

COUNCIL CALENDAR 1979

18 January	:	COUNCIL MEETING	- 8pm (Election of office bearers for the year.)
9 February	:	Founder's Day	- 9.30am Service at St Saviour's.
22 February	:	<u>Exco Meeting</u>	- 5.15 pm
15 March	:	<u>Special Council Meeting</u>	- 8.00 pm
19 April	:	<u>Exco Meeting</u>	- 8 pm
17 May	:	<u>Exco Meeting</u>	- 5.15 pm
14 June	:	COUNCIL MEETING	- 8 pm and ANNUAL GENERAL MEETING
26 July	:	<u>Exco Meeting</u>	- 5.15 pm
23 August	:	<u>Exco Meeting</u>	- 8 pm
13 September	:	COUNCIL MEETING	- 8 pm
25 October	:	<u>Exco Meeting</u>	- 5.15 pm
22 November	:	COUNCIL MEETING	- 5.15 pm and Cocktail Party
5 December	:	Prize Giving and Carol Service.	

HERSCHEL COUNCIL MEMBERS

The Most Reverend B B Burnett, Archbishop of Cape Town, Bishops court, Claremont, 7700.	71-2531 Home: 69-5726 Work: 53-1274
Mr R K B Wilson, 8 Woodlands Road, Rondebosch 7700	Home: 74-3377 Work: 71-7158
Mr C J Bettison, P O Box 3622, Cape Town 8000	Home: 65-5976 Work: 22-4721
Mr T N Chapman, Temple Chambers, 4 Wale Street, Cape Town 8000	Home: 61-8787 Work: 61-8171
Reverend Ian Eve, St Saviour's Rectory, Bowwood Road, Claremont 7700	Home: 71-2300 Work: 43-5226
R L Gawith, Bergendal, Lincoln Drive, Bishops court (POBox 4854 Cape Town 8000) 7700	Home: 77-8030 Work: 77-8030
Mr Jesse Graham, Claver House, Gloucester Avenue, Bishops court 7700	Home: 74-1557
Mrs J Heywood, P O Box 117, Constantia, 7848	Home: 61-8474 Work: 44-1155
Mr P Kohler, 52 Bowwood Road, Claremont 7700	Home: 71-7285 86-5103
Mrs M Loggie, 14 Shirley Road, Claremont 7700	Home: 77-7517 Work: 71-7033
Mr M J Longmore, Birse Lodge, 19 Highwick Avenue, Claremont 7700	Home: 71-7658 Work: 22-8830
Advocate R M Marais, Chambers, 40 Queen Victoria Street, Cape Town 8001	Home: 77-6477
Mr W Marshall Smith, Drenagh, 4 Melbourne Road, Kenilworth 7700	Home: 02252/70
Mr J E Mudge, Chiltern Farm, Elgin 7180	Home: 69-5878
Mr G J van Zyl, 45 Palmboom Road, Newlands 7700	Home: 61-9346
Mrs J Te Water Naude, 11 Thelma Road, Claremont 7700	Home: 69-1955
Mr B Hoffman, Long Cottage, Newlands Ave, Newlands 7700	Home: 61-9346
Mr Q Snyders, 37 Bunting Rd, Bunting, 7700	Home: 61-9346

HERSCHEL

CLAREMONT

THE QUARTERLY MEETING OF THE COUNCIL WILL BE HELD
AT HERSCHEL IN THE LIBRARY AT 8.00 P M ON
THURSDAY 18 JANUARY 1979

A G E N D A

1. Apologies.
2. Welcome to Miss P Geldard.
3. Minutes to be confirmed of Quarterly Meeting held on 23 November 1978.
4. Election of office bearers for the year.
5. Headmistress's Report.
6. Progress of Building Alterations.
7. Founder's Day 9 February.
8. State of Herschel Appeal.
9. Any other business.

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL

COUNCIL HELD AT HERSCHEL ON THURSDAY 18 JANUARY 1979

at 8 p.m.

PRESENT: Messrs R K B Wilson - Chairman

C J Pettison

M J Longmore

R Gawith

P Kohler

N Chapman

P Marais

G J van Zyl

J Mudge

Rev Ian Eve

Mesdames M Loggie

J te Water Naude

In Attendance: Miss P Geldard

Mr L C Saxby

APOLOGIES: His Grace the Archbishop

Mr J Graham

Mr W Marshall Smith

Mrs J Heywood

1. Minutes of the Quarterly Meeting held on 23 November 1979
were confirmed.
2. The Headmistress was welcomed to the School by the Chairman,
as was Mr L C Saxby who had been appointed Business Manager.
3. Election of Office Bearers:

Resolved - Chairman: Mr R K B Wilson

Deputy Chairman - Mr N Chapman

Secretary/Treasurer - Mr L C Saxby

Mr Wilson agreed to his re-election for a further period of one year only. Mr Longmore had resigned as Treasurer but would remain on the Council.

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

Resolved - a) A part-time Divinity teacher should be appointed.

b) The building of a new Science Block was not possible at present.

c) Mr Saxby should attend the Course for Bursars at the Graduate School of Business. Mrs Smith also to attend if possible.

d) Mr Saxby would submit the cost of additional teaching staff to replace staff on leave, and when other members of staff will be eligible for long leave, to the next meeting. Council would then decide whether three members can be allowed to take long leave in 1979 and in 1980 instead of two.

e) Founder's Day, due to the condition of the School as a result of the building in progress, should be confined to the usual Church Service followed by tea on the lawn this year. His Grace the Archbishop will be unable to attend.

5. Planning Committee:

Resolved: The Headmistress, Mrs Loggie, Mrs Heywood, Mr Kohler and Mr Charman (Chairman), form a committee to assess the present situation at the School with particular regard to Council, Exco and Sub-Committees. Committee to report to Exco meeting on 22 February with suggested terms of reference and to Special Council meeting on 15 March. Chairmen of all sub-committees to attend Exco meeting on 22 February.

6. Alterations to Meetings:

Resolved: a) Exco meeting of 29 March be cancelled.
b) A Special Meeting of the Council would be held at 8pm on 15 March.

7. Joint Matriculation Board:

Resolved: A special meeting would be called to discuss the question of the JMB syllabus. A paper giving information on the subject would have to be prepared to assist the meeting in its deliberations.

8. Report on Appeal:

Mr Longmore reported that the reconciled grand total now stood at R361 129-33 of which R243 975 - 70 had been received. The Council expressed their appreciation of all the work done by Mr Longmore.

9. Security of Audio Visual Equipment:

Resolved: A cupboard in which to lock up the equipment should be supplied. Mr Saxby would arrange insurance.

10. Air Conditioning in Music Rooms:

Resolved: Mr Mudge to investigate ventilation in the music practice rooms and to arrange to instal a fan extractor in the music room. An air conditioner would not be suitable.

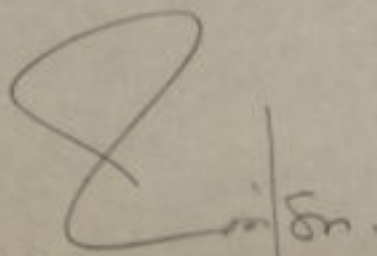
11. Signing Powers - Barclays Bank:

Resolved: Miss Geldard and Mr Saxby were authorised to sign on behalf of the school. Dr Silberbauer's authority to be cancelled.

12. Trustee Four Schools Trust:

Resolved: Mr Longmore be nominated to represent Herschel as Trustee on Four Schools Trust in place of Mr J Borton.

The Meeting closed at 10.15 p.m.



19.4.79.

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

.....
Date

HEADMISTRESS'S REPORT to be presented to the School Council
on Thursday, 18 January, 1979 at 8 pm.

Matriculation Results

My first day at School coincided with the arrival of the 1978 JMB examination results; a happy beginning in view of the excitement in the air as staff, parents or girls telephoned or came to the School to see how everyone had fared. A copy of the full list of symbols is included with my report and I draw your attention to the following items:-

Total entered: 49

Pass (with Matriculation exemption): 42

Pass (with School leaving Certificate): 6

Fail : 1 (A Flisher)

A Aggregates: 2 (K Ketelbey, C Pikholtz)

Subject distinctions: English - T Braun

J Coombe

Mathematics - J Coombe

K Ketelbey

Biology - T Braun

K Corder

K Ketelbey

I Maier

C Pikholtz

Physical Science - K Ketelbey

Latin - N Dauncey

I Maier

Home Economics + B Blake

Afrikaans + C Pikholtz

Supplementary examinations: Alison Flisher has been granted permission to write Supplementary examinations in Biology and Typing in March. We hope she will be successful then.

Numbers for 1979: The enrolment for the first term is as follows:-

	<u>Day</u>	<u>Boarders</u>	<u>Total</u>
Std X	31	15	46
IX	32	10	42
VIII	35	16	51
VII	45	20	65
VI	28 171	7 68	35 239
V	31	7	38
IV	34	4	38
III	29	7	36
II	42	3	45
I	39	3	42
Sub B	42	3	45
A	29	1	30
Prepre	37 283	- 28	37 311
	<u>454</u>	<u>96</u>	<u>550</u>

Apart from the Pre-prep and Sub A pupils, there are 57 girls who are new to Herschel. These include 15 Coloured, Indian or African pupils.

STAFF

The office staff, Mrs Smith, Mrs Hartman and Mrs Alves have been back at work since Monday 8 January, and I am grateful to them and to Mr Rigby for the friendly welcome and excellent help they have given me in these first two weeks. At the weekend we welcomed back Mrs Nezar and the other House mistresses, and on Tuesday the teaching staff for our first official staff meetings of the year (i.e. at both the Prep and the Senior Schools).

For your interest I include here the names of those teachers responsible for each of the subjects on the school curriculum in the Senior School:-

English: Mrs S Gillham (Vice-Principal), Miss E Aitchison,
Mrs C Meinert (Librarian), Miss Geldard.
Afrikaans: Mrs B Louw, Mrs M Crowther.
Biology: Miss P Barnett, Mrs J Marr.
Mathematics: Mrs T Banfield, Mrs G Cheadle.
Physical Science: Mrs N Rauch.
General Science: Mrs D Beames.
Home Economics: Mrs M Kemlo.
Typing: Mrs V Gilbertson.
Art: Mrs M Montgomery, Mrs L Gower.
Drama: Mrs D McClurg (extra mural drama - Mrs M Saffrey).
History: Mrs E Stockwell.
Latin: Mrs A Thompson.
Geography: Mrs M Westgate.
Xhosa: Miss S Magona (part-time).
French: Mrs B McCormick, Mrs F Webb (part-time).
Physical Education: Miss L Kable, Mrs S Hudson (part-time).
Music: Miss C Sweet and ten assistant teachers in the Music Department of both schools.

In the preparatory School the teachers responsible for each of the classes are as follows:-

Std 5: Mrs P Brown (Senior Mistress), Mrs M Bray.
Std 4: Mrs M Cowling, Miss C Cohen.
Std 3: Mrs M Pryde, Mrs P Hanekom.
Std 2: Mrs V Timoney, Mrs B Robb.
Std 1: Mrs C Olivier, Mrs G Crossan.
Sub B: Mrs M Davies, Mrs J Spiro.
Sub A: Mrs C Beck, Mrs H Ball.
Afrikaans: Mrs A Midlane.
Phys Ed: Mrs V Gray.
Preprep: Mrs A Langenegger, Mrs J Cobern.

Financial administrator

To our new financial administrator, Mr Saxby, I extend my welcome and my best wishes for happiness in his work at Herschel. I feel sure he will be a source of strength to all involved in the School administration. The W.P. Committee of the Private Schools' Association, has arranged a five-day course to be held on 20-24 February for Principals, Bursars, and Business Managers, and I should like to recommend that Mr Saxby and if possible Mrs Smith, represent us at this course.

Appointment of a Part-time Divinity-teacher

I should like to appoint a person qualified to teach Divinity to take over the Std 6-9 classes - a total of eight periods or five hours per week, with possible additional responsibility for the Christian Union. At present, the Chaplain, Rev Ian Eve, teaches the Matriculation class while the other classes are taken by a variety of teachers not particularly qualified in this field. I feel we need more purposeful direction here so that we do not overlook religious studies while providing specialist teachers for all the other subjects on the curriculum.

Long Leave

Dr Silberbauer asked me to raise the question of long leave for staff for 1980 at this meeting. Since staff were informed last year of the Council's decision to grant long leave under certain conditions, there have been applications from eight members of staff. Leave has already been granted for 1979 to Mrs Timoney and Mrs McCormick. The other applications are from:

Mrs E Stockwell
Mrs N Rauch
Miss C Sweet
Mrs P Brown
Mrs M Cowling
Mrs M Bray.

In order to cope with the present back-log, as it were, and to be fair to those who have given many years of loyal service, I should be grateful if Council would consider allowing three, instead of two, teachers to take leave in these first two years, after which we would be able to revert to the suggested maximum of two.

Building

Work on the extension of the Hall and the proposed tunnel under the Dining Room, seems to be proceeding according to schedule. Mrs Gillham has asked me to raise the question of the additional science room which was requested for the Science Department. It is hoped that this can be included in the present programme of work.

Bursaries

Rosemary Brink, who was awarded a Bursary for 1979, is not returning as a pupil this year. A request has been made for a Bursary for C Tedder in Std 4.

Founder's Day

The Founder's Day Service will be held in St Saviour's Church on Friday 9 February at 9.30 am. Perhaps Council members would care to make suggestions about what we should arrange for the rest of that morning.

Conclusion

In closing I wish to thank you for the trust you have placed in me in appointing me to the position of Headmistress and the support and friendly encouragement you have already given me. I look forward to my work and sincerely hope I shall not disappoint you. I also wish to express my gratitude to Dr Silberbauer for her valuable guidance and advice and the many hours and days she devoted to helping me become acquainted with Herschel life.

Signed: P A GELDARD
Headmistress

January 1979

MATRICULATION RESULTS 1978

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NAME	ENGLISH	MATHS H.G.	MATHS S.G.	BIOL H.G.	BIOL S.G.	PHYSc H.G.	PHYSc S.G.	FRENCH	LATIN	ART	GEOG	HISTORY	MUSIC	HOME EC.	AFRIKAANS	GERMAN	TYPING	AGG	PASS
LSOP J	E	D		D		C	E	E							C			D	M
KER C	D		D	E					D		D				D			D	M
KE B	C			B								E		A	D		B	C	M
MA L	E			E							E			D	D		D	D	M
LUN T	A		D	A				B				C			B			B	M
MBE J	A	A				B		C				D			C			B	M
DER K	C	C		A					D		B				D			B	M
NFORTH C	E				E					D	F=				C		C	E ₁	SL
											(E.S.G.)								
ZENS J	D		E	E							E				D		B	D	M
NCEY N	C	C		B		C			A						C			B	M
MOND L	C			E						D		F=		D	D			D	M
											(E.SG)								
EY J	D	E		D						D	D				C			C	M
KITT B	D		D	D							E		E		C			D	M
SHER A	E				G							G=		E	E		G	F	F
												(F.SG)							
DENHOYS V	D		E	D					E			E			C			D	M
NT ML	E		F	E							E				D		C	E	M
T V	D		D	D						D		E			D			D ₁	M
TSUIKER G	E			D						D	D			C	C			C	M
KSON N	B	D		D				D							C	C		C	M
TICE S	C		D	C						B	C				D			C	M
ELBEY K	C	A		A		A		B							C			A	M
SEN M	C	B		B		C			B						B			B	M
SON F	B			D				D		D		E			C			C	M
ER Y	C	B		A		B			A						B			B	M
ION S	D			D					D			E		B	E			C	M
CALFE A	B		D	D				C			D				C			C	M
JELL E	E		B	C							D				D		D	D	M
LS S	D		G	F=						C	D				D			D	SL
					(E.SG)														
LIN I	D		F		E			E				G=			D			E	SL
												(F.SG)							
J	C	D		C				E			D						C	C	M
NER A	C	E		E				E				F=			C			D	M
												(E.SG)							
R P	C		B	E								E			D		C	D	M
C	D			E						D		E			E		C	D	M
N C	F		D					D		C	D				C			C	M
R L	E		D	F=							E				D		B	E ₁	SL
					(E.SG)														
OLZ C	B	B		A		B									A	B		A	M
H G	D		D	E							F=		C		B			D	M
											(E.SG)								
IDT N	C		E	E						D	D				C			D	M
T E	B		C	C					B			D			C			B	M
H P-A	C		E	C					B	D		D			D			C	M
L C	C	C		C		C		C							E			C	M
OR B	B		F	E				D				D			C			D	M
E S	D		D	C				D			B				B			C	M
SEN C	D	G=		F=				E							B			D	SL
		(F.SG)		(E.SG)															
P	E		F	G=						E	G=				D			E	SL
				(F.SG)							(F.SG)								
VEN L	C		F	D						C		D			B			C	M
VEN M	D		B	C						D	C				D			C	M
EP V	B	D		B				B				D			C			B	M
SMITH Y	D		E	E								E			D			C	M

MINUTES OF THE EXCO MEETING
OF THE 22ND FEBRUARY, 1979.

PRESENT: Miss Geldard
Mr. Chapman
Mr. Marshall-Smith
Mr. Gawith
Mr. Wilson

APOLOGIES: Mr. Bettison
Mr. Saxby

1. A letter received from the Tech's Swimming Club asking for the use of the School swimming bath between 4,30 p.m. and 7,30 p.m. each day was tabled. The Chairman is to reply to this letter, stating that this is not possible.

2. Audio-Visual Equipment:

It was reported that the go-ahead had been given for the builders to carry out minor building work which would then provide lock-up facilities for the audio-visual equipment.

3. Music Rooms:

The Headmistress reported that Miss Sweet had indicated that she wished to have two of the larger practice rooms sound-proofed and to have some form of forced ventilation provided. If this were done her problems would be overcome.

Mr. Bettison to be asked to look into this and to assess the feasibility and cost of complying with this request. Mr. Bettison also to advise whether sound-proofing was originally specified and whether it had been omitted on the grounds of economy.

4. Air Conditioning to Music Rooms:

The Chairman reported that Mr. Mudge and the Architects had the matter in hand, and that it had been estimated that the total cost would be + R800,00. The Chairman had instructed Mr. Mudge to proceed as this sum of money had been voted at an Exco meeting in mid 1978.

