>R267375</u>	<u>R292810</u>

<u>EXPENDITURE</u>	<u>Budget</u>	<u>Actual</u>
Salaries and wages	180000	190497
Provisions	22500	22547
Domestic Charges	12750	14408
Sports requisites	1125	203
Administration	11250	7449
Class Materials	4500	4449
Pension and UIF	5250	7634
Insurances	1875	2420
Interest Paid	12000	9222
Property Exp	7500	6293
Bad Debts	1500	305
Depreciation	<u>1125</u>	<u>1233</u>
	<u>R261375</u>	<u>R266660</u>
Surplus	<u>6000</u>	<u>26150</u>

The surplus of R26150 should mean that we have generated that much cash and our cash position should be improved. The cash position is complicated by the fact that the Herschel Appeal money has been flowing in since the beginning of the year and the following figures show the source of cash and where it has been spent.

<u>Source</u>	Surplus for 1st 3 terms plus Depreciation (which entails no cash outlay)	R26150 1233
		<u>R27383</u>
	<u>Add</u> Debtors reduced by Four Schools Trust have given us	7486 <u>7725</u>
		<u>R42594</u> <u>R42594</u>

Application:

i) Reducing Creditors	R13235	
ii) " Caltex Loan	211	
iii) " Pan African Loan	250	
iv) Buying Furniture & Equipment	5426	
v) Change in small balances involving amounts to be charged to pupils	<u>1486</u>	<u>R20608</u>
Cash generated from normal operations		21986

Herschel Appeal

Expenses of Appeal paid this year	32103	
Paid on Arts block this year	<u>49882</u>	
	81985	
Cash collected from Appeal	<u>120577</u>	<u>38592</u>
Improvement in Cash position		60578
Made up of -		
Position at 31.12.75 / ^{net} overdraft	R17077	
Position at 30. 9.76 net credit	<u>43501</u>	<u>60578</u>

The net surplus at this stage from Appeal Funds is R38592 but we will probably have to spend another R60000 before we are finished with the Arts block and obviously the Appeal will not be generating enough by the end of the year. Although the appeal will continue to generate cash for the next five years it is clear that until we have collected considerably more we cannot contemplate proceeding with more building operations.

The Appeal total is now R348781-74 plus money raised from the bicycle raffle of R1577-70 and gifts in kind of R1500, making a total of R351859-44.

M. J. LONGMORE

8 November 1976

HILL NURSERY SCHOOL (Council Meeting : 26 November 1976)

To assist those members of the Council appointed recently, some information given last year to the Council is repeated in the initial paragraphs below.

The Hill Nursery School was established in January, 1972 by a decision of the Herschel School Council, in premises owned by Herschel School to which the Hill Nursery School pays rent.

It was established to act primarily as a feeder for the Preparatory School. In accordance with proper Nursery School practice, boys were accepted into the school to give some mixing of the sexes. Initially there was a verbal agreement with the headmaster of W.P.P.S. that the Hill should also be a feeder for his school and W.P.P.S. should support the Hill in whatever way possible. It appears, however, that this arrangement never really got off the ground. But the Hill has remained a mixed sex school, in contrast with, for example, the Nursery School attached to St Cyprian's.

Although established and initially funded by Herschel School the Hill is an autonomous body, with no legal or statutory links with Herschel in its constitution. This autonomy was a condition laid down by the Provincial Department of Education when granting a subsidy for each child in the school, and is a condition laid down by the Department for all such schools.

The Hill is controlled therefore by a Management Committee of which the Herschel School Chaplain has been the usual Chairman. The School and this Committee are governed by the School's Constitution and Rules.

There is, of course, a very close link and much liaison between the Hill and Herschel, with the Headmistress of Herschel being on the Management Committee, and the Committee has been conscious of the purpose of the Hill's foundation.

Last year, the Provincial Council of the Cape passed an Ordinance making it possible for nursery school teachers to be paid by the Province, and a decision about this has lately been made by the Hill Management Committee.

It should be noted that in terms of the Provincial Council's circular 15/1976 the decision as to whether to accept such an offer is the responsibility of the Management Committee of each nursery school and may be made before the start of each year's government financial year. Once the decision is made and communicated to the Department the Management Committee cannot revoke it.

If the Provincial Council's offer is not accepted then the position continues as before, with a subsidy paid for each child in the school. There has been no guarantee however that this subsidy per child will either increase over the years to cope with increasing expenditure in a nursery school or that it will in fact continue indefinitely.

Should a nursery school accept the Provincial Council's offer on the other hand, the Council will appoint two members to the Management Committee of each school therefore ensuring a closer control over the School, and teachers will be appointed and paid by the Department following the usual regulation governing this.

The Provincial Council's offer was considered at length by the Hill's Management Committee last year and at a meeting in March 1976, it was finally minuted that the Committee had decided not to opt for the Council's offer at that time, but "to reconsider at the end of the year, having carefully observed what happens in relation

to other,

to other, similar, schools - bearing in mind that the Committee thinks this move will definitely have to come." (quoted from Minutes of 1.3.1976.)

The Committee has now reconsidered the decision after obtaining information from other schools (Appendix A).

It has decided now to opt for the Provincial Council's offer for the following reasons:

- a) investigations show little interference by the Province in individual nursery schools who have opted into the scheme.
- b) most nursery schools qualified to do so in the Province have opted for the scheme.
- c) No guarantees have been given by the Province that the subsidy system will indefinitely continue nor that the subsidy will ever increase.
- d) Recent Provincial regulations for the control of nursery schools apply both to subsidised and teacher-paid schools, i.e. he who pays the piper is calling the tune, however the payment is made.
- e) Teachers salaries are much the greatest expense at present in the school budget (see appendix B). As they increase to keep roughly in line with government salaries so the fees increase (12½% from the beginning of 1977).
- f) Herschel School has established its own pre-school classes to ensure entrants for the Preparatory School and no longer looks to the Nursery School as a prerequisite feeder.
- g) Such pre-selection of later Herschel entrants as may be attempted in considering nursery school entrants, is, in any case, not permissible even at present, because the nursery school is subsidised by the government and could, if brought to the Province's notice, lead to a withdrawal of the subsidy.
- h) No more independence in the future appears likely for the 'subsidised-child' school than for the teacher-paid school except for the two government appointees on the Management Committee, and for the Hill this would have meant accepting responsibility for almost R14000 in teachers salaries in 1977, without any real benefit of independence.

It was in the light of the above, therefore, that the Committee's decision was made at its meeting on November 8th, 1976.

The Committee believes it would be courteous however to receive the views of the Herschel Council about its decision before communicating with the Provincial Council, being conscious of the fact that it was of Herschel that the Hill was hewn and of the close concern and interest the Herschel Council has shown since the Hill's foundation.

The Committee therefore kindly requests the Herschel Council to communicate its views to the Chairman of the Management Committee as soon as possible after the Council's next meeting.

Reverend Ian Eve

CHAIRMAN

Management Committee, The Hill Nursery School.

Attached: Appendices A and B.

One copy of the Annual Financial Statement 1975 for Chairman of Council.

APPENDIX A

The following is a report on how Nursery Schools in the Cape Province have reacted to being under the Department of Education.

Schools that applied for the Government Grant at the beginning of 1976 received their first increased teacher's pay from the Department on the 1st October 1976. The comments from people that I contacted at three Nursery Schools were therefore only after one month of being under the Department's new system.

My daughter at the Walmer Nursery School, Port Elizabeth, who has had three years experience as a Nursery School teacher, found that as far as this school was concerned, they had had no direct interference from the Department. They were complying with the Department's regulations which state that the children have to have Religious instruction, which they have not done before. This entails reading Bible Stories each day. Preference has to be given to children applying for admittance to the Nursery School, who will be attending Primary School the following year. As most children spend two years at Nursery School they did not see this as being a problem. All teachers were delighted with the increase in salaries.