5. Building Progress:

In the absence of Mr. Bettison, no report was possible. It appears, however, that progress is good and the Architects have intimated that by the end of the first term a completion date would be known.

6. Report of Sub-Committee under Mr. Chapman:

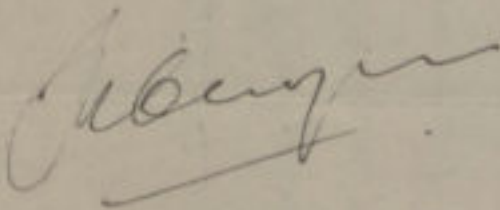
A comprehensive initial report was submitted (this is attached) and Exco was asked to agree a mandate for this Sub-Committee. It was agreed that a mandate be given to the Sub-Committee to proceed in terms of the report as summarised under items 1 - 7 on page 2 of the report. Mr. Chapman was then asked to action all facets of the report with a view to putting their recommendations before the Council. It was agreed that this be done at a special Council meeting to be held on the 19th April at 8,00 p.m.

2.

7. A general vote of thanks to Mr. Chapman and his Committee was moved.
8. There being no further business, the meeting closed at 6,45 p.m.
9. The date of the next Exco meeting will be the 15th March, 1978 at 8,00 p.m. at Herschel.


R.K.B. WILSON.

RKBW/zst
23.2.79



FROM THE SUB-COMMITTEE APPOINTED TO CONSIDER THE SCHOOL IN REGARD TO
THE PRESENT POSITION AND THE NEXT FEW YEARS.

The sub-committee met on 8th February 1979.

Present:
Miss P. Geldard
Mrs Jeanne Heywood
Mr Patrick Kohler
Mr Neal Chapman

Apologies: Mrs Mary Loggie

The sub-committee proposed that the following information be gathered in order to assess the present situation of Herschel:-

- | | <u>Information to be provided by:</u> |
|---|---------------------------------------|
| 1) A report on any inadequacy in present facilities, including inter alia the following:- | |
| (a) Classrooms, halls, lecture rooms, buildings generally. | |
| (b) Equipment in classrooms, laboratories, etc. | |
| (c) Sporting equipment | Miss Geldard and her staff |
| 2) The school's financial position, including long term liabilities, borrowing facilities, cash flow - presented in order to show capital account as well as current finances. | The Finance Committee |
| 3) The composition of girls by form and by subject. | Miss Geldard |
| 4) Activities being offered in addition to school subjects and the extent to which these activities are supported and the extent to which the school can cater for participation. | Miss Geldard |
| 5) An analysis of salaries being paid to our present staff in such a form as to compare our members of staff with the salary that would be paid if government scales were being applied. This information to indicate years of experience and years of service with the school. | Mr Saxby |
| 6) An analysis of the benefits, leave arrangements, pension arrangements, medical aid and privileges given to the staff at Herschel and compared with the situation in the government schools. | Mr Gawith |

- 7) An assessment of the advantages and disadvantages flowing from the fact that the school writes the Joint Matriculation Board Examinations and a paper arguing the merits or demerits of moving over to the Cape Senior Certificate Examinations. This paper will also comment on the way in which a decision either way would be put across to parents.

Mrs Heywood and Miss Geldard

- 8) An analysis of the need to define the authority vested in the Headmistress and in turn Mr Saxby in regard to matters such as hiring and firing of staff, incidental purchasing, together with a recommendation of authority wanted.

Miss Geldard and Mr Saxby

- 9) An analysis of the staffing position in regard to administrative staff, cleaning staff.

Mr Saxby

Future position:-

The committee suggests that its mandate should be to firstly analyse the findings in regard to the present position as outlined above, and then to make its recommendations to Council on the following matters:-

- 1) What changes are sought in regard to the remuneration of teaching staff.
- 2) What changes are recommended in regard to benefits and conditions of service.
- 3) A statement or expression of views as to the priority given to divinity, social responsibility and character building at the school.
- 4) A recommendation as to whether we stay with the Joint Matriculation Board or move to the Cape Senior Certificate.
- 5) Comment, if any, on the range of extramural activities which the school proposes to offer in the future.
- 6) What action is still required in terms of facilities.
- 7) An assessment of the impact of all the above matters on the school's finances.


CHAIRMAN

9th February, 1979



No QUORUM

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Herschel
Claremont
Cape
8 March 1979

Present. Giveth, Marshall Smith
Goldard, Barclay

AN EXCO MEETING OF THE HERSCHEL
~~SCHOOL~~ COUNCIL WILL BE HELD AT
HERSCHEL ON THURSDAY 15 MARCH 1979
AT 8 P M

AGENDA

1. Apologies.
2. Minutes to be confirmed of Exco Meeting held on 22 February.
3. Matters arising.
4. Standing Committee's Reports.
5. Reports from Sub-committees.
6. Report on Bursar's Course.
7. Any other business.

A MEETING OF THE HERSCHEL SCHOOL COUNCIL WILL BE
HELD AT HERSCHEL ON THURSDAY 19 APRIL 1979
AT 8.00 P.M.

A G E N D A

1. Apologies.
2. Minutes of Council Meeting held on 18 January to be confirmed.
3. Matters arising.
4. Headmistress's Report.
5. Financial Report.
6. Sub-committees' Reports.
7. Any other business.

* * *

MINUTES OF A SPECIAL MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON THURSDAY 19 April 1979
at 8 p.m.

PRESENT: Mr Wilson - Chairman
 Mr Bettison
 Mr Chapman
 Rev. Eys
 Mr Gawith
 Mrs Heywood
 Mr Kohler
 Mrs Loggie
 Mr Longmore
 Mr Marais
 Mr Marshall Smith
 Miss Geldard
 Mr Saxby

APOLOGY: Mr van Zyl

MINUTES

Minutes of the Council Meeting held on 18 January 1979 were approved.

1. RESIGNATIONS

The resignations of Mrs te Water Naude and Mr Graham were accepted with regret. The Council expressed its appreciation of Mr Graham for his many years of invaluable service and of Mrs te Water Naude for the willing assistance she had given at all times. The Chairman would be writing to thank them.

He requested that recommendations for their replacements be submitted.

2. SUB-COMMITTEE'S REPORT

This was considered at considerable length and the following decisions were made:

- a. The financial position for 1979 was possibly not as serious as at first thought in that R7000 more was received in 1978 from sources other than "fees" than was anticipated in the budget. It was hoped this would happen again in 1979.

The amount outstanding on the buildings would be received in due course from the Herschel appeal.

It was rumoured that the Government would assist private schools financially in the very near future. The Chairman would check this.

In the meantime, planning for the future of the School would continue without taking any possible subsidy into account.

The possibility of obtaining loans at a lower rate of interest than that at present being paid should be investigated by the Finance committee.

Mr Longmore agreed to approach the Four Schools Trust with a view to obtaining a loan of up to R100 000 for two years.

- b. Examinations The sub-committee were not in a position to make any decision at this time and recommended delaying any such decision until the end of the year, by which time further information should be available, particularly from the University of Cape Town.

In the meantime the question of whether a change should be made from Joint Matriculation Board to Senior Certificate should not be discussed in public.

- c. Boarding facilities were inadequate and the School has had to refuse applications from boarders due to overcrowding. The possibility of taking over the Hill Nursery School to cater for more boarders should be considered. The building and finance committees would study the feasibility and evaluate the improvement in school revenues and report back. It was felt that if the Hill were to be taken over at least 18 months notice would have to be given.

- d. Teaching at Herschel was of a high standard in spite of not paying salaries in accordance with the Government scale. The private schools attracted teachers who found it difficult to obtain employment in Government schools, or who preferred the working conditions of the private schools. The Government scale makes no provision for merit nor does it take into account the difference in the supply and demand position for certain classes of teachers. In some cases, teachers who had given long service to the School were being paid less than the Government scale, while the salaries of certain new members of staff were comparable with the Government scale. A School salary scale would have to be drawn up as anomalies occur with the present system and these do from time to time cause ill feeling. In the meantime, the Headmistress was given authority to make certain limited adjustments to the salaries of the Senior School full-time teaching staff where necessary, to iron out these anomalies. Any increase would not exceed the Government scale less 10%. One Biology teacher was leaving at the end of the second term and she would not be replaced. This would result in an amount of R2800 being saved.

- e. Endowment fund A special committee should be set up to ensure collection of outstanding pledges and to contact business houses and major trusts for donations to set up a trust. Mr Chapman, Mr Gawith and Mr Wilson to look further into this.

- f. Meeting of sub-committee and finance committee should be arranged as soon as possible after the audited accounts for 1978, and the first term accounts for 1979 are available. This meeting to consider the financial position of the School to enable the sub-committee to make further progress in the future planning of the School.

3. FINANCE

Financial reports for the year 1978, and of the financial position for 1979 were presented.

It was resolved that:-

- a. The Registration fees should be increased to R20 per pupil with immediate effect.
- b. Mr Saxby be authorised to arrange overdraft facilities up to R125 000 at Barclays Bank, on condition no commitment fee was required.

Mr Gawith asked that a directive should be given as to the maximum amount the School should be allowed to borrow. He also emphasized the danger of a breakeven budget.

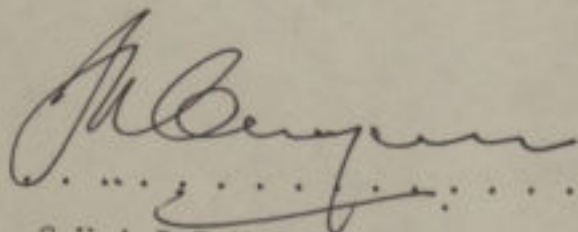
4. HEADMISTRESS'S REPORT

This was not discussed.
The School and, in particular, the Afrikaans teachers and pupils, were to be congratulated on being awarded the F S Malan Trophy for the best overall results in the 1978 Hoër Taalbond Examination.

5. HERSCHEL APPEAL

The report to the 4 April was presented.

The meeting closed at 11.15 p.m.


.....
CHAIRMAN

.....
Date

17

STATE OF THE APPEAL

Name of Campaign HERSCHEL APPEAL

State of Appeal as at 4th. APRIL 1979

	<u>No. of Gifts</u>	<u>Amount</u>
<u>RECONCILED GRAND TOTAL FROM</u> <u>STATEMENT OF 17/1/79</u> (date)	549	361 129.33

GROSS LISTING Sheet No/s _____

	549	\$ 361 129.33
--	-----	---------------

RECONCILIATION

	<u>Increases</u>	<u>Decreases</u>		
Statement No. <u>15</u>	<u>300</u>	<u>450</u>	2	150.00
NETT INCREASE/DECREASE				
<u>RECONCILED GRAND TOTAL</u>				<u>\$ 360 979.33</u>

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As at last statement <u>17 / 1 / 79</u>	\$ 243 976.70
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Since last statement	\$ 6 287.00
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TOTAL	<u>\$ 250 263.70</u>
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YEARS DONORS

	1 Payment	2 Payments	3 Payments	4 Payments	5 Payments	Totals
Number of years in years	March '79	Apr. - Feb '79				
Value of gifts in years	\$ 2055	\$ 3510	\$	\$	\$	\$

PROGRESS LISTING SUMMARY SHEET

NAME OF CAMPAIGN: HERSCHEL APPEAL.

DATE: 4th. APRIL 1979.

PROSPECT AREA	PROGRESS LISTING SHEET NO.	NO. OF CARDS	AMOUNT	NO. OF SINGLE GIFTS: 270
PAST PUPILS				AMOUNT:
				69 856.00
	TOTAL:			
	B/FORWARD:	30 426.37		
	TOTAL:	30 426.37		30 426.37
PARENTS				
	TOTAL:			
	B/FORWARD:	208 554.66		
	TOTAL:	208 554.66		208.554.66
PAST PARENTS AND FRIENDS				
	TOTAL:			
	B/FORWARD:	100 157.10		
	TOTAL:	100 157.10		100 157.10
BUSINESS HOUSES				
	TOTAL:			
	B/FORWARD:	37 927.70		
	TOTAL:	37 927.70		37 927.70
NUMBER OF GIFTS:		GRAND TOTAL TO DATE:		377 065.83

PROGRESS LISTING RECONCILIATION SHEET

File

19

4/4/79

NOTE: This sheet only shows alterations to gift sizes received
SINCE the last Reconciliation was prepared.

DONOR'S NAME	ORIGINAL GIFT - 5 Year Total	INCREASE ON Original Gift	DECREASE ON Original Gift
Mrs G.N.Krone	750		450
B. Stuttaford		300	
<u>TOTALS:-</u>		R 300	R 450

NFRC-6810

Donor's Name	Original Gift	Increment on Original Gift	Decrease on Original Gift	Total	Program Total
Arthur Lowel	720		720	720	720
J W Bailey	250		250		
S. L. Dixon	250		250		
E. H. Rowe					
A. Low	250		250		
A. G. Symonds	25		25		
H. D. Herweg	100		100		
S. W. Sparks	100		100	975	1695
James Hanou	100		100		
James E. Francis	840		760	860	2555
Dr Baker	1800		1800		
P. E. Holliday	500		500		
C. L. Hicks	20		20		
Mrs J. E. Boney	1500		900		
J. M. Aronson	1000		800		
D. W. Whitefield	250		200		
Mrs. G. B. Benge	50		50		
P. A. Pannell	300		240		
C. Stokes	300		300	4810	7365
C. H. F. McCulloch	125		100	100	7465
P. W. L. L. L.	100		80	80	7545
James Young Thompson	300		400		
Mrs L. Harbo	120		96		
Dr. C. M. Webster	100		100		
Prof. M. H. Hibbs	60		48		
James E. Savage	300		210		
James E. Hillbay	250		200	1054	8599
H. H. Foster	200		200		
J. G. Egan	2100		1675		
J. Milner	500		400		
V. Smith	500		350	2625	11.224

No	Donor's Name	Original	Increment	Rebate	Total	Proper Total
		Gift	Gift	Gift		
9	D. N. Patwardi	1000		500		
	K. Yreskall	25		20		
10	G. de Lange	200	100		420	11.64
	Dr. Mrs. N. L. Penler	300		205	205	11.84
11	Mrs. T. E. Barnett	100		60		
	D. N. Patwardi	500		200	260	12.10
12	Mrs. P. Yage	500		312.50		12.421
13	Miss P. Brownlie	50		40		
	Mrs. S. Campbell	500		500		
	Mrs. J. A. Deen	1000		1000		
	Mrs. J. R. Farley	125		100		
	Mrs. R. H. Handley	100		100		
	Mrs. J. Lufthouse	25		25		
	Mrs. A. Maud	100		80		
	Mrs. J. A. Manning	300		300		
	See Farley, Farley	300		200		
	Mrs. Mrs. A. C. Tilman	120		120		
	Mrs. R. B. Stutland	500		300	2765	15,186.5
14	Mrs. Mrs. N. A. Tadder	1000		750	750	15,936.5
15	Mrs. Mrs. N. A. Tadder	750		450		16,386.5
15	Mrs. Mrs. R. B. Stutland		300			16,086.5

FINANCIAL REPORT FOR THE YEAR ENDED 31ST DECEMBER, 1978.

The attached Income and Expenditure Account for 1978 is not audited and there will be some alterations when the final accounts are produced, though the surplus of R27 235 should not vary that much. The figures given are those of the 1978 Budget, followed by 1978 Actual and 1977 Actual.

INCOME AND EXPENSES

It will be noted that Tuition and Boarding Fees, Extra Subject Fees and Sunday Revenue make up the difference between the budget and actual surplus.

However, the expected Interest Received of R4 100 did not materialise, as our short term investments had to be realised early in the year. This helped to keep our overdraft to a reasonable figure and reduced the Interest Payable from the budget figure of R25 700 to R19 832, compensating for the reduced Interest Received.

Salaries showed a slight variation. This increase occurred during the last term of 1978 when a number of bonuses were paid, as well as a gratuity of R3 500.

Property and maintenance proved high during the year and a schedule is enclosed detailing the larger items of expenditure. Certain of these expenses must be expected in view of the age of some of the buildings and the condition of the swimming bath. Painting will always be a major expense as the white walls of the buildings in particular will require constant maintenance. However, the amount spent on reconditioning desks and replacing carpeting should assume more realistic proportions in the future.

CAPITAL EXPENDITURE

A schedule of capital expenditure, together with a list of the major items of furniture and equipment, is attached. The cost of the Arts Block, New Classrooms and Alterations to the Hall during the year was R137 934, the tennis court R5 917 and alterations to the office R594. The other item is furniture and equipment R12 960 which includes R4 718 for desks and chairs.

FUNDING OF CAPITAL EXPENDITURE

The surplus of R27 235 is very satisfactory, but you do not have to be reminded that it is essential to have a surplus each year to generate cash to pay for capital items. As well as this surplus we received R43 500 from the Appeal, and our short term investments realised R51 500. At the same time our overdraft increased to R77 000 by the end of December.

I presume the understanding was that the Appeal would realise enough to pay for the new buildings and I note a Minute of a meeting in July 1978 that states :-

Phase I	New Arts Block - Completed cost	approx.	R150 000
Phase II	8 New Classrooms, Parking area, Layout under Ilex tree, etc. - Almost completed..	approx.	R167 000
		c/f	<u>R317 000</u>

Brought forward			R317 000
Phase III	Extensions to Hall would cost	37 000	
	Development of Tunnel would cost	<u>15 000</u>	52 000
			R369 000

However the cost of the new buildings is as follows :-

Phase I	Completed		R151 254
Phase II	Completed		R146 216
Phase III	Under construction		R70 000
			R409 470

I am assured that there definitely are no further accounts payable in as far as Phases I and II are concerned.

Assuming there are no further defaulting pledges, the Appeal will contribute a total of R320 000, leaving R90 000 to be funded elsewhere

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LS/5.4.79.

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31ST DECEMBER, 1978.