Mrs Nancy Clark, principal of the Kildare Nursery School, was very happy with the new system and said that like any Government school, preference would be given to un-married teachers and that all vacancies had to be Gazetted as from next year and that teachers must be bilingual. The Department had said they would have a representative on the Nursery School Committee, but as yet nobody had attended any meetings.

Mr Sainsbury, Chairman of the Lee Nursery School, could only sing the praises of the new system. His staff were happy and the school was financially far better off and they were able to spend more on improving the school and on buying new equipment.

According to the Nursery School Association, 75 schools had applied and had been accepted for this new scheme, out of a possible 130 Nursery Schools in the Cape Province. This means that certain schools did not apply for various reasons; some being that the schools did not comply with Government regulations as far as adequate space etc was concerned, and others, like the Hill, felt they would rather wait and see just what this 'take-over' did in fact involve.

Mrs B Breiley
Committee Member
The Hill Management Committee.

APPENDIX B

The Hill's Financial Position on the basis of the Present Provincial Subsidy.

	EXPECTED	ESTIMATED
<u>PAYMENT</u>	<u>1976</u>	<u>1977</u>
Petty Cash	975	1000
Salaries and Wages	11620	13920
Rent	3000	3000
Milk	350	350
Bank charges	90	100
Classroom materials	50	150
Cleaning and repairs	240	300
Stationary	125	100
Telephone	140	140
Insurance	100	100
Garden	20	30
Extras	55	80
	<u>R16765</u>	<u>R19270</u>
<u>Receipts:</u>		
Fees	12672	14256
Government Subsidy	<u>5600</u>	<u>5600</u>
	<u>R18272</u>	<u>R19856</u>

NOTE:

- a) Number of children in 1976 and 1977 = 66
(the maximum permissible with the premises)
- b) Fees will increase from R48 in 1976 to
R54 in 1977.
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HERSCHEL ASSOCIATION

HEADMISTRESS'S REPORT

To be presented to the Meeting of the Council on Friday
26 November 1976.

Staff News

Two members of staff will be leaving at the end of this year. Mr. Thomas (science and mathematics) returns to the UK and Mrs. Bester (Afrikaans at the preparatory) has resigned. Replacements for both these posts have been found - Miss J. Douglas (science and mathematics) and Mrs. P. Cragg (Afrikaans at the preparatory). At the beginning of the fourth term Mrs Popham Smith asked for unpaid leave. Some months ago she fell and injured her arm and hand, resulting in surgery. She is visiting a sister in Rhodesia but feels that she will be unable to return to teach next year. Mrs Popham Smith has been at Herschel for 23 years. We plan to say an official goodbye on her return from Salisbury.

Miss A Harman has been appointed a fulltime member of the music staff and replaces not only Mrs P. Smith but also Mrs Vera Hickson who was until this term part-time music teacher at the preparatory school.

The Reverend and Mrs Eric Kelly arrive by sea on 13 January and we look forward to welcoming them. Mrs M. Philip has been helping to find accommodation for them but as yet has not managed to find a suitable flat. She will no doubt have something to report to Council at this meeting.

Next year it will be necessary to have three standard 8 classes - two academic and one small practical group. Other classes are too crowded for satisfactory laboratory work and the Biology groups in standards 8, 9 and 10 are being redivided into sets as is already done for mathematics. This division has been pending for several years and necessitates the appointment of a part-time Biology and Science teacher - Miss P. Barnett. She is an old Herschelian who has just completed her Honours at Rhodes and is currently studying for a Master's degree.

Chess will be introduced in Standard 6 next year by Mrs. S. Ryan. Drama and Biblical Studies are being studied in Standard 8 as matriculation subjects as from 1977.

Matriculation

The matriculation examinations have begun and so far the papers have been fair. We do not expect good results this year as not all matriculants have worked consistently throughout the year. Teaching to the new differentiated syllabuses has been difficult and at times confusing for staff.

Other News:

School Bus A fine new 15 seater school bus has been acquired and is being regularly used.

On the sportsfield we have been active and five preparatory girls were chosen to represent Western Province in the Interprovincial Schools Swimming Tournament in Bloemfontein.

Arts Block We look forward to moving into the Arts Block over the Amas holidays. We hope it will be completed by the builders' holidays.

modation at Senior School: Although the new Arts wing will provide ideal teaching conditions in the Music, Art and Drama the Senior School still lacks accomodation and space. Noise emanating from the swimming bath now firmly enclosed by the science and Art wings, is most disturbing. The typewriting room, although well equipped, is too small. Mrs. Gillham needs a room for carrying out her speed-reading classes and for day to day remedial help which she at present conducts in my diningroom. The classrooms remain congested and the office accomodation is inadequate for efficient administration. Staff at the Senior School are working under difficulties and to me it is obvious that because of these conditions they are severely strained. The pupils lack space for movement in the classroom situation and the safe storage of books is becoming a problem. Serious thought will have to be given to improving the above facilities.

Numbers:

A list of pupils who are leaving at the end of the year is attached to this report together with the reasons, as far as they are known to me. As Council members will see from our Actual and Estimated numbers the situation for 1977 still remains reasonably healthy, and if no other pupils are withdrawn, we should have gained a further 20 pupils by the beginning of 1977.

Actual Numbers for 4th Term 1976

1976	4th Term	
Day	Boarders	
39	10	Std 10
32	12	9
34	18	8
36	13	7
32 173	9	6
34	7	5
30	12	4
19	3	3
32	9	2
37	-	1 r
30	1	Sub A
38	1	B
22 242	-	PrePrép
415	95	

510

Estimated Numbers for 1st Term 1977

1977	1st Term
Day	Boarders
34	10
32	19
40	12
31	9
37 174	13
28	63
23	12
34	2
31	8
28	2
40	2
36	1
45 265	1
439	0
	28
	91

530

In Memoriam:

I regret to report the sudden death, due to a heart attack, of a standard 6 pupil, Sandra Wingfield. The school has been much affected by Sandra's death which occurred in the midst of the celebrations held on the matric's last day. The matric luncheon was however held and all girls were notified of the tragedy at the end of the day.

May I take this opportunity of thanking the Council for their help and support throughout this busy year of Fund-raising.
A happy Christmas and a more prosperous New Year to all!

B I SILBERBAUER

17 November 1976

<u>Preprep:</u>	F MacGillivray - Returning to Johannesburg	
	D Smith - Financial	
	C Sparks - Financial	
	S. Waldrick - Financial	
	A Whitefield - moving to Micklefield	5
<u>Sub A:</u>	T Cruse - moving to Stellenbosch	1
<u>Sub B:</u>	C Dixon - Financial	
	L Groves - Financial	
	C Holliday - moving away	
	T Sparks - Financial	
	H Thornton - financial	5
<u>Std I:</u>	A Cruse - moving to Stellenbosch	
	S Groves - Financial	
	L Holliday - moving away	
	I and " Louw - financial	
	B MacGillivray - returning to Jhb	
	T v d Spuy - financial	7
<u>Std II:</u>	L Aronson - moving to Canada	
	K McCulloch - transferred to Canada	
	D Thornton - financial	3
<u>Std III:</u>	S Rees-Jones - transferred to Durban	1
<u>Std IV:</u>	G Aronson - emigrating to Canada	
	S Nel - transferred to Jhb	
	J Thornton - financial	
	C Tomlinson - returning to UK	4
<u>Std V:</u>	C Davies - to Westerford	
	S Lanfear - to Westerford	
	p Oliver - to Springfield	
	c. v.d. Merwe - returning to Worcester	
	B Yesh - to Jhb	5
<u>Std VI:</u>	B Brockman - financial	
	H Tomlinson - financial	
	H Knight - going to UK	
	A v d Merwe - returning to Worcester	4
<u>Std VII:</u>	S Emary - to DSG to be with twin brother	
	K Gramsch - returned to Europe	
	S Nel - transferred to Jhb	
	J v d Merwe - returned to Worcester	4
<u>Std VIII:</u>	M Herweg - financial	
	L Nel - back to UK	
	H Mackay - leaving school	
	D Meintjies - because of riots parents want her at home	
	C Park - financial	in Stellenbosch
	C Peden - financial.	6