<u>INCOME</u>	<u>Budget</u>	<u>Actual</u>	<u>1977</u>
Tuition and Boarding fees	424 800	436 822	400 039
Extra subjects	28 000	32 039	28 917
Registration fees	1 400	1 195	1 589
Lunches	7 000	7 221	6 953
Rent - Nursery school	3 600	3 600	3 300
Interest received	4 100	534	3 950
Sundry revenue	4 000	6 547	3 657
	R472 900	R487 958	R448 415

<u>EXPENSES</u>			
Salaries - Academic	230 500	236 278	211 979
Salaries - Extra and special sub- jects	19 000	19 414	21 439
Salaries - Non academic	41 850	43 031	40 306
Wages	26 300	24 061	22 133
	317 650	322 784	295 857
Pensions and U.I.F.	13 000	12 952	12 335
Provisions	35 000	33 520	32 277
Domestic Charges	26 000	25 666	25 529
Sports requisites	750	512	179
Property expenses	10 000	12 114	10 749
Administration	18 000	18 713	17 921
Interest	25 700	19 832	17 434
Depreciation	11 250	11 100	10 295
Insurances	3 000	2 753	2 824
Bad debts	1 000	464	1 430
Motor vehicle expenses	400	313	351
Miscellaneous	2 000	-	-
Surplus for the year	9 150	27 235	21 234
	R472 900	R487 958	R448 415

Plants		217,21
Plumbing - Repairs Cistern - Sick Bay ...	52,00	932,72
- Repairs Showers Boarding House	100,00	
- Alterations - Art Room sink ..	126,18	
- Repairs - Prep Roof	51,50	
- Fixing tanks outside new Arts		
Block for Toilets	558,00	
- Sundry Repairs	<u>45,04</u>	
Tiling - Boarding House		81,17
Swimming Bath - Chemicals	924,32	1 641,32
- Repairs	<u>717,00</u>	
Carpentry		927,64
Mowers - Repairs		149,75
Desk Repairs - Polishing and Sanding		1 992,92
Levelling Field		96,00
Paint		788,40
Fertiliser		128,35
Sundry Grounds Expenses		168,30
Repairs - Boiler		55,80
Venetian Blinds - Prep		297,97
Water		884,27
Felling trees		80,00
Rates		167,73
Recovering Dining room chairs		141,60
Specific Services		432,58
Roofing Repairs	924,87	1 656,37
	280,25	
	<u>451,25</u>	
Squash court door		145,60
Plaques		218,40
Sundry Electrical Spares and Repairs		147,00
Sundry expenses		763,30
		R12 114,40

CAPITAL EXPENDITURE DURING 1978.

Arts Block	R15 958
New Classrooms	117 855
Hall	4 121
Tennis Courts	5 917
Alterations to Office	594
Furniture and Equipment	12 960

R157 405

MAJOR FURNITURE AND EQUIPMENT

6 Umpire Chairs	324
52 Desks - New Matric Room	1 771
4 Vacuum cleaners	844
50 Chairs and Desks	1 998
Lockers	540
18 Chairs - Library	388
1 Agility mat	307
12 Projector Screens	790
6 Wall heaters	247
1 Calculator	130
1 Control Gear - Pottery kiln	253
2 Public address system	223
2 3M Overhead Projectors	494
24 Cassette Recorders	811
2 Micro projectors	438
French and German tapes	885
20 Desks	561
1 T.V. at Prep.	551

R11 555

HERSCHELMeeting of School CouncilThursday 19 April 1979HEADMISTRESS'S REPORT

The first term of the year seemed a happy one for both staff and girls, as a pleasant spirit of co-operation and cheerfulness prevailed. Although we shall be very glad to have the School Hall in operation again, we have in fact enjoyed our open-air Assemblies in the Arena - perhaps because of the perfect weather and also perhaps because of the slightly less formal and more intimate atmosphere provided.

The School Calendar will have given you some idea of school activities during these last few months.

Sport: Tennis matches were played every week with seven teams (4 senior and 3 Under 15) participating, a total of 42 girls plus reserves (in addition, of course, to the Prep School teams). Our 1st team regrettably had a most unsuccessful season but other teams fared better and the Under 15 strength offers more promise of success in the future!

In the swimming we were more successful. At both the Senior and the Junior Inter-Schools' Galas, Herschel gained 3rd place. It was gratifying to see both the obvious keenness of the team swimmers themselves and the strong support given to the team by the rest of the School who came to watch. Not only did Herschel have the greatest number of spectators at the Senior gala but they showed the keenest school spirit. (But perhaps I am biased!)

Drama: Mrs Saffery's open-air production of George Bernard Shaw's "Back to Methuselah" met with a good response from the audiences and certainly the girls involved, either in acting or in backstage work, gained a great deal from the experience.

Church: We have been, as a School, to St Saviour's Church on two occasions so far this year - on Founder's Day, and more recently on the Thursday of Passion Week when Rev. Eve led us in a special Easter service. The School Choir sang on both occasions and has also sung at two weddings of Old Herschelians so far this year. The Chapel - out of use during the first quarter - is once again open and we are delighted to be able to use it again for the boarders' Tuesday and Thursday evening services and for the Communion services on Friday mornings.

Sociological Club: In the present term we are to hear talks on different careers in many of the meetings. Last term a varied programme was arranged - for example a Woodwind Instrument concert, a film on the S P C A, a lecture of 'The Merchant of Venice' and a talk on American education. These meetings are held during the school day (in the last two periods on Wednesday afternoons) and are attended by all girls in stds 8 - 10. I am grateful to Mrs McCormick for the work she does in arranging them. They certainly seem to me to form a most valuable part of the School's overall educational programme.

Field expeditions, etc: These include the all-day excursion to Tulbagh to visit the Twee Jonge Gezellen farm; several sketching expeditions for Matric Art pupils; a Std 6 visit to a carpet factory; a visit to Parliament by Senior History pupils; an outing to the St James beach by Matric Biologists (and, on another occasion, by the Kindergarten); a Standard Five outing to the Malay quarter in Cape Town; and a Mountain Club excursion to the Hex River area. The Std 8 Geography class are looking forward to going on the Boland Trail next week-end.

Theatre: Parties of girls have been taken to see ballet at the Nico Malan Theatre ("Sleeping Beauty" and "Don Quixote") and to the following theatrical productions: "Antigone" (Libertas Theatre, Stellenbosch), "The Merchant of Venice" (Maynardville), "Pride and Prejudice" (St Cyprian's), "Death of a Salesman", "Murder at the Vicarage", "The Merry Widow", "Die Wonderwerk", "Kinkels Kinnie Kabel", (all at the Nico Malan Theatre), and "The Chalk Garden" (Pinelands).

Other Societies: Meetings of the Debating Society, the History Society, the Christian Union and the Social Responsibility Club are being held regularly. A Chess Club has just been formed.

Term Marks and Examinations: Examinations will be held this term for everyone except the youngest classes at the Prep. The Mark Reading at the end of the first term was based on all the work so far covered - including tests, essays, project work, practical exercises, oral and practical work, etc. Detailed written comments made by subject teachers at this time helped me form a clearer idea of the progress being made by individual classes or girls than I previously had, and I think the time I spent with each class in commenting on their marks was valuable.

Taalbond Examinations: We were delighted to receive the F.S. Malan Trophy for the best overall results in the 1978 Hoër Taalbond examination and gratified by the publicity this won for the School in the Press and on the radio.

Staff

As a newcomer, I wish to record how impressed I have been by the calibre of both teaching and administrative staff, and the fine sense of dedication so many of them show. Of the teachers who joined our staff this year, I feel Mrs Crowther (Afrikaans) and Mrs Peames (General Science) are excellent, Mrs Hanekom (Std 3) and Mrs McClurg (Drama) certainly very competent, and Mrs Cheadle (Maths) and Miss Aitchison (English) good though perhaps lacking the sort of confidence that comes with more experience.

Miss Barnett (Biology) has given notice of her resignation as from the end of the present term. With some re-organisation of the time-table and doubling up of classes, it will be possible for our existing staff to take over her work for the 3rd and 4th quarters, so I shall not need to replace her with an additional member of staff this year.

Staff Continued

At the Prep School, in place of Mrs Timoney (Std 2) who is away on long leave this term, we have Mrs Ebel who will continue with us as from July on a permanent basis in place of Mrs Crossan. Mrs King (who was our Sub A teacher for the first six months of 1978) will be coming in place of Mrs Spiro as from July.

Enrolment

The enrolment figures for the second quarter are as follows:

Senior School

	<u>Day</u>	<u>Boarders</u>	<u>Total</u>
Std X	31	15	46
IX	31	11	42
VIII	36	15	51
VII	45	20	65
VI	28	7	35

Total: 171 68 239

1st Term

Total: 172 67 239

3rd Term

Total: 169 68 237

(One Std 8 and one Std 9 are returning to England with their parents.)

Preparatory School

	<u>Day</u>	<u>Boarders</u>	<u>Total</u>
Std V	32	7	39
IV	34	4	38
III	29	7	36
II	40	3	43
I	39	3	39
Sub B	43	3	46
A	27	1	28
Preprep	36	-	36

Total: 280 28 308

1st Term

Total: 282 28 310

3rd Term

Total: 279 28 307

Present overall

TOTAL for 2nd
Quarter, 1979: 451 96 547

Of some considerable concern to me has been the fact that we have had recently to turn away several prospective pupils who wish to enter the school as boarders, because of the fact that our boarding house is filled to capacity.

I am of the opinion that the demand for boarding facilities (especially for weekly boarders) is likely to increase, and I feel this Council ought perhaps to consider for the future, turning the present Nursery School classrooms back to dormitories as they used to be.

School Grounds

I feel some attention needs to be given to our oak trees most of which ~~seem~~ to be quite strongly affected by the disease at present attacking the oaks in the Peninsula.

I should also appreciate some thought being given as to how best to use the area immediately below the new classroom block.

P. A. Geldard

P A GELDARD
HEADMISTRESS

April 1979

THE LONG-TERM OBJECTIVES

The sub-committee sought to express a general view of the school and its goals as a background to its consideration of detail in examining the next few years. We ask the Council to first examine this statement of philosophy with some care for it is important that there be agreement on it as it governs the thinking and priorities.

Herschel seeks excellence in the education it provides and would measure its excellence against the following criteria:-

- 1) Character-building and preparedness for life is evidence of awareness of social responsibility, awareness of God, awareness of the broader issues embodied in words like ethics, morals and decency.
- 2) That the education we give equips girls for the career paths and higher education they seek.
- 3) Teachers and the girls are proud of Herschel, its traditions, its achievements and its sparkle.

The committee proposes that focus now moves away from providing facilities and towards education in the fullest sense of the word.

REPORT FROM SUB-COMMITTEE ON FORWARD PLANNING

The Committee comprises the Headmistress, Miss P. Geldard,
Mrs Jeanne Heywood,
Mrs Mary Loggie,
Mr Patrick Kohler and
Mr Neal Chapman

The committee is indebted to those involved in assembling information, and in particular to Mr Saxby, the Finance Committee and Mr Gawith.

Our findings are given in the ensuing pages and members of Council will observe that in certain areas further discussion or consideration is required before the road ahead can be charted. It is the committee's view that the Council must now focus its attention on excellence of education, hence quality and morale of the teaching staff, now that most of the needs in respect of facilities, e.g. buildings and equipment, have been met.

In order to achieve this it would seem important that the remuneration of our teachers should be put right in terms of Government scales and therefore ways and means of finding the finance that this will take, must be found. It would seem that whilst the Council has in good faith believed that we were drawing steadily closer to Government scales at Herschel, anomalies have crept in over a period of years, resulting in certain of our long service staff being at a disadvantage when compared both with some of the newer teachers and with the Government scales. An analysis of the problem follows later in the report.

Considerable research and discussion has been concerned with the important issue of the matric syllabus and as this matter could well be regarded as one most crucial decision to be taken, we deal with it first.

JOINT MATRICULATION BOARD or SENIOR CERTIFICATE

Mrs Heywood and Miss Geldard formed a sub-committee of the sub-committee to consider this issue and their findings are summarised as follows.

There would seem to be very little difference in the syllabi followed by the JMB and the Senior Certificate. Apart from the fact that the set-works will obviously differ, this means in effect that there will be very little change felt by teachers, children and parents should we decide to move from the JMB to the Senior Certificate. The difference between the two would seem to lie in the degree of difficulty of the examination papers themselves. The inference is that it may be easier to score high marks in the Senior Certificate than in the JMB. The suggestion is therefore put tentatively forward that our girls might find it less difficult to gain acceptance into university were we to switch over to the Senior Certificate than at present.

These are highly controversial statements however and are therefore put to Council in the strictest possible confidence as this sub-committee would not want to be responsible for raising an unnecessary storm should these views become known outside the Council.

The sub-committee is sharply alive to some of the side-issues that could result from the school changing from the JMB. It would be preferable for example if brother and sister schools moved at the same time as the possibility of one family having a son at Bishops doing JMB and a daughter at Herschel doing the Senior Certificate is a real, and serious, problem. We would not want undue postulations as to the reason for the change-over leading to wrong conclusions.

A round robin of teachers on a switch to Senior Certificate revealed that two-thirds would be favourably disposed to a change-over, that one or two expressed strong views against the change, and one or two expressed strong views in favour of the change.

The Headmistress considers that no more than six months notice need be given and possibly as little as one term. Crucial to the success of a change-over would be the manner in which it is conveyed to parents and children.

As one of the prime objectives of the school is its ability to prepare the children for university and to make it possible for them to gain acceptance into university, it is deemed wise to establish as clearly as possible the university's criteria which will determine a candidate's acceptance or rejection by its various faculties.

The sub-committee therefore recommends that the decision be delayed until such time as this information can be obtained from the University of Cape Town. It is known, confidentially, that the University Long-Range Planning Team is re-examining its philosophy in respect of these criteria. It is hoped that the necessary information can be obtained towards the end of this year.

In summary, therefore, the sub-committee suggests a delay in this decision until the end of 1979, but is indicating that the facts at this stage suggest that we make the change.

In the background of its considerations were the following ancillary thoughts:-

Our Headmistress should be given one full year on the JMB before any change be announced to obviate the possibility that the change will be seen to be connected with the change in Headmistress. Miss Geldard is more familiar with the Senior Certificate than with the JMB and we would not want it felt that this influenced the school's decision.

Secondly, it could be, but may not necessarily be true, that the Education Department would more readily consider subsidies for a private school on the Senior Certificate than on the JMB.

Thirdly, the large number of people involved in setting and marking the Senior Certificate papers results in a broader spread of judgement than is sometimes the case with the JMB.

Fourthly, if it is true that the examination is easier in the Senior Certificate examinations it does not follow that our teachers will need to or will lower the standard of teaching. It could in fact follow that our teachers will have more time to widen the knowledge imparted to children than to lessen it.

SPREAD OF SUBJECT OPTIONS AND SIZE OF TEACHING GROUPS

The following analysis is given by way of information and indicates the present position at the school:

SUBJECTS	STD X	STD IX	STD VIII	STD VII	STD VI
ENGLISH	25 + 21	27+15	27+24	26+26+13	17+18
AFRIKAANS	23+19	25+15	26+22	25+23+12	16+16
FRENCH	11+4	8+2	13+2	18+13	15
LATIN	10	10	4	11	15
XHOSA	-	-	4	9	5
MATHS	15+17	20+9	7+15+16	20+20+16	17+18
BIOLOGY	11+8+9+11	11+17+8	10+12+18	-	-
GEN.SC.	-	-	-	26+26+13	17+18
PHY.SCI.	10	13	14	-	-
HISTORY	14	13	25	26+26+13	17+18
GEOGRAPHY	17	12	19	26+26+13	17+18
DRAMA	10	8	4	-	-
ART	11+2	6+9	12+6	26+26+13	17+18
HOME EC.	11	6	7	9	-
TYPING	15	11	18	15	-
MUSIC	1	4	1	1+1	1
CLASS MUSIC	23+23	16+27	27+24	26+26+13	17+18
DIVINITY	24+22	27+15	27+24	26+26+13	17+18
PHYS.ED.	24+22	27+15	27+24	26+26+13	17+18
LIBRARY	-	-	-	-	17+18

Std V	19+19
Std IV	19+19
Std III	19+17
Std II	22+22
Std I	22+20
Sub B	23+23
Sub A	14+16
Preprep	19+18

EXTRA-CURRICULAR ACTIVITIES

The analysis which follows indicates the present position and is regarded by the sub-committee as entirely satisfactory. The Headmistress has indicated however that she proposes to further lengthen this list, e.g. Chess as and when opportunities present themselves.

<u>ACTIVITY</u>	<u>Senior School</u>	<u>Preparatory School</u>
SWIMMING	200	All
DIVING	20	13
TENNIS	250	47
HOCKEY	160	30
NETBALL	120	All
GYM CLUB	20	66
SQUASH	60	19
MOUNTAIN CLUB	15	-
RIDING	2	-
BALLET	1	64
FRENCH	3	14
XHOSA	3	-
SPEECH & DRAMA	59	78
DRAMA (School Play)	30	-
HISTORY SOCIETY	136	-
DEBATING SOCIETY	30	-
CHRISTIAN UNION	80	50
SOCIAL RESPONSIBILITY CLUB	40	-
LIBRARIANS	12	5
TUCKSHOP TEAM	11	-
POTTERY	7	5
CHOIR	36	25
MUSIC (including Piano, Guitar, Woodwind, String, etc.)	73	95

INADEQUACIES IN PRESENT FACILITIES AND FUTURE NEEDS IN RESPECT OF FACILITIES

Boarding Houses:

The Headmistress regards the present dormitory situation unsatisfactory in that there is over-crowding and in addition bathroom, toilet and shower provisions are inadequate. Whilst the situation is not so desperate as to demand immediate and urgent attention, it would be wrong for the school not to make a close study to be followed by the necessary improvements. She makes the recommendation that the Hill Nursery School be given notice - and it is her view that no less than 18 months notice would be adequate - and that we revert to having these premises turned into dormitories.

Our total rental from the Hill is R1 000 per annum and our intake from the Nursery School has dropped to the point where it would be more in the school's interests to have the improved dormitory facilities rather than a small feed of children to the Preparatory School.

It is her view that weekly boarding is becoming more popular as it lessens the number of journeys made by parents to and from the school, hence saving expensive fuel, whilst at the same time the children can come home for weekends. Such a step would go a long way indeed to relieving the dormitory, bathroom, toilet and shower congestion.

The sub-committee supports the Headmistress' recommendations to the extent of suggesting that the building committee conduct a feasibility study and that the finance committee evaluate the resultant improvement in school revenues.

Staff Accommodation:

The Housemistresses need a sittingroom and a kitchenette as they are virtually confined to their bedrooms during leisure hours and have no option but to use the main kitchens for snacks etc. If we move into the Nursery School it becomes possible to make a sittingroom available.

Additional Books:

The Headmistress has expressed a request for an allocation in the annual budget for the purchase of reference books for Art, History, Geography, as well as sets of English books to supplement the set-work.

Additional Filing Cabinets and Lockable Cupboards:

These are needed for the staff-room, the music room, archives, needlework room etc. They need not be new and it may be possible to acquire these by the simple expedient of requesting parents to let the school have any spare cabinets and lockable cupboards.

Sports Facilities:

In due course and at some later date an extra squash court, a larger swimming pool and an additional hockey field are all classified as desirable. Additional gym apparatus, and to the value of about R3 000, is also wanted and here the sub-committee feels that such an item ought to appear regularly in our annual budget to cater for replacements.

All-Purpose Laboratory:

An additional laboratory furnished with working surfaces, water and gas; or teachers' table for practical Biology and Science lessons is also classified as desirable in due course.

TEACHERS' SALARIES

Schedules are attached in which are set down first of all the Government scales and we are asked to ignore "M + 5", and then secondly an analysis of the senior full-time staff showing their classification in terms of training, years experience and years of service. The schedule then goes on to show the salary paid by Herschel, the Government scale applicable, the Government scale less 10% and then two columns showing the shortfall between the rate we pay and the Government scale, and the rate we pay and the Government scale less 10%.

It is somewhat shattering to find that it would cost us R62 694 per annum to redress the balance between our rates of pay and the Government scale and R34 146 to come up to Government scale less 10%.

R16 098 and R4 836 relate to the senior school full-time staff. A further R6 348 and R3 138 refer to the senior music teachers. R23 004 and R12 105 relate to the Prep. full-time staff and R17 244 and R14 067 relate to senior part-time staff.

In each case these figures refer first to the Government scale comparison, and second to the Government less 10% comparison.

It is clear that we will need to move forward in a series of steps as it is beyond our pocket to adjust fully in one year. It also seems sensible to seek to come to parity with Government less 10% as a first step and to deal first with our full-time staff.

How much and how fast is of course going to have to be decided in conjunction with the school's financial position, which is dealt with separately, but it also seems necessary to ask that in future the Council be given schedules to the extent of detail given herein relative to all staff when annual salary increases are being debated.

SENIOR FULL-TIME (excluding Headmistress)

No.	Training	Years Experience	Years Service	Rates of Pay			Shortfall	
				Herschel 1979	Govt. Scale	Govt. less 10%	A	B
					A	B		
1	M + 4	-	-	4680	4680	4212		
2	M + 5	8	1	6600	8100	7290	1500	690
3	M + 4	2	2	5400	5400	4860		
4	M + 3	6	-	6480	7200	6480	720	
5	M + 4	1	-	5040	5040	4536		
6	M + 4	5	-	6300	6750	6075	450	
7	M + 3	13	3	5820	6750	6075	930	255
8	M + 6	25	6	7704	8550	7695	846	
9	M + 3	12	-	6504	6750	6075	246	
10	M + 4	11	6	6600	7650	6885	1050	285
11	M + 3	5	3	5190	5850	5265	660	75
12	M + 4	12	3	7200	7650	6885	450	
13	M + 3	21	-	5850	6750	6075	900	225
14	M + 4	28	10	7200	7650	6885	450	
15	M + 3	9	4	5700	6750	6075	1050	375
16	M + 4	14	3	6000	7650	6885	1650	885
17	M + 5	13	5	6504	8100	7290	1596	786
18	M + 5	20	6	7200	8100	7290	900	90
19	M + 4	17	8	6000	7650	6885	1650	885
20	M + 4	11	-	6600	7650	6885	1050	285
							<u>16098</u>	<u>4836</u>

SENIOR MUSIC

21	M + 3	18	1	5160	6750	6075	1590	915
22	M + 4	5	2	4890	6750	6075	1860	1185
23	M + 4	-	-	4260	4680	4212	420	
24	M + 4	26	26	6762	7650	6885	888	123
25	M + 3	22	1	5160	6750	6075	1590	915
							<u>6348</u>	<u>3138</u>

No.	Training	Years Experience	Years Service	Rates of Pay			Shortfall	
				Herschel 1979	Govt. Scale	Govt. less 10%	A	B
					A	B		
26	M + 2	15	12	6930	5040	4536		
27	M + 3	6	1	4320	6300	5670	1980	1350
28	M + 3	18	4	5520	6750	6075	1230	555
29	M + 3	21	6	5040	6750	6075	1710	1035
30	M + 2	8	2	4002	5040	4536	1038	534
31	M + 4	7	4	5412	7650	6885	2238	1473
32	M + 3	17	8	5802	6750	6075	948	273
33	M + 3	4	3	4050	5400	4860	1350	810
34	M + 3	12	5	5700	6750	6075	1050	375
35	M + 4	6	1	5604	7200	6480	1596	876
36	M + 3	12	-	5802	6750	6075	948	273
37	M + 3	5	3	4500	5850	5265	1350	765
38	M + 3	23	2	5424	6750	6075	1326	651
39	M + 3	10	1	5502	6750	6075	1248	573
40	M + 3	4	-	4404	5400	4860	996	456
41	M + 3	7	1	4800	6750	6075	1950	1275
42	M + 3	4	1	4602	5400	4860	798	258
43	M + 3	25	10	5502	6750	6075	1248	573
44	-	-	-	4320	-	-		
							23004	12105

45	M + 3	20	12	5970	6750	6075	780	105
46	M + 4			1020	5040	4536	4020	3516
47	M + 1			2736	4680	4212	1944	1476
48	M + 4			1920	7650	6885	5730	4965
49	M + 4			2880	7650	6885	4770	4005
50				2400				
							<u>17244</u>	<u>14067</u>
				<u>264966</u>			<u>62694</u>	<u>34146</u>

STAFFING : ADMINISTRATIVE

Miss Way - Caterer

Controls following staff:-

Doris	- Cook	Kitchen
Marie	- Assistant Cook	"
Olga	- Diningroom Maid	Diningroom and kitchen
Sophia	- Assistant Diningroom Maid	" " "
Irene	- House-maid	(Boarding-house a.m.
		(Kitchen p.m.
Hendriki	- General Maid	New block, Art & Science rooms, Assembly hall, K.G. block, Mrs Davies' room. Preprep.
Doreen	- General Maid	Prep. School Preprep.
Rachel	- General Maid	Prep. Boarding-house
Elsie	- Senior School - General Maid	Headmistress' flat, kitchen.
Sophie	- " " - Maid	New classrooms, kitchen.
Stewart	- " " - House-boy	Offices, diningroom, chapel, library, heavy work kitchen.

Mr Rigby - Estates Manager

Responsible for maintenance buildings and grounds.

Controls following staff:-

Elius - Head gardener at Prep. School. Responsible for hockey field, garden, squash court. Cleans roads, gutters etc. Tennis courts.

Washington - Assists with gardens at Prep. School. One morning per week vacuums swimming pool. Responsible for 5 courts at senior school and garden area around courts which takes 2 days per week.

Dannie - Responsible for the upkeep of the senior school garden and outside areas, cleaning gutters, putting out dirt-bags.

John Mayer - Paints inside and outside of both senior and Prep. Schools. Assists at times with minor maintenance problems.

Lesley - Cleans all windows, floors in new art block, science rooms etc. Cleans Pottery, music and art rooms. Responsible for Assembly hall, swimming pool filters. Duplicating on Fordigraph.

ADMINISTRATIVE STAFF

L.C. Saxby
Mrs D.K. Smith
Mrs M. Hartmann
Mrs A. Alves

Business Manager
Bursar, bookkeeper
Headmistress' secretary
Senior clerical, Responsible for
Pupils and Appeal Fund Accounts.

Non-Teaching Staff

Senior School - Boarding-house:

Mrs A.M. Nezar
Mrs M. Ritchie
Mrs Boehmke
Mrs Gubb

Senior Housemistress
Matron
Assistant Housemistress
Assistant Housemistress

General

Mrs M.G. Browne

Part-time. Acts as receptionist.
Does odd jobs as required by Headmistress.
Arranges flowers. Assists with telephone,
some typing etc.

Prep. School

Miss R. Foat
Mrs S. Furness

Matron
Housemistress

CONDITIONS OF EMPLOYMENT AFFECTING GOVERNMENT TEACHERS

A report from Mr Gawith follows:-

1. Pension Fund:

Apparently, teachers have the choice of two pension funds, namely, "The Government Service Pension Fund" and "The Government Employees Providence Fund".

Contribution:

Females - 5% of their pensionable salary.

Withdrawals - contributions plus 2½% per annum.

Marriage - there is a formula for withdrawal after marriage.

Retirement - average salary for the last three years over 55 with an increase of R360,00 per annum.

Death benefit - a payment capitalizing five years payments on the scale of retirement for ill health, plus a widows pension on half normal pension, if he has a widow.

The full details of the provisions are quite complicated, and it would be necessary for someone to visit the Provincial Administration and obtain further details. I spoke to a Mr Olivier.

2. Housing Loans:

100% housing loans are available with a maximum of R23 500.

They are given to married men, and single women who have dependants. They are only given after the person has completed their probationary service with the Department of Education.

Apart from getting 100% bond, applicants get a subsidy on the monthly interest charge. The procedure is quite complex.

The Department of Community Affairs has to examine the house and approve the value placed on it. They then authorise the granting of the bond by the Building Society and the means whereby the interest is subsidized. Again the matter is complicated to the point where a visit to the Provincial Building is necessary to clarify the position.

3. Leave:

Apart from the normal school holidays, staff are allowed to accrue twelve days leave per annum, and vacation leave may only be taken for a full term. Say the term equals nine weeks, it would take a little more than five years to become entitled to sufficient leave to take that term off.

4. Sick Leave:

Depending on a number of factors, the amount of sick leave to which a teacher is entitled is between ninety and one hundred and twenty days in three years.

5. Medical Aid:

Cost of contribution to Medical Aid is:-

single member - R4,60 per month
member with one dependant - R9,20
member with more than one dependant - R11,50

The above is a very brief and sketchy summary of regulations which are very complex if examined in depth. However, they may well suffice for your purposes. Generally speaking, it does not appear to me that Herschel benefits to justify a major revision of the former.

THE SCHOOL'S FINANCES

Based upon the facts given, it would seem that a limited scope exists to improve the cost of our long-term debt, that we have become heavily dependant upon the appeal to eliminate our short-term borrowings, and that our current expenditure is dangerously close to our current income.

The memorandum which accompanied the Chairman's letter dated 2nd April 1979 is both detailed and pertinent and is therefore reproduced in this report in full, headed "HERSCHEL SCHOOL FINANCE REPORT" and it deserves detailed study.

When one does so it becomes apparent that our cash flow exercise needs to be more detailed as it ought to show repayments which are due on our mortgage bond with the S.A. Mutual, however negligible, the repayments to the Pan Anglican Education Fund of R500 per annum, our repayment programme in respect of our overdraft, and our expected income from the appeal fund for the full life of these pledges. It is necessary, in other words, to do a cash flow study at least three years forward.

Turning first to our long-term liabilities, we are told that we have a mortgage bond with the S.A. Mutual of R116 000 of which R57 000 is fixed and R59 000 is repayable over 30 years. The rate of interest is 13%, i.e. R15 080 per annum. It ought to be possible to replace this finance at about 10,25% through a mortgage participation bond scheme and as we are a private school it ought also to be possible to repeat a repayment situation over 30 years and to pay no more than 1½% by way of a raising fee. Ignoring the raising fee and assuming a bond of R120 000, interest will recede to R12 250 per annum. I have suggested R120 000 as this will take care of the legal fees and the raising fees.

I believe we ought to investigate whether the terms of the Four Schools Trust would permit us to apply for an increase in the R80 000 which is on loan to the school without any interest being paid and an academic repayment situation. Even if long-term loan conditions from the Four Schools Trust are not possible, it would be more than useful if we could borrow R100 000 at a nominal rate of interest in order to retire the bank overdraft until such time as the appeal funds have come in.

The Barclays borrowing is presumably at about 11% per annum and must be costing us at least R6 000 per annum.

One notes that interest payments are budgeted to cost us R24 000 which seems excessive relative to our bond costs and average overdraft.

A study of the provisional budgets for 1980 and expected budget for 1979 provides much food for thought. It is tempting to immediately eye our expenses and look for economies, but as we are aiming for a quality school, which immediately translates into having quality teachers, thoughts of economies must be countered by the need to adjust teachers' salaries to at least Government less 10% in respect of our full-time staff.

We must therefore focus on income and a healthy financial situation, the latter relating particularly to seeking to avoid expensive bank overdrafts. In considering tuition fees and boarding fees, one's wishes have to be tempered by what the traffic would bear.

The committee recommends in the strongest possible terms avoiding approaching parents more than once in a year for higher fees. We make two recommendations:-

The first is that fees, including boarding fees, should rise by 10% at the end of this year,

and second that an all out effort be made to gather donations and grants from the business-houses and major Trusts in order to accumulate a sum sufficient to commence an investment portfolio capable of feeding the school with its income whilst the capital sum be so invested as to provide a modicum of safety and element of growth,

third Mr Kohler's appeal committee must be beseeched to first ensure the collection of the pledges that we hold, and second to endeavour to garner fresh pledges from new parents.

Our goals in respect of these steps need to be quantified to enable us to determine a course of action that can be taken to meet

- a) An adjustment programme over a period of, say, 3 years in respect of teachers' salaries.
- b) A means to budget meaningfully in order to meet the Headmistress' requests in respect of reference books, sports equipment etc.

Herschel
Claremont
Cape



HERSCHEL ASSOCIATION

THE ANNUAL GENERAL MEETING OF MEMBERS
WILL BE HELD AT HERSCHEL AT 8.00 P.M.
ON THURSDAY 14 JUNE 1979

A G E N D A

1. Apologies
2. Confirm Minutes of the Annual General Meeting held on 12 June 1978.
3. Annual Financial Statement at 31 December 1978.
4. Fix Remuneration of the Auditors and to appoint them for the ensuing year.
5. Re-elect Council Members.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE

HERSCHEL ASSOCIATION (INCORPORATED ASSOCIATION NOT FOR GAIN)

HELD AT HERSCHEL SCHOOL ON 14 JUNE 1979

AT 8 P.M.

PRESENT: Mr T N Chapman
 Rev. I Eve
 Mr R L Gawith
 Mr P Kohler
 Mr M J Longmore
 Mr R M Marais
 Mr W Marshall Smith
 Mr J E Mudge
 Miss P Geldard
 Mr L C Saxby

APPOLOGIES His Grace the Archbishop of Cape Town
 Mr R K D Wilson
 Mr C J Pettison
 Mrs J Heywood
 Mrs M Loggie
 Mr G J van Zyl.

1. CHAIRMAN: In the absence of His Grace, Mr Chapman took the Chair and declared the meeting to be duly constituted.
2. MINUTES: The Minutes of the Annual General Meeting held on 12 June 1978 having been circulated, were taken as read and signed as an accurate record.
3. ANNUAL FINANCIAL STATEMENTS: The Annual Financial Statements and the Report for the year ended 31 December 1978 had been circulated. Mr Longmore recommended that the Four Schools' Trust amount of R48,988 shown under non-distributable reserves should be transferred to Accumulated surplus as the money had already been spent and that in future similar funds should be invested as are the Trust Funds.
4. AUDITORS: The Auditors, Arthur Young and Company were re-appointed for the ensuing year. Their fee of R1650 for 1978 was confirmed.
5. COUNCIL MEMBERS: It was agreed at the previous Annual General Meeting on 12 June 1978 that elections would take place at the beginning of each year.

2.

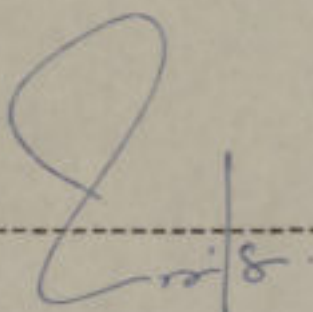
Mr Kohler's proposal that Mrs B Hoffman and Mrs A Snyders be approached with a view to their filling the vacancies on the Council caused by the resignations of Mrs J Te water Naude and Mr J Graham was approved.

However, before any nominations were made it would have to be decided whether the resigning council members were appointed by the Archbishop or by the Council.

It was decided that the Chairman, Mr Wilson, be asked to investigate this, and in the meantime Mr Kohler was authorised to establish whether his nominations would wish to be invited on to the Council.

There being no further business, the meeting closed at 8.15 p.m.

CHAIRMAN:



22.5.80

Herschel
Claremont
Cape

HERSCHEL ASSOCIATION

THE QUARTERLY MEETING OF THE COUNCIL
WILL BE HELD AT HERSCHEL AT 8.15 P.M.
ON THURSDAY 14 JUNE 1979
following THE ANNUAL GENERAL MEETING
AT 8 P.M.

A G E N D A

1. Confirm minutes of the Special Meeting of Council held on 19 April 1979.
2. Reports from Sub-Committees.
3. Headmistress' Report
4. Any other business.

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON THURSDAY 14 JUNE 1979
AT 8.45 P.M.

PRESENT: Mr T N Chapman
 Rev. I Eve
 Mr R L Gawith
 Mr P Kohler
 Mr M J Longmore
 Mr R M Marais
 Mr W Marshall Smith
 Mr J E Mudge
 Miss P Geldard
 Mr L C Saxby

APOLOGIES: His Grace the Archbishop of Cape Town
 Mr R K D Wilson
 Mr C J Bettison
 Mrs J Heywood
 Mrs M Loggie
 Mr G J van Zyl

1. Minutes

Minutes of the Council meeting held on 19 April 1979 were approved.

2. Headmistress's Report

The Headmistress's report was tabled.

Mr Chapman commented on the very wide range of activities available and also asked the Headmistress to convey the Council's congratulations to Caroline Dowdle on her success in this year's English Olympiad. Mr Kohler suggested Caroline be interviewed by SABC.

Doubts were expressed as to the effectiveness of reading courses. The school had a speech reading machine at the Preparatory School and the Headmistress would ask Mrs Gillham for her opinion.