THE ENGLISH CHURCH SCHOOLS ASSOCIATION

HERSCHEL

CLAREMONT 7700

THE QUARTERLY MEETING OF THE COUNCIL WILL BE
HELD AT HERSCHEL IN THE LIBRARY AT 5PM ON
FRIDAY 26 NOVEMBER 1976

A G E N D A

1. Minutes to be confirmed
Quarterly Meeting held on
10 September 1976
2. General Purposes Report
3. Headmistress' Report
4. Financial Report
5. Any other business
I) Nursery School Business.

MINUTES OF A SPECIAL MEETING OF THE HERSCHEL SCHOOL
COUNCIL HELD AT HERSCHEL ON WEDNESDAY 13 OCTOBER 1976
at 7.45 p.m.

PRESENT: Messrs C J Battison
J Borton
M Chapman
J Graham
P Kohler
J Mudge
P K B Wilson
Rev Ian Evans
Prof E B Dowdle
Mesdames M Loggie
M Philip
J Te Water Naude

In Attendance: Dr B I Silberbauer (Headmistress)

Mr Battison conveyed apologies from His Grace the Archbishop and in his absence took the Chair. Apologies were noted also from Mr P Gawith, Mr M Longmore, and Mr W Marshall Smith.

Minutes of the quarterly meeting of 10 September had been circulated to members and were signed as a correct record.

Matters arising from the Minutes: The General Purposes Committee had agreed to buy a 15-seater bus, but this had not yet arrived.

A letter had been sent out by the Headmistress to notify parents of the increase in fees. Dr Silberbauer told Council that of the 39 children whose parents had given notice that they were leaving at the end of the year, ten were leaving for financial reasons, and these were mostly in the Preparatory School. She had spoken to the Heads of other Conference schools, and they all reported that their schools were losing children for financial reasons. Nevertheless, Herschel has bookings for 1977 for 25 pupils more than at present, including 5 boys for a year into Sub B, from Monterey.

Concern was expressed that parents might now have reached a ceiling of what they could pay and the school might find itself losing more pupils suddenly and without due notice. Mr Chapman suggested that parents would accept a 10% increase because it was in effect no increase, being less than the current rate of inflation, as long as the school continued to offer excellence; but he urged that extras on the account should be limited as much as possible. It was agreed that the G P would look seriously at this matter and minimise the load where feasible.

Allowances, Bursaries and Scholarships Mr Gawith had presented a report to members, and this was discussed in detail.

Scholarships: It was agreed in principle that there was a need for the school to offer scholarships and that these should be of differing values to serve different purposes.

1. The major scholarship should be at the entrance to the Senior School, for R400 per annum, subject to continued good work.
2. At the end of Standard 7, a scholarship for R200 per annum should be awarded.
3. A further sum of R150 per annum should be made available, to be awarded in small amounts of perhas R50 each as prizes in specific subjects - to be decided later.

Allowances: It was agreed that a limit of R3000 per annum should be budgeted for allowances, and the children of clergy should get preference over the children of teachers at other private schools.

Applications for allowances and bursaries must disclose particulars of the applicants' financial position, and the awards should be reviewed each year.