3. Finance

Mr Chapman said the S A Mutual were charging 12% interest on their Bonds and were unable to reduce this rate, but as a special concession would allow the school to repay the bonds on giving two weeks notice, if a more suitable means of financing could be found. It was also possible to obtain short term loans at 7½% and these could be used to reduce our overdraft with the Bank on which we pay 10%. Mr Gawith pointed out that it was essential that there was no loss this year and that next year produced a surplus to enable us to reduce our uncomfortably high overdraft. To achieve this fees should be increased by approximately 15% and the boarding fee to R280 per term in the fourth term. Parents must be advised before 17 July at the latest, but preferably much earlier, so that third term accounts can be sent out without delay.

2.

It was agreed that the combined Planning and Finance committee should consider fees in the context of the full financial position at their special meeting and the Council empowered the committee to alter the fees as they considered necessary.

If the provincial subsidy was introduced, the fee increase could be dropped or reduced.

It was agreed that no decision regarding acceptance or refusal of any provincial subsidy would be taken without Council's approval.

It was also agreed that Mr Chapman would make immediate arrangements for a short term loan or the overdraft facility of R100,000 would be exceeded in the next few days.

4. Boundary Fence

It was agreed that the School should not accept the City of Cape Town's offer to share the cost of a fence between Arderne Gardens and the School. Now that the Park had been cleared the new fence was no longer necessary.

5. Letter of condolence

It was agreed that a letter of condolence be sent to the relatives of Mrs Mary Fiddian Green, by the Chairman.

6. School Uniform

Mr Gawith suggested that the winter uniform could be improved. The Headmistress agreed to ask the girls for their opinion, though those with whom she had discussed the uniform said they liked it.

The next meeting of the Council is on 13 September.

There being no further business the meeting closed at 9.25 p.m.

CHAIRMAN _____

Date: _____

13.9.79

H E F S C H E LMEETING OF SCHOOL COUNCILThursday 14 June 1979HEADMISTRESS'S REPORTSCHOOL HALL

We have been very pleased to have the Hall in use again - for Morning Assemblies, Gymnastics, Sociological Club meetings, hymn practices, drama and films (and as a lunch-hour gathering-place for day girls on rainy days). The re-opening function on Thursday 12 May was attended by over 400 people and proved an enjoyable occasion. Mrs Saffery, Mrs McClurg and Mrs Sally Brown are to be commended on the high standard achieved in this year's Speech and Drama Eisteddfod, some items of which we saw on this evening.

SOCIOLOGICAL CLUB

Most of the meetings this term have been Career-orientated. We have been privileged to hear some excellent addresses from people in different professions - Advocate Pat Tebbutt, Mrs Halas (Social Work), Prof. Heyns (Teaching), Mrs Weatherstone (Paramedical careers), Mr Pewart, McCormack and Mr Peter Oxley (Broadcasting and Television) and Mrs Le Sueur (from Canada). One very successful meeting of a lighter nature was arranged when we were entertained by a group of dancers from the Jazz-Art Contemporary Dance Studio (directed by Sue Parker). At the last meeting of the term we are to have a piano recital by Bruce Gardiner (from the University of the Western Cape).

OTHER SOCIETIES

The History Society has had several meetings this term. Mrs Reed, wife of the First Minister of the British Embassy, gave an interesting talk on Roumania based on her experience of living there for several years recently. Last Monday, Mrs Stockwell and the Standard 8 History pupils were escorted round Simon's Town by members of the Simon's Town Historical Society.

The Christian Union has been holding regular meetings. One of the best attended was at a showing of the film 'The Seeker' produced by members of the Youth for Christ.

The newly established Chess Club has been meeting regularly on Monday evenings. It has a membership of about 20 and is being directed by Mr McClurg, husband of our Drama teacher.

The Orchestra which was formed by Miss Harman earlier this year (and of which Mrs Longmore is a Honorary Member) gave its first concert yesterday afternoon in the Music Room.

CLASS EFFORTS IN AID OF CHARITY

I have asked each class in the School to make some special effort, as a class, towards helping some organisation of their choice. (This is in addition to the annual contribution made by the three Houses, Jagger, Merriman and Polt to the Peninsula School Feeding Scheme and other organisations.) One Std 9 class chose to undertake full responsibility for one of the stalls at the 'Varsity Bag Fair in aid of Shawco, and a Std 8 class arranged a 'Come as you Like' day here at school in aid of the St Anthony's Nursery School at Langa.

SPORT

Our hockey and netball teams have been holding their own in matches this term. We were particularly pleased when Ruth Butters (Head Girl) and Debbie Partridge (Hockey Captain) were selected for the Western Province Schools' Team to play in the Inter-Provincial Tournament in Pietermaritzburg in the July holidays.

EISTEDDFOD RESULTS

Speech and Drama

Trophies (with Gold Diploma): Std IX Experimental Theatre
Std III Choral Verse
(with Honours) Std VIII Experimental Theatre

Nursery (for most promising entrant): Clair Grootendorst

Honours: Janine Quibell, Wendy Lyhne, Morna Lawson, Susan Davies, Clair Grootendorst, Jane Johnson, Susan Lloyd-Roberts, Suzanne Ackerman, Leigh Mukheiber, Maggie du Toit, Susan Hammond, Page Littleford, Std II and Std III, Wendy Sharpley, Kathy Smit, Karin Krone, Margaret Orford, Inge Jones, Delinda Morris and Gillian Parker.

Music

Honours: Susan Eve, Bridget Longmore and Caroline Marten.

Art

Honours: Penelope Cooper, Inge Jones, Karin Dudley and Kathryn Dean.

FORUM DISCUSSION

Our Herschel team won the first round of the Inter-Schools' Forum Discussion Contest last month but were defeated in the final round. Caroline Bowdle and Louise Gray were runners-up for the best speaker's award.

ENGLISH OLYMPIAD

We were delighted to receive news that Caroline Bowdle had gained a place in the top 15 candidates in this year's English Olympiad. Of these only 3 were from Cape schools and Caroline was the only one from Cape Town. Caroline, together with six of our other Matric girls and Mrs Meinert, their English teacher, will be attending the English Language Festival at Grahamstown in the June-July holidays.

EXAMINATIONS

Mid-year examination results were on the whole satisfactory. In the Senior School there were 7 girls with A aggregates (4 in Std 6, 2 in Std 7 and 1 in Std 9), and 7 with aggregates below 40% (1 in Std 6, 2 in Std 7, 3 in Std 9 and 1 in Std 10). The Matric class obtained poor results but we had expected this because of the lack of time available for revision. They should do much better in their Matric Trial examinations next term.

SCHOLARSHIP EXAMINATION

37 girls wrote the Herschel Scholarship examination papers (in English, Afrikaans and Mathematics) on Saturday 5 May. Of these, 20 were Herschel pupils and the remainder came from 11 other schools. Three awards have been announced - to Sandra Newton Thompson of Herschel (R400 per annum), Linda Willis of Micklefield (R200 per annum) and Stephanie Dutkiewicz of Rustenburg (R200 per annum).

OUTINGS

Since I last made a report to you, various groups of girls have been taken to the following:-

- Connellia - Boarders;
- "The Telenose" - Std 10 Drama pupils;
- "Death of a Salesman" - Std 9 and 10 Drama pupils;
- Zigger Zagger (play at Pishoes) - 20 girls;
- School in the Wilds - Stds 4 and 5;
- Poland Trail - Std 8 Geography pupils;
- Musical Concerts at the Baxter - Prep school;
- Films: 'Agatha', 'Girlfriends' - Boarders.

Wuthering Heights: The film Wuthering Heights was shown in the School Hall last Friday - well attended, especially by the Std 9's who are reading the book as a set work this year.

READING COURSE: Advanced Reading Techniques

This is a course which is being offered to schools and universities throughout the Republic and is designed to improve comprehension ability and speed of reading. About 30 of our girls are entered for it - they will be engaged in six 2-hour sessions during this week and next.

BICYCLE SHELTER

An increasing number of girls are cycling to school now and since there is no bicycle shelter, the bicycles are left outside, even in rainy weather. Mrs McKenzie who runs our Second Hand Shop is prepared to let us have approximately R800 for this purpose and I would be glad if a suitable shed could be built as soon as possible.

SHOWERS

We should like to have two additional showers put in the Boarding House next to the downstairs toilet.

AREA BEYOND NEW CLASSROOM BLOCK

In my last report I asked that consideration be given as to what should be done to beautify and utilize the area below the new classrooms. In this connection we have obtained a quotation from three gardening firms, the best of which is from Marina Garden Services - for clearing weeds, levelling, planting of grass, shaping of flower beds, preparation of soil and the supply and planting of grass runners, 34 shrubs and ground covers: R540.

ENROLMENT

There will not be much change in the overall numbers for next term as can be seen from the following:

2nd Term

	<u>Day Girls</u>	<u>Boarders</u>	<u>Total</u>
Prep	280	29	309
Senior School	171	68	239
TOTAL	<u>451</u>	<u>96</u>	<u>547</u>

3rd Term

Prep	281	27	308
Senior School	169	69	238
TOTAL	<u>450</u>	<u>96</u>	<u>546</u>

P. A. Geldard.

P. A. GELDARD
HEADMISTRESS

June 1979

1978 ANNUAL FINANCIAL STATEMENTS

1. The income statement (page 4) and detailed statement of income and expenses (pages 13, 14) reveal a very satisfactory position. The income increased by R40,000, primarily due to an increase in fees, in turn largely attributable to an increase in the pupil population from an average in 1977 of 550 girls to an average in 1978 of 570. Expenses were well contained, and the only headings which show any noteworthy increases are salaries of staff, which were increased by R25,000, and interest which increased by R2,000. Given the inflationary pressures under which the school was operating in 1978 and the increase in the number of girls, the containment of expenditure is in fact remarkable and highly creditable.

2. Balance Sheet (page 5)

The balance sheet shows an increase in fixed assets of R147,000, and a reduction in the current asset and liability position from net current assets of R13,000 in 1977 to net current liabilities of nearly R60,000 in 1978, a swing of R73,000. The reason for these changes is, of course, the high level of capital expenditure with R158,000 being applied to the purchase of new buildings, furniture, and equipment. Broadly speaking, this was financed as follows:

From the appeal	R43,000
By the surplus made	R27,000
By depreciation	R11,000
By use of surplus cash	R59,000
By increased overdraft	R20,000

Coming on top of the heavy capital expenditure in 1977 (R103,000), the outlay in 1978 has led to a less satisfactory balance sheet, and it is our opinion that steps will have to be taken in future to reduce the level of borrowings. Making allowance for the income still to come from the Herschel appeal, this will mean containing capital expenditure and operating on a better than break-even position.

However, as far as 1978 is concerned, it can be regarded as an outstanding year for the school.

INCOME AND EXPENDITURE 1979

A copy of the accounts for the first quarter of 1979 has been circulated to Council members. From this it will be noted that income was R3,000 over budget for the quarter, and R11,000 above 1978, due almost entirely to tuition and boarding fees and extra subjects. Unfortunately, expenditure is R5,000 over budget and R18,500 above the last year, due primarily to the increase in teachers' salaries and pension fund contributions, and to a lesser extent, to administration and class materials. Overall, the loss of R1,792 was reflected in the quarter.

Looking ahead, it is now important to forecast probable results at the end of 1979. The significant development is that in the second term, the number of girls has dropped from 555 to 547, by comparison with an opposite trend in 1978, when in the second term, there was actually an increase of 10 girls. There are a number of elements which make us believe that a simple projection of the loss in the first term will not reflect the actual position at the end of the year. These are:

1. The drop in the number of pupils.
2. We require a long-leave provision of R2,400.
3. The headmistress has been authorised to make a few selected salary increases.
4. On the positive side, some of the heavy outlay on administration and class materials should be recovered as the year progresses.

It is the opinion of the Finance Committee that a loss of R12,900 is likely. This figure is regarded as being quite unacceptable at a time when the financial position of the school must be strengthened and not weakened.

BORROWINGS

Overdraft. With further payments necessary for the alterations to the school hall, the already high overdraft position will deteriorate and an anticipated peak in overdraft of R140,000 is anticipated. This is regarded as being uncomfortably high and we would like to see it reduced as soon as possible. Clearly this will not come about until we are:

- (a) Operating at a surplus, and
- (b) Further receipts come in from the Herschel appeal.

We are also looking at a reduction in the interest burden by using "grey market" money.

As a target, we feel that we should have a nil overdraft at our cash peaks going to an overdraft of about R50,000 in the valleys. If this is accepted, we have to "get back" some R90,000 of which only part will come from the Herschel appeal. The balance should come from surplus.

In the medium term, it is suggested that some relief might be obtained by increasing the bond to R150,000.

A number of matters which were raised at the last Council Meeting have not yet been attended to.

1. Talks have been held with the Old Mutual to see whether a reduction in interest rates can be achieved on the bonds, and they have agreed to drop the rate from 13% to 12%. Further discussions will take place with Mr Chapman, to see whether this can be further reduced.
2. The investigation into the possibility of reconverting "The Hill" to boarding accommodation has not yet been undertaken, but it is felt in the meantime that the rental charged might be increased from R3,600 to R4,800 per annum.

CAPITAL EXPENDITURE

A letter has been received from the City Council pointing out that the estimated cost of replacing the boundary fence will be R3,000. This will escalate in a year's time to R3,300. It is proposed that the cost of this fence should be split between the school and the municipality. Some doubt has been expressed as to whether this fence is necessary at all. In view of the need to curtail capital expenditure until some means can be found to financing it, it is recommended that the erection of this fence be either deferred or abandoned.

FEES

The Finance Committee considers that fees should be increased for the last quarter of the current year by approximately 15% to offset the anticipated loss. The Council is requested to authorise an increase on this scale, or failing that, authorise the Executive Committee to decide upon the appropriate level of fee increase. Council members are reminded that the announcement should be made at the beginning of the third term i.e. July 17. In fact, it would be preferred if the announcement be made earlier, as the sooner the third term accounts are sent out, the better, in view of our present high level of borrowings.

It is suggested that the boarding fee should be increased to R280 per term.

There is said to be a strong possibility of a provincial subsidy being introduced. If it is, the fee increase should be reduced or dropped, depending on the size of the subsidy.

E L GAWITH

1979-06-13

HERSCHEL ASSOCIATIONFINANCIAL REPORT FOR THE FIRST TERM 1979

The three months ended 31 March has resulted in a loss of R1792 compared with last year's surplus of R6055 for the same period. The figures do not require much in the way of clarification as the Finance Report presented to Council on 19 April covered most points.

SALARIES:

As expected the teaching salaries have cost R3 000 more than budgeted for during the first three months, and pension fund contributions R1 180. Adjustments to salaries authorised by Council could increase this deficit when put into effect.

SCHOLARSHIPS, BURSARIES AND ALLOWANCES:

The contribution from the Four Schools Trust, amounting to F7 900 has been received and in accordance with normal procedure will be taken into account at the end of the year.

ADMINISTRATION AND CLASS MATERIALS:

The amount of over R8 000 appears high compared with budget; however, there are numerous purchases of class materials, such as text books and stationery, that are not repeated again during the year.

OVERDRAFT:

Our actual overdraft at the end of March amounted to R108 000, though that at the bank was not allowed to exceed R92 000. During April approximately half the fees for the second term will be received, but with approximately R38 000 still to be paid for the alterations to the hall during the second term, we may have to apply for additional overdraft facilities at the end of May.

INTEREST:

The Old Mutual has advised us that their interest rates on our bonds will drop to 12% as from 1 June. The bank is at present charging 10% on our overdraft.

FIRST TERM 1979INCOME AND EXPENDITURE

	<u>1979</u> <u>BUDGET</u>	<u>1979</u> <u>ACTUAL</u>	<u>1978</u> <u>ACTUAL</u>
<u>INCOME</u>			
Tuition and Boarding	118 350	119 075	110 670
Registration Fees	250	250	230
Extra Subjects	7 000	9 357	7 751
Sundry Revenue	1 000	1 129	756
Lunches	1 750	1 797	1 635
Rent Receivable	900	900	600
Interest Receivable	-	-	405
	<u>129 250</u>	<u>132 508</u>	<u>122 047</u>
Less Scholarships and Bursaries	<u>3 000</u>	<u>3 159</u>	<u>3 309</u>
	<u><u>R126 250</u></u>	<u><u>R129 349</u></u>	<u><u>R118 738</u></u>
<u>EXPENDITURE</u>			
Salaries: Teaching	65 250	68 300	57 650
Administration	6 750	5 480	4 446
Non-Teaching	6 750	7 172	6 499
Extra Subjects	<u>5 000</u>	<u>6 185</u>	<u>4 291</u>
	<u>83 750</u>	<u>87 137</u>	<u>72 876</u>
Wages	6 625	6 183	6 170
Provisions	9 125	8 581	7 895
Domestic Charges	6 250	5 432	5 206
Administration and Class Materials	5 250	8 062	6 453
Pensions and U.I.F.	3 500	4 683	3 155
Interest	6 000	5 391	6 425
Insurance	750	974	750
Bad Debts	250	-	-
Motor Vehicle Expenses	150	112	100
Sports Requisites	100	157	78
Property Maintenance	1 750	1 654	1 001
Depreciation	<u>2 750</u>	<u>2 775</u>	<u>2 574</u>
	<u>126 250</u>	<u>131 141</u>	<u>112 683</u>
Loss(Surplus)	<u>-</u>	<u>1 792</u>	<u>(6 055)</u>
	<u><u>R126 250</u></u>	<u><u>R129 349</u></u>	<u><u>R118 738</u></u>

MINUTES OF A MEETING OF THE COMBINED PLANNING AND FINANCE COMMITTEE
HELD AT MR. CHAPMAN'S RESIDENCE ON THURSDAY, 28TH JUNE, 1979 AT
8.00 P.M.

PRESENT Mr. R.K.B. Wilson
 Mr. T.N. Chapman
 Mr. R.L. Gawith
 Mr. W. Marshall-Smith
 Mr. L.C. Saxby

The School Council, at its quarterly meeting on 14th June, 1979, had agreed this Committee should consider fees in the context of the full financial position and be empowered to alter the fees as they consider necessary.

It was agreed:-

- (i) That a subsidy from the Provincial Administration would fairly definitely be made available during 1980.
- (ii) An increase of as much as 20% in the tuition fees was most undesirable.
- (iii) Tuition fees could be increased by 10% and Boarding fees possibly to R280 per term from the first term in 1980.
- X (iv) The possibility of the Hill being re-converted to a boarding house would be further discussed.
- X (v) A comparison of the costs of the Junior and Senior Schools would be made.
- X (vi) A cash flow assuming (iii) above, together with a subsidy of R50 000 from the Administration and allowing for R20 000 with the R11 000 depreciation for capital expenditure, to be drawn up to the end of 1980.
- X (vii) G.S.B. Business Planning Guide to be completed in time for the Exco meeting on 23rd August, 1979.
- (viii) This Committee should meet again before the end of the third term.
- (ix) Mr. Wilson would make preliminary investigations regarding advertising the School and it was suggested articles in such magazines as "Fair Lady" would prove useful.
- (x) The bonds with S.A. Mutual would be retained, and in the meantime, every effort must be made to reduce our overdraft to a maximum of R50 000.

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Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL
SCHOOL COUNCIL WILL BE HELD AT
HERSCHEL ON THURSDAY 23 AUGUST AT
8 P M

A G E N D A

1. Apologies
2. Minutes to be confirmed of
Exco Meeting held on 22 February
3. Matters arising
4. New Council members
5. The Hill Nursery School
6. English Festival in Grahamstown
7. Any other business

MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE OF

HEFSCHER HELD AT THE SCHOOL ON THURSDAY 23 AUGUST 1979

AT 5.30 P.M.

PRESENT: Messrs T N Chapman - Chairman
 R L Gawith
 M J Longmore
 L C Saxby
 Mrs J Heywood
 Miss P A Geldard (Headmistress)

APOLOGIES: Mr R K B Wilson
 Mr C J Bettison

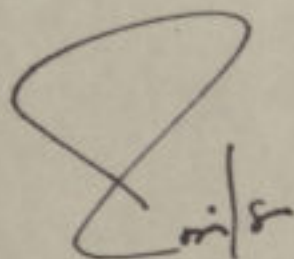
1. MINUTES: Minutes of the meeting held on 22 February 1979 were approved.
2. AIR CONDITIONING TO MUSIC ROOM: The installation of the fan had not proved completely satisfactory and Mr Mudge and the Architects were in contact with the suppliers with a view to eliminating the faults.
3. HILL NURSERY SCHOOL: The Building Committee would report on the number of boarders the Hill could accommodate and the extra fittings and equipment required to the Finance Committee, who would then evaluate the improvement in school revenues and report to the Council.
4. NEW COUNCIL MEMBERS: Mrs Hoffman and Mrs Snyders had expressed their willingness to serve on the Council.
5. ENGLISH FESTIVAL IN GRAHAMSTOWN: The bus in which eight Herschel girls, with pupils from other schools, had travelled to the festival had proved most unsatisfactory, culminating in the driver being arrested for drunkenness. The Herschel girls returned to Cape Town by air. Professor Dowdle had written suggesting the school should, if necessary, sue the bus company on behalf of the girls' parents for a refund of the airfares. The Committee very much regretted the incident but considered the School had acted in good faith.
6. ALLOCATION OF FUNDS: The Headmistress would discuss the question of allocating funds to various School Departments for 1980 with the Chairman of the Finance Committee.
7. FINANCE: The loss for the first two terms amounted to R4 600 and it was estimated by the end of the year the loss would be nearly R10 000. At the Council Meeting on 14 June the combined Planning and Finance Committee had been empowered to alter the fees as they considered necessary.

FINANCE: Continued

This Committee had met and decided tuition fees should only be increased by 10% and boarding to R280 per pupil as from the first term of 1980, subject to review before the end of the current term. This would result in a loss of over R13 000 during 1980, but it was confidently expected that a subsidy would be received from the Provincial Administration, possibly in April.

8. BICYCLE SHED: The School second-hand shop had given the School R500 towards the cost of a bicycle shed. It has been estimated that the cost would be R1 000. The Finance Committee would decide whether the School was in a position to pay the difference.
9. MEETINGS: It was suggested that consideration be given to holding meetings on Mondays in view of the difficulty members found in attending on a Thursday.
10. AUDITORS' REPORT: The auditors' remarks in respect of a member of the staff whose salary is reduced in compensation for an equivalent reduction in her child's fees was discussed. It was decided that the matter should be placed on a footing that is acceptable to the auditors and this would seem to necessitate the granting of a proper bursary, but that this would have to be referred to the Chairman of Exco. The view was expressed that whatever is done for one teacher should also apply to other similarly placed teachers.

The Meeting closed at 6.40 p.m.



.....
CHAIRMAN

Date: 28.10.79. _____



Only
 Mrs. Geldard
 Mr. Eric Wilson
 attended.

Herschel
 Claremont
 Cape

meeting
 cancelled.

AN EXCO MEETING OF THE HERSCHEL
 SCHOOL COUNCIL WILL BE HELD AT
 HERSCHEL ON THURSDAY 26 JULY AT
 5.15 p.m.

A G E N D A

1. Apologies
2. Minutes to be confirmed of
 Exco Meeting held on 22 February
3. Matters arising
4. New Council Members
5. Any other business

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A HERSCHEL COUNCIL MEETING WILL BE HELD AT THE SCHOOL
ON THURSDAY 13 SEPTEMBER 1979 AT 8 P M

A G E N D A

1. Apologies
2. Confirm Minutes of Council Meeting
held on 14 June 1979
3. Matters arising
4. Reports from Sub-Committees
5. Headmistress's Report
6. New Council Members
7. English Festival, Grahamstown
8. Government subsidy
9. Any other business.

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON THURSDAY 13 SEPTEMBER 1979
AT 8 P.M.

PRESENT: Mr R K B Wilson (Chairman)
Mr C J Bettison
Rev I Eve
Mr R L Gawith
Mrs J Heywood
Mr P Kohler
Mrs M Loggie
Mr M J Longmore
Adv R M Marais
Mr W Marshall Smith
Mr J E Mudge
Mr G J van Zyl

Miss P A Geldard (Headmistress)
Mr L C Saxby (Business Manager)

APOLOGIES:
His Grace the Archbishop of Cape Town
Mr T N Chapman

MINUTES:
The Minutes of the Council Meeting held on 14 June 1979
were approved.

FINANCE COMMITTEE:
The report on the Revenue and Expenditure account for the
first two terms was presented. Mr Bettison expressed concern
that salaries were R8,600 in excess of budget, due to altera-
tions of salaries and additions to staff after the 1979
budget was finalised.

It was resolved that the Chairman of the Education Committee
should prepare a schedule of salaries, in conjunction with
the Headmistress, and these should then be passed on to the
Chairman of the Council for his approval.

Estimated Revenue and Expenditure for 1980, based on an
increase in tuition fees of 10% and boarding fees at R280
per term, showed that the loss at the end of 1980 would be
R13,500 and the overdraft R125,000. Mr Gawith said that
every effort should be made to reduce the overdraft to a
maximum of R50,000 by the end of 1981. If a Provincial
subsidy of R50,000 did materialise early next year, the
financial position would be alleviated considerably.

It was resolved that tuition fees should be increased by 12½%
and boarding fees to R280 per term from the first term of 1980.

THE HILL:

Mr Gawith presented a report on the proposed re-conversion of The Hill to a boarding house for the School. The Headmistress pointed out that the present boarding facilities at the Prep. were inadequate and that both the Senior and Preparatory Boarding Houses had been full this year: a number of applications from prospective boarders had had to be refused. It was agreed that eighteen months notice would have to be given and this would have to be done before the end of June 1980, if the School decided to take occupation by the end of 1981. In the meantime the matter would be shelved temporarily.

NEW COUNCIL MEMBERS:

Due to the Archbishop's absence on leave, letters of appointment had not as yet been sent. The Chairman would contact His Grace on his return.

ENGLISH FESTIVAL:

It was resolved that the matter be left to Advocate Marais to come to a satisfactory conclusion with Professor Dowdle.

EDUCATION COMMITTEE:

Nothing to report. Still awaiting further information regarding the Joint Matriculation Board and Senior Certificate.

FUND RAISING:

Money from the Appeal was coming in steadily. R42,000 had been received since August last year.

BUILDING COMMITTEE:

The building contractor who gave the quote for the bicycle shed was in liquidation and it was decided to ask Mr Rigby to build it. Mr Bettison would approach him. The Music Room fan was still causing problems. Mr Kohler agreed to ask an S.A.B.C. expert for his advice.

HEADMISTRESS'S REPORT:

The Headmistress presented her report.

SPEECH DAY:

The Preparatory School was arranging its own speaker. It was resolved that Mr Kohler approach Professor Rosalie van der Gucht, or Dr Frank Bradlow, or Professor Alan Lennox Short, for the Senior School Speech Day.

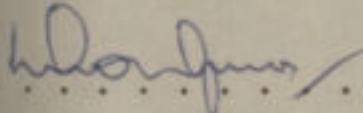
SCHOOL DOCTOR:

The School had no contract with any doctor and it was considered unnecessary to enter into one. It was agreed that it was preferable to have a panel of doctors from the same practice that the School could call on as and when necessary.

REPORTS:

It was requested that reports be sent out in time for them to be read before the meetings.

The Meeting closed at 10.35 p.m.


.....

CHAIRMAN

22 Nov 1979
.....
Date

- 2 -

Phase I	R2 545
Phase II	R9 138
Phase III	<u>R66 285</u>
	<u>R77 968</u>

Outstanding are Architect's and Consulting Engineer's fees for Phase III, also the final certificate for the building contractors.

REVENUE AND EXPENDITURE - FIRST AND SECOND TERMS 1979

	1979 Budget (½ of total Annual Budget)	1979 Actual (January - June)	1978 Actual (January - June)
and Boarding	236 700	236 471	222 276
eration Fees	500	830	515
Subjects	14 000	18 366	15 906
Revenue	2 000	3 299	3 586
	3 500	4 494	3 385
Receivable	1 800	1 800	1 800
est Receivable	-	-	504
	<u>258 500</u>	<u>265 260</u>	<u>247 972</u>
Scholarships, Bursaries, Allowances	<u>6 000</u>	<u>6 159</u>	<u>6 915</u>
	<u>R252 500</u>	<u>R259 101</u>	<u>R241 057</u>
ature			
ries-Teaching	130 500	139 136	116 280
ries-Administration	13 500	11 221	9 018
ries-Non Teaching	13 500	14 343	13 053
ries-Extra Teaching	<u>10 000</u>	<u>11 953</u>	<u>9 059</u>
	167 500	176 653	147 410
	13 250	12 693	12 265
ions and UIF	7 000	9 256	6 293
ions	18 250	18 351	16 911
atic Charges	12 500	13 295	12 307
istration & Class rials	10 500	11 639	11 373
est	12 000	10 998	10 850
ance	1 500	1 732	1 500
ebts	500	-	-
e Vehicles	300	226	212
Requisites	200	457	241
erty Maintenance	3 500	2 885	3 357
ociation	<u>5 500</u>	<u>5 550</u>	<u>5 625</u>
	252 500	263 735	228 344
(Surplus)	-	4 634	(12 713)
	<u>R252 500</u>	<u>R259 101</u>	<u>R241 057</u>

BUDGET 1980Summary1. Revenue and Expenditure

Attached is an estimate of revenue and expenditure for 1979 and 1980 incorporating the latest assumptions which we are able to make. This shows that:-

- (i) If salaries are increased to Government scale - 10%;
- (ii) If fees are increased by 10%;
- (iii) If depreciation is held at R11 000 (against recommended R17 000);
- (iv) If no contingency allowance is provided;
- (v) If no Government subsidy is received;

the school will run at a loss of R13 400.

2. Cash Flow

This shows that by the end of December 1980, if:-

- (a) Capital Expenditure is R20 000 plus the amount of depreciation,
R11 000 = Total: R31 000;
- (b) Final expenditure on phase 3 of the building is R10 000;
- (c) We receive a Government subsidy of R50 000;
- (d) Appeal receipts total R44 000;

the overdraft will have been reduced by the end of December to R77 200, which is still R27 000 above our target of R50 000.

3. Summary

It is therefore suggested that we should take the following action:-

- (a) Advise parents immediately that fees for 1980 will be increased by 10%, that the school ran at a loss during 1979 because of its desire to hold down fees, and that it is quite probable that fees will have to be increased further in 1980.
- (b) As soon as the position with the provincial subsidy is known, calculate our surplus/deficit for 1980 on the proposed fee scale, and work out a preliminary budget

- 2 -

for 1981. Calculate our capital expenditure for 1980 and 1981.

- (c) Accept that by the end of 1981, we must have reduced our borrowings to the target level (bearing in mind that in that year there will be no revenue from the Appeal), and plan fee increases for 1980 and 1981 that will achieve this.

Possible extension of boarding accommodation at the Junior School

Set out below is a preliminary estimate of the cost of making alterations to the Junior School to accommodate more boarders, and the possible effect upon the school's income and expenditure.

Capital Expenditure

cost for alterations	+ R10 000
cost of supplying beds, mattresses, cupboards, chairs and desks for 12 girls	<u>R 2 000</u>
<u>Total</u>	<u>R12 000</u>

Extra Expenses

meals 12 X R72	864
other (electricity, water, maintenance, laundry, etc) 12 X R48	576
salary of extra cleaner	210
interest on extra borrowings @ 12%	1 500
depreciation @ 10%	<u>200</u>
<u>Total</u>	<u>R3 350 per term</u>

Extra Revenue

boarding fees 12 X R280	R3 360
tuition fees 12 X R190	<u>2 010</u>
<u>Total</u>	<u>R5 370 per term</u>
surplus per term	R2 020
loss of rental from The Hill	900
Net gain	R1 120
= per annum	R 4 480

Financial Evaluation

The above indicates that if 12 extra pupils could be accommodated as boarders at the Junior School, the school would benefit from a revenue point of view, but not very significantly. The rent charged to "The Hill" could probably be increased. Probably the most important financial aspect is whether in its present highly borrowed condition, the school can responsibly afford to commit a further R12 000 to a capital project of this nature. The breakeven point would be + 6 pupils.

Two practical problems have been raised, which supported the closure of the boarding facilities at the Junior School in the first place. These are:-

1. It was found that the older girls in the Junior School did not like being treated as babies, and particularly where they

- 2 -

were advanced physically, it was felt that they should be accommodated in the Senior School.

2. It is essential that there should be the correct balance between Junior and Senior School. If we take proportionately more boarders into the Junior School, it will simply create a demand in excess of the supply available in the Senior School. An examination of this indicates that it should not be a problem if there are 12 girls from the Junior School presently boarding in the Senior School, and if these returned to the Junior School, the correct balance would be maintained and the increase would in fact be to the benefit to the Senior School.

These do not, therefore, appear to be significant.

Recommendation

Financial and practical problems are not serious. It is a policy decision.

The Education Committee should review arguments from interested parties, evaluate the reasons for the previous closure, and take a decision.

H E R S C H E L

HEADMISTRESS'S REPORT TO THE SCHOOL COUNCIL

Thursday 13 September 1979

CONGRATULATIONS

Since our last meeting we have had occasion to congratulate the following:-

- Caroline Dowdle who came 3rd in the English Olympiad;
- Keith Butters who gained a place in the 1st round of the Maths Olympiad;
- Berese Herbert who won 1st prize for Cape Schools in the Southern African Institute of Chartered Secretaries and Administrators 1979 Schools Essay Competition;
- Keith Butters, Meg van Niekerk and Fleur Hanekom for being selected as members of the Western Province Schools' Squash team which played in the Inter-Provincial Tournament;
- Our Under 15A Hockey XI for being joint winners with Rustenburg of the Inter-Schools' Hockey Tournament;
- Our Std 8 Drama class for coming second in the Clarecon Schools' English Play Festival, and Toni Olivier for winning the Cup for the best actress;
- Our Senior Choir for their part in the "War Requiem";
- Std 8L for raising R400 for Teach Funds through their Dance Marathon;
- All the girls from both Prep. and Senior Schools who participated in the Blisters for Bread Walk on Saturday;
- Our Std 9's responsible for producing the House Magazines which are all of a high standard, and also those in charge of the House plays for the Inter-House Drama contest next week.

STAFF

I record with sadness the death of Mrs Joy Doyes, former Senior English mistress who retired at the end of 1978, having edited the School Magazine and given valuable leadership in the English department for many years. Several staff attended the funeral which was held on Monday afternoon and at which the Herschel Choir was asked to sing.

It is with real regret that I received the resignation as from the end of the year of Miss Kable, our Physical Education teacher, mainly on health grounds.

We are also sorry to be losing Mrs Midlane from the Prep, and Miss Harman from our Music Department. These posts have been advertised and I am interviewing prospective candidates.

In the boarding establishment, Miss Foat's place at the Prep. is to be taken in October by one of the Senior School hostel staff while the latter is being replaced by Miss K Bluett whom we look forward to having on our staff.

EXPECTED NUMBERS FOR 1980

Though it is still too early to be able to forecast numbers for next year with any real accuracy, the enrolment for 1980 at present stands as follows (assuming that all girls pass their present standards):-

	<u>DAY PUPILS</u>		<u>BOARDERS</u>		<u>TOTAL</u>
	<u>Present</u>	<u>+ New</u>	<u>Present</u>	<u>+ New</u>	
Std X	29	+ 0	12	+ 0	41
IX	34	+ 0	14	+ 1	49
VIII	48	+ 2	21	+ 2	73
VII	25	+ 2	9	+ 0	36
VI	31	+ 13	7	+ 7	58
	<u>167 + 17 = 184</u>		<u>63 + 10 = 73</u>		<u>257</u>
Std V	36	+ 6	3	+ 2	47
IV	27	+ 1	7	+ 1	36
III	39	+ 1	3	+ 1	44
II	40	+ 0	3	+ 1	44
I	44	+ 1	4	+ 1	50
Sub B	28	+ 3	0	+ 0	31
Sub A	20	+ 13	0	+ 0	33
Pre-prep.	0	+ 24	0	+ 0	24
	<u>234 + 49 = 283</u>		<u>20 + 6 = 26</u>		<u>309</u>
	<u>467</u>		<u>99</u>		<u>= 566</u>

SPEECH-DAY AND END-OF-YEAR CEREMONIES

We plan to hold the following closing ceremonies:

- Prep. School Prize-giving, Wednesday 5 December at 10.30 a.m.
- Carol Service at St Saviour's Church, Wednesday 5th at 7.30 p.m.
- Junior School Prize-giving - Thursday 6th at 10 a.m.