A sub-committee should be appointed, as recommended by Mr Gawith, to help the Headmistress in allocating funds for allowances and for bursaries. They should call on the Headmistress for her advice but she should not be held responsible for the decisions.

The committee was elected, consisting of Mr Gawith as Chairman, with Mr Chapman and Mrs Philip.

Bursaries: It was agreed that R3500 per annum should be made available for bursaries, and it was suggested that, subject to the discretion of the committee, a child should have been at Herschel for at least a year before she became eligible for a bursary.

Sister discounts: Mr Kohler persuaded Council that, though the sum of money involved was not large, these discounts had a real incentive value for parents. It was agreed to retain the 10% discount on tuition fees for second and subsequent daughters while all were at school together. This discount should be automatic for everyone to whom it applied, without their having to ask for it.

*Cancelled
next
meeting*

According to the decisions taken, the budget suggested for bursaries, allowances and scholarships would be as follows:-

Allowances	R3000 per annum
Bursaries	3500
Scholarships	2000
	600
	150
Sister discounts	750
	<u>R10000 per annum</u>

It would be some years, however, before the School would be committed to the full total.

Council expressed its thanks to Mr Gawith for his hard work and his lucid exposition of the factors involved.

Joint Matriculation Board vs Cape Senior Certificate

The question has once again arisen whether our pupils are not placed at a disadvantage with regard to acceptance into selective faculties at the universities by their having to write the JMB examination: and whether or not the School should change to writing the Cape Senior Certificate.

Mr Bettison reported on a memorandum from the Association of Private Schools. This stated that the JMB system of moderating the results to an average performance each year raised the standard unnaturally, and the memorandum requested a national and unified system of examination and university entrance. The Minister for Education had replied that the Government was unwilling to remove the vested rights of the provinces to organize their own education policies.

Dr Silberbauer explained to Council the intricacies of the examination system and the different examinations written by the separate race groups, the provinces and the private schools within the provinces. With differentiated education (whereby subjects may be written on a higher or a standard grade) which was introduced in Natal and Transvaal in 1972, and the Cape and all private schools in 1973, the syllabuses for white schools have all become broadly the same. The difference lies mainly in interpretation and depth of study. Cape pupils write Matric under the new system for the first time this year, and Dr Silberbauer reported that heads of private schools at the recent H M Conference had generally felt that no decision to change to Senior Certificate should be taken until these examinations had been observed.

Professor Dowdle tabled a report on his investigation into the relative merits of the two examinations. He explained to Council that he had been unable to elicit satisfactory figures from educationists on which to base a comparison between the 'degrees of difficulty'. It was clear, however, that the universities regarded the examinations as comparable; it was also clear that they had done little to anticipate any problems of selection of students that might arise from the differentiated system.

Notwithstanding Dr Koornhof's statement, there was a possibility that the JMB would either become the sole examining body for matriculation, or it would withdraw in favour of the Provincial Education Departments.

Mr Bettison thanked Dr Silberbauer and Professor Dowdle for their investigations and reports. Council agreed that they could not at this stage make any recommendations for change, and that they must discuss the situation again after this year's examinations.

Other Matters:

Mr Bettison informed Council that His Grace had written to Dr Silberbauer at the end of last term, requesting that she approach Council to ask that they should renew their mandate to him to approach the authorities publicly for permission to accept black children as pupils.

There was considerable discussion. It was clear that Council unanimously endorsed the view that black children should be admitted to the school, but were not in agreement as to the best method of achieving this or whether it was appropriate to push the matter now. It was agreed that Mr Bettison should meet His Grace and convey this to him.

In this connection Dr Silberbauer reported that Sandra Sampson, a black child from Paarl, had been refused permission by the Department of Interior to enter Standard VI at Herschel as a boarder. Dr Silberbauer and Mrs Sampson had both had letters from the authorities to the effect that the application had been turned down.

There was no further business and the meeting closed.



26th Nov. 1976