Parents have been asked not to request permission to remove their daughters ahead of time.

A guest of honour needs to be invited for the Prize-giving, and a replacement for Rev. Eve who cannot conduct the Carol Service this year.

P.M.C. Conference in Pretoria (13-17 August 1979)

Ms Brown and I were appreciative of the opportunity to attend the annual Conference of the Heads of Private Schools which was very well attended this year. The main theme for talks and discussions was counselling and the role of the teacher as a counsellor in the school. We were addressed by the Bishop of Pretoria, the Rt. Rev. Michael Nuttall, and by social workers and psychologists as well as guidance teachers.

End of present term

On 10th and 19th September the Fashion Show (Younger than Spring-summer) will be held in the School Hall, organised by the Old Scholastic Association in aid of stage curtains and lights.

Several girls are being used as models and have been trained by Ms Jo Lloyd Roberts.

On Monday 19th September the Inter-House Drama Contest will be held. Geoffrey Tansley has agreed to come as adjudicator.

In the afternoon of that day Std 8, 9 and 10 girls are to be taken to the U.C.T. Exposition.

On Friday of this week we are to have the adjudication of the House Magazine Competition.

Matric Examinations

Our internal Trial examinations, there were 2 girls who gained 'A' aggregates and 6 gained 'B' aggregates. Fourteen girls gained a School Leaving Pass and 31 passed with Matric exemption; one girl was unclassified because of absence.

Meeting of Staff and Council Members

It would seem good to plan for some function in the fourth quarter. The staff and Council members could meet socially.

A. Geldard

GELDARD
MISTRESS

September 1979



Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL
SCHOOL COUNCIL WILL BE HELD AT
HERSCHEL ON THURSDAY 25 OCTOBER
at 5.15 p.m.

AGENDA

1. Apologies
2. Confirm Minutes of Meeting
held on 23 August 1979
3. Matters arising
4. New Council Members
5. English Festival
6. Sub-Committee's Reports
7. Any other business

MINUTES OF THE HERSCHEL EXCO MEETING HELD AT HERSCHEL ON

THURSDAY 25 OCTOBER 1979 AT 5.15 P.M.

PRESENT: Mr R K B Wilson (Chairman)
Mrs J Heywood
Mr T N Chapman
Mr R L Gawith
Miss P A Geldard (Headmistress)
Mr L C Saxby (Business Manager)

APOLOGIES: Mr C J Bettison
Mr M J Longmore

1. MINUTES

Minutes of the meeting held on 23 August 1979 were approved.

2. MUSIC ROOM FAN

Mr Kohler would be contacting Mr Ian Hay of the S A B C for advice regarding the noise caused by the fan.

3. BICYCLE SHED

Mr Pigby had agreed to put up the shed but would require certain tools and a labourer to assist him. Mr Wilson agreed to obtain prices of the timber required.

4. AUDITOR'S REPORT

The Committee considered the School might be prejudiced if it continued to reduce a teacher's salary in compensation for an equivalent reduction of her daughter's fees. It was agreed that Mr Chapman discuss the matter with Mr Symington.

5. NEW COUNCIL MEMBERS

Letters of appointment had been sent.

6. ENGLISH FESTIVAL

It was agreed that the letter drafted by Advocate Marais requesting information about the incident, should be sent to Mr Venter. Any legal action would be left to the parents as the School had acted in good faith.

7. SPEECH DAY

Mr Alan Lennox-Short would be the Speaker and Mr Wilson, Chairman, at the Senior School Speech Day on 6 December; and Professor Rosalie van der Gucht, Speaker, and Mr Chapman, Chairman, at the Preparatory School Speech Day on 5 December. The Headmistress would ensure that someone was detailed to look after the Speakers while they were at the Schools.

8. SALARIES

Two salary scales were submitted, one for the Senior Teaching staff and one for the Preparatory teaching staff, together with schedules of all salaries and wages for 1980. These scales should iron out the anomalies in the present teachers' salary structure. Music teachers and librarians would be treated as special cases. For teachers of particular value to the School it was possible to give extra responsibility allowances or to move teachers up an extra notch.

Mrs Heywood and the Headmistress were congratulated and thanked for their efforts.

9. SUBSIDY

No further information was available.

10. PROJECTOR SCREEN

Mr Saxby is to contact Mr Marshall Smith for information regarding a suitable screen.

11. FIRE ALARM

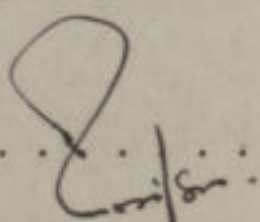
The electrical alarm system had broken down and a portable siren was not suitable. Quotes for a new electrical system are to be obtained and the Insurance Brokers are to be asked for their advice.

12. BUILDING AND DEVELOPMENT

Mr Saxby is to arrange a meeting on a Saturday morning with Messrs Wilson, Bettison and Rigby to inspect the School grounds and buildings and make recommendations.

There being no further business the meeting closed at 7.10 p.m.

CHAIRMAN



25.2.80

Date

HERSCHEL JUNIOR.

<u>YEARS</u> <u>EXPERIENCE.</u>	<u>M 4</u>	<u>M 3</u>	<u>M 2.</u>
1	4400	3960	2520
2	4600	4140	2720
3	4800	4320	2920
4	5000	4500	3120
5	5200	4680	3320
6	5400	4860	3520
7	5600	5040	3720
8	5800	5220	3920
9	6000	5400	4120
10	6200	5580	4320
11	6400	5760	4520
12	6600	5940	4720

HERSCHEL SENIOR.

<u>YEARS</u> <u>EXPERIENCE</u>	<u>M5</u>	<u>M4</u>	<u>M3.</u>
1	5040	4680	3960
2	5280	4920	4200
3	5520	5160	4440
4	5760	5400	4680
5	6000	5640	4920
6	6240	5880	5160
7	6480	6120	5400
8	6720	6360	5700
9	6960	6600	6000
10	7200	6840	6300
11	7440	7080	6525
12.	7680	7320	6750

A HERSCHEL COUNCIL MEETING WILL BE HELD AT THE SCHOOL
ON THURSDAY 22 NOVEMBER 1979 AT 5.15 P.M.

A G E N D A

- 1. Apologies
- 2. Confirm Minutes of Council Meeting held on 13 September 1979
- 3. Matters arising
- 4. Headmistress's Report
- 5. Sub-Committee's Reports
- 6. Any other business.

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON ^{THURSDAY} FRIDAY 22 NOVEMBER 1979

AT 5.15 P.M.

PRESENT: Mr M J Longmore - Chairman
 Revd Ian Eve
 Mr R L Gawith
 Mrs B Hoffman
 Mr P Kohler
 Mrs M Loggie
 Adv R M Marais
 Mr W Marshall Smith
 Mr J E Mudge
 Mrs A Snyders
 Mr J G van Zyl
 Miss P A Geldard
 Mr L C Saxby

APOLOGIES: His Grace the Archbishop of Cape Town
 Mr R K B Wilson
 Mr T N Chapman
 Mrs J Heywood
 Mr C J Bettison

Mr Longmore welcomed Mrs Snyders and Mrs Hoffman to the Council.

MINUTES:

The Minutes of the Council Meeting held on 13 September 1979 were approved.

1. ENGLISH FESTIVAL:

A reply had been received to the Council's letter to Mr Venter and this had been passed to Advocate Marais. Mr Longmore would discuss the position with him.

2. BICYCLE SHED:

The materials for this had been ordered and Mr Rigby would erect it as soon as possible.

3. MUSIC ROOM FAN:

Mr Kohler reported that Mr Hey of the SABC considered the noise could not be eliminated, even if the fan was moved from the room and a duct lined with fibre glass constructed to connect it to the room. Mr Mudge stated that an imported motor for the fan would not make the noise at low speeds that the present one made. After considerable discussion it was resolved that Mrs Loggie, Mr Mudge and Mr Kohler form a committee to investigate means of overcoming the difficulty. In the meantime provision should be made in the 1979 budget for some form of air conditioning.

- 2 -

4. SPEECH DAY:

The speaker at the Senior School would be Prof. A Lennox-Short, and at the Junior School, Prof. R van der Gucht.

5. HEADMISTRESS'S REPORT:

This had been circulated. The maximum number of pupils per class was discussed and it was decided that this should not exceed 25. The Headmistress pointed out that if only 25 were accepted when applications were being received, those put on a waiting list tended to look elsewhere with the result that when cancellations were received it was not possible to fill the vacancies. After considering the matter at length, it was resolved that applications in excess of 25 per class be placed on a waiting list.

6. HERSCHEL APPEAL:

Mr Kohler presented his report showing an amount of R83,875 still outstanding, also the proposed organisation and management for the future.

7. FINANCE:

Mr Gawith presented the Revenue and Expenditure account for the first three terms of 1979. The Budget for 1980 and plan would be distributed in the near future.

Mr Longmore thanked the Headmistress for her assistance to the Council during the year.

The meeting closed at 6.15 p.m.

.....
CHAIRMAN

31.1.80

.....
Date

REPORT FOR THE FIRST THREE TERMS OF 1979January to September 1979

Council meeting on 25 November 1979.

Figures shown are the actual figures for 1978 and 1979 from 1 January to 30 September, together with the 1979 Budget for the same period.

There is very little on which to comment which has not been mentioned in the two previous quarterly reports.

Tuition and Boarding fees are only R1 400 down on budget and should be only R2 000 down at the end of the year.

Again the R7 000 received for scholarships have not been taken into account and will only be shown at the end of the year as has been the custom.

The rise in cost of diesoline and its effect on domestic charges has been mentioned in previous reports as has the drop in interest rates.

The overdraft at the end of September amounted to R129 000. This amount includes the R50 000 short term loan.

No further payments have been made on the buildings. An account has been received from Bernard James and Partners who state they have charged the minimum fees laid down but have kindly made an allowance of R800 which "may be taken as a donation".

HERSCHEL ASSOCIATION

Revenue and Expenditure - 1st, 2nd and 3rd Terms 1979

	1979 <u>Budget</u> Jan-Sep	1979 <u>Actual</u> Jan-Sep	1978 <u>Actual</u> Jan-Sep
and Boarding	355 050	353 592	332 606
ation Fees	750	1 260	785
Subjects	21 000	27 276	23 789
Revenue	3 000	4 200	4 453
	5 250	6 235	5 445
Receivable	2 700	2 715	2 700
est Receivable	-	-	534
	387 750	395 278	370 312
Scholarships, Allowances,	9 000	9 702	10 986
Bursaries	<u>R378 750</u>	<u>R385 576</u>	<u>R359 326</u>
<u>Expenditure</u>			
es - Teaching	195 750	209 725	174 099
- Administration	20 250	17 022	12 981
- Non Teaching	20 250	21 515	18 868
- Extra Teaching	<u>15 000</u>	<u>17 398</u>	<u>13 600</u>
	251 250	265 660	219 548
	19 875	19 325	18 174
ms, UIF	10 500	13 768	9 597
ions	27 375	27 654	25 988
ic Charges	18 750	20 774	19 266
ustration and Class	15 750	8 032)	14 240
als		7 930)	
est	18 000	15 501	14 507
nce	2 250	3 000	2 250
its	750	-	
Vehicles	450	445	291
s Requisites	300	552	371
ty Maintenance	5 250	4 274	9 125
iation	<u>8 250</u>	<u>8 250</u>	<u>8 437</u>
	378 750	395 165	341 794
TS/(LOSS)	-	(9 589)	17 532
	<u>R378 750</u>	<u>R385 576</u>	<u>R359 326</u>

HEADMISTRESS'S REPORT FOR THE SCHOOL COUNCIL MEETINGTO BE HELD ON THURSDAY 22 NOVEMBER 1979Enrolment for 1980

The figures for next year's enrolment are encouraging: we are fully booked in Stds 5, 6, and 8 (see below *) and also in the Boarding Establishment for which there is now a waiting list. Total figures are as follows:-

<u>Senior School</u>	<u>Nov. 1979</u>	<u>Jan. 1980</u>
Std 10	46	38
9	41	48
8	50	75*(3 classes)
7	68(3classes)	37
6	<u>34</u>	<u>54*</u>
Total	<u>239</u>	<u>252</u>

<u>Prep School</u>		
Std 5	39	50 *
4	39	38
3	35	45
2	41	46
1	43	47
Sub B	47	33
A	27	41
Pre-prep.	<u>36</u>	<u>31</u>
Total	<u>307</u>	<u>331</u>

Full Total: 1979 = 546
1980 = 583

Boarders: Senior School 1979 = 68 1980 = 68
Prep. School 1979 = 27 1980 = 27

Total Boarders: 1979 = 95 1980 = 95

Staffing for 1980

At the Senior School, Miss Kable's position is to be taken by Mrs S Goosen who held a similar position for 8 years at the Holy Rosary Convent in Port Elizabeth.

In the Music Department Miss Harman's place is to be filled by Miss S Heathcock (B.Mus. Ed.)

At the Prep. School we are sorry to be losing Mrs Cowling, Mrs Midlane and Mrs Ebel. Their places are being taken by Mrs J Purcell, Mrs L Hanekom and Mrs S Carstens.

Of our present House Staff we are losing Mrs Nezar and Mrs Gubb. (The latter was appointed at the end of last year but has proved unsatisfactory and I have had to ask her to leave.) I have not as yet made an appointment in either of these vacancies.

Long Leave:

The teachers who have been granted Long Leave during 1980 are Mrs Rauch (1st term) and Miss Sweet (2nd term). Mrs Rauch's Physical Science and Mathematics classes will be taken by Mrs D Hendrie (B.Sc., B.A.).

School Calendar:

Since my last report to you, the following seem the major items of interest:-

Inter-House Drama: This was a closely contested event with three very different plays - "Olaf and the Ogre" (Jagger, the winning play); "The Do It Yourself Frankenstein Outfit" (Polt) and "The Grey Angel" (Merriman). The producers were Std 9 girls and, since the girls rehearsed without the aid of any staff, it provided a very good opportunity for leadership and team-work. Boarding house routine and prep perhaps suffered temporarily as a result but I believe the educational value involved in the whole experience far outweighed this!

Inter-Schools' Hockey: Our 1st XI won or drew 4 out of 5 matches in their section but failed to get through to the finals.

Inter-Schools' Squash: We were delighted to find our team winning the Cup this year, having beaten Pustenburg in the finals.

Gym demonstration in the School Hall: This provided an enjoyable evening and was attended by over 100 parents. We were given a good idea of the type of work being covered both in school Gym lessons and by the Gym Club.

Choir: Our Senior Choir had the opportunity to sing at the St. Saviour's Fete last month and also at evensong at St. Thomas' Church. They are of course preparing now for the Carol Service.

Confirmation: 21 girls were confirmed on Sunday, 28 October at St. Saviour's Church. Our thanks to Rev. Eve for all the work that went into the preparation of these girls in the preceding months.

Tennis Championships: The winner of the Singles was our Head Girl, Ruth Butters. The winners of the Doubles were Sandra Nichol and Nicky Deal.

Fashion Show: Younger than Springtime: This proved a delightful ending to the third term. We are grateful to the Old Herschelians for the organization of this function and to Mrs Jo Lloyd-Roberts for her leadership. The girls selected certainly enjoyed being models!

Centres of Interest Contest at Rustenburg: Five schools competed in this and our Std 8 team from Herschel were chosen as the winners. Congratulations to the seven girls in the team and to Miss Aitchison who helped them prepare for it.

Mountain Club outings: I am grateful to Miss Kable and to Mr and Mrs Fletcher for their help with this. There have been two climbs arranged in the past term - one on Table Mountain and one in the du Toit's Kloof area.

Matric Farewell Day : 4 November: This proved a very worthwhile and pleasant day for both staff and girls. It was good to see almost every member of the Matric class in Chapel for the Communion service that morning and somehow this seemed to symbolize the strong sense of loyalty to the School and the good unity that existed amongst our Matrics this year. After Chapel the Headmistress was "kidnapped" (not in a helicopter!) for breakfast at Louise Murdock's home after which the girls prepared for their farewell concert. At this concert later in the morning every class in the school participated and a group of brave staff members also entertained us by singing songs on each of the Matrics! We ended the morning with a luncheon for staff and Matrics and then the latter left us (first I think to sleep and then, I hope, to study!).

(N.B. Please note that the School Leavers' Communion Service as listed on the term calendar for 5 December was brought forward to this earlier date so will not be held as scheduled.)

Stock Exchange Game: A group of Matric Maths girls entered for this earlier in the year and came 32nd out of 412 schools. The profit made (unfortunately hypothetical, not real!) was R4,449. Our thanks to Mr Frater who gave some helpful advice.

The Debating Society: There have been several lively evenings of debating this term, i) vs Bishops, ii) vs St George's, and iii) Std 7 vs Std 8.

Std 9 Newspaper: Following a suggestion made by myself in an English lesson, the Std 9's produced a light-hearted school newspaper - Under the Ilex - which I hope may become a regular feature of school life.

Painting of Chapel windows: I wish to thank Mrs Gower for the help she has given her Std 6 pupils in the painting of the new Chapel windows.

Election of School Prefects: All girls were given the chance to vote for prefects for the coming year and we followed the results of the combined school and staff vote without making any alterations. The selection is as follows:

- Head Girl and Head of Merriman : Clair Grootendorst
- Head of Boarding House : Helen Dicey
- Head of Jagger : Suzanne Ackerman
- Head of Holt : Jane Dicey

Additional School Prefects: Lilian Dudley, Susan Eve, Marjorie Filmer, Jennifer Gray, Susan Lloyd-Roberts, Leigh Mukheiber, Carolyn Newton, Amanda Scott.

Additional House Prefects: Vicki Huxter and Susan Steenkamp.

The following Committees have also been chosen for the coming year: Library Committee; Chapel Committee; Boarders' Representative Council (including the Tuck Shop Committee); Oral Communication Committee (including the Debating Society); Christian Union Committee; and others.

End of year functions:

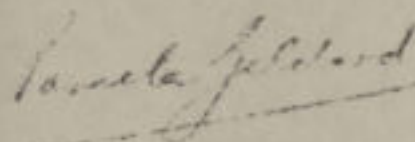
We look forward to the Carol Service on Wednesday, 5 December and the Prize giving Ceremonies on the 5th and 6th December.

As yet I have not had a single request for a girl to leave ahead of time, so I am hoping we shall have the entire school present for these important functions.

Joint Matriculation Board Examinations

The Matrics are using the School Hall for their examinations. On the whole they seem to be approaching them calmly, and we hope for the best.

School examinations are also under way. We plan to finish on the 23rd November, to allow time for staff to hand back papers in the following week.



P A GELDARD

16 November 1979

STATE OF THE APPEAL

Name of Campaign HERSCHEL APPEAL

State of Appeal as at 14/11/79

	<u>No. of Gifts</u>	<u>Amount</u>
RECONCILED GRAND TOTAL FROM STATEMENT OF 15/8/79 (date)	547	360 689.33

ADDRESS LISTING Sheet No/s _____

547 \$ 360 689.33

RECONCILIATION

	<u>Increases</u>	<u>Decreases</u>		
Sheet No. 17		580	1	580.00

NETT INCREASE/DECREASE

RECONCILED GRAND TOTAL \$ 360 109.33

546

Balance at last statement 15/8/79 / \$ 267 597.76

Balance since last statement \$ 8 637.00

TOTAL \$ 276 234.76

RECORDS DONORS

	1 Payment	2 Payments	3 Payments	4 Payments	5 Payments	Totals
Period of payments in months	March '79	Apr. to AUGUST 14				
Amount of payments in months	\$ 650	\$ 3443	\$	\$	\$	\$

PROGRESS LISTING SUMMARY SHEET

NAME OF CAMPAIGN: HERSCHEL APPEAL.

DATE: 14/11/79

PROSPECT AREA	PROGRESS LISTING SHEET NO.	NO. OF CARDS	AMOUNT	NO. OF SINGLE GIFTS: 272
PAST PUPILS				AMOUNT: 69 862.00
	TOTAL:			
	B/FORWARD:		30 426.37	
	TOTAL:		30 426.37	30 426.37
PARENTS				
	TOTAL:			
	B/FORWARD:		208 554.66	
	TOTAL:		208 554.66	208 554.66
PAST PARENTS AND FRIENDS				
	TOTAL:			
	B/FORWARD:		100 157.10	
	TOTAL:		100 157.10	100 157.10
BUSINESS HOUSES				
	TOTAL:			
	B/FORWARD:		37 927.70	
	TOTAL:		37 927.70	37 927.70
NUMBER OF GIFTS:			GRAND TOTAL TO DATE:	377 065.83

NOTE: This sheet only shows alterations to gift sizes received
SINCE the last Reconciliation was prepared.

DONOR'S NAME	ORIGINAL GIFT - 5 Year Total	INCREASE ON Original Gift	DECREASE ON Original Gift
City Brokers	1 200		580
<u>TOTALS:-</u>			580

PROGRESS LISTING SHEET

99

CAMPAIGN

Sheet No.

GIFT IN KIND.

Total Total
Ex-Students PGF

Students:

Parents and Friends:

NAME	5-YEAR TOTAL	CARD No.	INITIAL	NAME	5-YEAR TOTAL
J.G. Kelly	R2.00				
COLUMN TOTAL		COLUMN TOTAL			

HERSCHEL APPEAL

A brief report on the current status quo: for tabling at the Meeting of Council on Thursday the 22nd of November 1979.

STATE OF APPEAL:

Reconciled Grand Total (as at 14/11/79) : R 360, 109. 33.

Cash at last statement: R 267, 597. 76.

Since last statement : R 8, 637. 00.

R 276, 234. 76.

Summary:

The total figure pledged is R360,109. 33 from (roughly) 549 donors and the cash flow figure at the moment is R276,234. 76. which represents plus/minus 76% of the total.

The APPEAL BOOKS and correspondence were surveyed by Mr Alistair Liebert: Manager, Clients Service Division of the National Fund Raising Council on the 7th of November, and he has made the following observations:-

- a) Although the figure (76%) is slightly low, it must be remembered that R16,000 has been written off which would bring the figure into line.
- b) The amount of money incurred by the arrears donors is still very low and should not be cause for concern, but, naturally, this should be brought into line where possible.

Proposed organization & management:

- a) A livelier mixture of the above ingredients will be dished up to members of the Follow-On Committee in early December.
- b) At the same time, willing follow-onners will be asked to MEET on the first Monday after the opening of the first term in 1980.
- c) A NEWSLETTER featuring updated facts and figures and reaction to the new facilities from both staff and girls will be published to co-incide with Founders' Day celebrations; and, from that date, the Follow-On Committee will concern itself with the dragging in of outstanding monies: a general & good natured 'mopping up' in what will (ostensibly) be the last year of the Herschel Appeal!

I say ostensibly because we already know that several donors have requested postponements, but I believe we should still try to draw the Appeal in to a logical close on schedule. A shadow Committee could deal with the stragglers!

Patrick Kohler

CHAIRMAN: FOLLOW-ON COMMITTEE.

COUNCIL CALENDAR 1980

January	:	<u>COUNCIL MEETING</u>	-	8.00 p.m.	
February	:	Founder's Day	-	11.00 a.m.	Service at St Saviour's Church
February	:	<u>Exco Meeting</u>	-	5.30 p.m.	x Chapman. Has End. meetings all mornings.
March	:	<u>Exco Meeting</u>	-	5.30 p.m.	
April	:	<u>Exco Meeting</u>	-	5.30 p.m.	(*) Bettison away.
May	:	<u>COUNCIL MEETING</u>	-	8.00 p.m.	
June	:	<u>Exco Meeting</u>	-	5.30 p.m.	
July	:	<u>Exco Meeting</u>	-	5.30 p.m.	
August	:	<u>COUNCIL MEETING</u>	-	8.00 p.m.	
September	:	<u>Exco Meeting</u>	-	5.30 p.m.	
October	:	<u>Exco Meeting</u>	-	5.30 p.m.	
November	:	<u>COUNCIL MEETING</u>	-	8.00 p.m.	

HERSCHEL COUNCIL MEMBERS

Most Reverend B B Burnett, Archbishop of Cape Town, Bishopscourt, Claremont 7700		71-2531
K B Wilson, 8 Woodlands Road, Rondebosch 7700 (P O Box 48, Cape Town 8000)	Home:	69-5726
	Work:	53-1274
J J Bettison, P O Box 3622, Cape Town 8000	Home:	74-3377
	Work:	71-7158
N Chapman, Temple Chambers, 4 Wale Street, Cape Town 8001	Home:	65-5976
	Work:	22-4721
Freend Ian Eve, St Saviour's Rectory, Bowwood Road, Claremont 7700	Home:	61-8787
	Work:	61-8171
L Gawith, Bergendal, Lincoln Drive, Bishopscourt 7700 (P O Box 4854, Cape Town 8000)	Home:	71-2300
	Work:	21-6500
B-L Hoffman, Long Cottage, Newlands Avenue, Newlands 7700	Home:	69-1955
J Heywood, P O Box 117, Constantia 7848	Home:	74-1557
	Work:	69-8531
K Kohler, 52 Bowwood Road, Claremont 7700	Home:	61-8474
	Work:	44-1155
M Loggie, 14 Shirley Road, Claremont 7700	Home:	71-7285
		86-1103
J Longmore, 19 Highwick Avenue, Kenilworth 7700	Home:	77-7517
	Work:	71-7033
ate R M Marais, Chambers, 40 Queen Victoria Street, Cape Town 8001	Home:	71-7656
	Work:	22-3636
Marshall Smith, Drenagh, 4 Melbourne Road, Kenilworth 7700	Home:	77-6477
Snyders, 37 Mountain Road, Claremont 7700	Home:	61-8732
E Mudge, Chiltern Farm, Elgin 7180	Home:	02252/70
J van Zyl, 45 Palmboom Road, Newlands 7700	Home:	69-5878

THE QUARTERLY MEETING OF THE HERSCHEL COUNCIL

WILL BE HELD AT THE SCHOOL ON THURSDAY

31 JANUARY 1980 AT 8 P.M.

A G E N D A

1. Apologies
2. Confirm Minutes of Meeting
held on 23 November 1979
3. Matters arising
4. Election of office bearers
5. Constitution of Sub-Committees
6. Headmistress's Report
7. Sub-Committee's Reports
8. Founder's Day : 21 February
9. Music Room fan
10. Any other business.

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL SCHOOL
COUNCIL HELD AT HERSCHEL ON 31 JANUARY 1980 AT 8 P.M.

PRESENT: Mr R K B Wilson (Chairman)
 Revd I H Eve
 Mr R L Gawith
 Mrs B-L Hoffman
 Mrs J Heywood
 Mrs M Loggie
 Mr M J Longmore
 Mrs A Snyders
 Miss P A Geldard
 Mr L C Saxby

APOLOGIES: His Grace the Archbishop of Cape Town
 Mr C J Bettison
 Mr T N Chapman
 Mr P Kohler
 Adv. R M Marais
 Mr W Marshall Smith
 Mr J E Mudge

MINUTES

The minutes of the Council Meeting held on 23 November 1979 were confirmed.

1. ELECTION OF OFFICE BEARERS

Chairman - Mr R K B Wilson
 Vice-Chairman - Mr T N Chapman
 Secretary/Treasurer - Mr L C Saxby

2. Election of Committees:

Education: Mrs Heywood (Chairman)
 Mrs Loggie
 Mrs Hoffman
 Revd Eve
 Mr Kohler

Building/Development:
 Mr Bettison (Chairman)
 Mr Wilson
 Mr Mudge

Finance/Administration:
 Mr Gawith (Chairman)
 Mr Longmore
 Mr Marshall-Smith
 Mr van Zyl

Public Relations/School Liaison:
 Adv. Marais

Fund Raising:
 Mr Kohler
 Mrs Snyders.

HEADMISTRESS'S REPORT:

The Headmistress tabled her report.

- a) Mr Gawith mentioned the "waists" caused by insufficient numbers in certain classes. While it was agreed that every effort should be made to increase the numbers in these classes, no solution to the problem was suggested.
- b) The Chairman congratulated the Headmistress and the Staff on the excellent results achieved by the School in the 1979 Joint Matriculation Board Examinations and thanked her for circulating these results to Council members.
- c) The Headmistress was also congratulated on the organisation of the Speech Day ceremonies.
- d) Resolved that:-
 1. The oaks, which were a feature of the Senior School, and are now dying, be replaced if possible by Turkey Oaks which are resistant to disease, and that a Provincial horticulturist be consulted.
 2. Advice be obtained regarding the tree in the drive at the Preparatory School and action taken if necessary.
 3. The cover afforded by our Public Liability insurance be checked in as far as damage caused by falling branches was concerned.
 4. A decision be reached regarding the repair or replacement of the swimming pool before the end of the term.

FINANCIAL REPORT:

Resolved that the Budget for 1980 together with the Business Plan be approved.

Mr Gawith emphasised that to produce a Budget for 1981, together with a more comprehensive Business Plan, for approval by the Council at their August meeting, the various committees must submit their recommendations early in July.

Rev'd Eve proposed that a meeting be held to explain to the Staff why, in spite of the subsidy, it was not possible to pay salaries in accordance with Government scale. This was approved.

Mr Gawith requested an increase in the allowance for bursaries and this would be considered at a future meeting when more figures would be available.

MUSIC ROOM FAN:

Mrs Loggie presented the findings of the sub-committee. Resolved that two National Split Unit Air Conditioning units at a cost of R2500 be supplied by A P Air Conditioning.

BUILDING COMMITTEE:

There would be a meeting in the very near future to discuss the maintenance and capital items in the Business Plan.

LETTER RECEIVED:

The Chairman read a letter from Mr Pulvermacher whose daughter had been refused promotion to Standard 10. She transferred to Abbots where she obtained a N.S.C. pass.

Resolved that the Chairman reply to Mr Pulvermacher indicating our pleasure that his daughter had passed.

1. PROVINCIAL SUBSIDY:

A letter was expected from the Provincial Administration within the next two weeks giving the conditions. Schools would act independantly, though the four Anglican Schools in Cape Town would hold discussions. It was possible that the C.P.A. would require the right to appoint a representative to the Council, and this was not considered unreasonable.

Resolved that members of the Council be kept informed, but that no meeting would be called unless the conditions warranted it.

2. MATRICULATION EXAMINATIONS:

Mrs Heywood informed the meeting that the change from Joint Matriculation Board to Cape Senior Certificate was still under consideration.

There being no further business the meeting closed at 9.35 p.m.

.....
CHAIRMAN

.....
22.8.80.
.....
Date

HERSCHEL SCHOOLTHE MUSIC ROOM:Existing problems:

- a) When the windows are closed to reduce street noise, the room temperature becomes unbearable.
- b) The fan motor makes a noise at low speed (ie: the higher the speed, the greater the noise).
- c) Noise from the Tuck Shop is accentuated by the fan.

Solution:

- a) We could modify the existing fan, and use ducting to reduce noise. But we are unlikely to increase efficiency and we are most unlikely to be able to kill the noise from the fan wherever it is sited.

Alternative:

After consultations with Mr Ian Hey of the SABC and Mr Ingle of A.P. AIR CONDITIONING, the Music Room Sub Committee comprising Mary Loggie and Patrick Kohler (regrettably John Nudge unavailable during consultations: he's in Groote Schuur undergoing heart surgery) would like to recommend that we ask the Finance Committee to allow for additional expenditure of approx. R2500 and install simple but effective air conditioning units.

Example: As per illustration attached.

Availability: The units could be installed by the end of February.

Cost:

Regrettably, since the first estimate in November, prices have increased, and the installation would break down as follows:-

Equipment	:	R 2150. 00.
Sales Tax	:	R 86. 00.
Additional power point	:	R 40. 00.
Removal of existing fan	:	?
Timber & fibre glass to seal existing 'box' above door ...	:	?

approx	:	R 2500. 00.
Less sale of existing fan app	:	R 250. 00.

		R 2250. 00.

HEADMISTRESS'S REPORT TO THE SCHOOL COUNCIL31st January 1980ENROLMENT

The school year opened with our full complement of pupils in five standards and numbers similar to those estimated in November.

<u>Junior School:</u>	Std X	37	
	IX	50	
	VIII	74	(three classes)
	VII	37	
	VI	49	
	Total	247	
<u>Prep School:</u>	Std V	51	
	IV	36	
	III	46	
	II	47	
	I	51	
	Sub B	35	
	A	40	
	Pre-Prep	32	
	Total	338	
Overall Total	585	(91 boarders, 494 day scholars)	

JOINT MATRICULATION BOARD EXAMINATIONS

Staff were encouraged by pleasing results in many subjects and delighted about the three A aggregates and the fact that there were no failures. Subject distinctions were gained in the following:

Afrikaans	3
Biology	1
English	3
French	1
Latin	2
Mathematics	6
Physical Science	1
Speech and Drama	2
Typing	1

SPEECH DAY AND CAROL SERVICE 1979

I should like to thank Council members for their support on these occasions and say how much we appreciate your presence at school functions. I felt that both Speech Day Ceremonies (i.e. at Prep. and Junior Schools) were well attended by parents and it was certainly good to see St Saviour's filled to capacity for the Carol Service.

NEW STAFF MEMBERS

I welcomed the following new teachers to our staff this year:

- Mrs Carstens (Std II)
- Mrs Goosen (Physical Education)
- Miss Heathcock (Music)
- Mrs Martin (Biology)
- Mrs Purcell (Std IV).

Page 2.

April we shall be needing to replace the Home Economics teacher, Kemlo. I have already appointed someone for April to replace PITCHIE as Trained Nursing Sister in the Boarding House.

FOUNDER'S DAY

are planning to combine Founder's Day with the Old Herschelians' Union on Thursday 21 February. At 11 am there will be a service at Saviour's Church and we are very glad that His Grace the Archbishop accepted our invitation to be present on that occasion. After the service the Old Girls will return with us to school for lunch in the Dining Hall followed by their Annual General Meeting and then by the Inter-House Swimming Gala.

POOL PLAY

McClurg has already made an enthusiastic start on her production of "We from Judy" (the musical version of the children's classic "Daddy Long-legs"). A cast of over 80 has been selected and a full rehearsal schedule planned. We have booked the Claremont Civic Centre for the first week of next quarter and we hope the show will open there on Wednesday 9 April. Girls from both Prep. and Senior Schools will be involved in this production and Mrs McClurg is also hoping to get a committee of parents organised to help with the costumes and stage set. Staffords have agreed to handle the bookings.

DEBATING CLUB

varied programme has been arranged for this term including a couple of political meetings, presenting both Government and Opposition points of view. The Leader of the Opposition, Dr van Zyl Slabbert has agreed to address the School and we are hoping Dr Piet Koornhof may consent to do so.

PHOTO CLUB

Camera Club has been started at the Senior School for those interested in photography.

Gymnastics

am grateful to Mr Gerrit van Zyl for the interest he has shown in our School Gymnastics Club. New equipment is being purchased and excellent coaching has been arranged.

TREES

have been advised to plant trees so that in time they will replace the ones which unfortunately seem to be dying. The pittosporum hedge too has badly withered in many places and we are gradually replacing this with Hibiscus obtained as a gift from the Cape Provincial Administration Series.

SWIMMING POOL

swimming pool is in urgent need of repair and renovation. I would be pleased if the Building Committee could give advice in this connection.

PRE-PRIMARY SCHOOL

am still of the opinion, for reasons previously stated, that we should go back for Herschel use the building at present occupied by the Pre-Primary School. May I suggest that perhaps a sub committee be formed to give special consideration to this matter.

PREP. SCHOOL

There will be an opportunity provided this year for Senior and Prep. School staff to meet regularly over lunch every Wednesday. In addition to my weekly meetings with the Heads of the Preparatory and Kindergarten departments, I have planned to have weekly meetings this year with the teachers of Stds 1-V, one standard at a time. This will, I hope, put me in more direct touch with Prep. School work. We intend using part of the entrance foyer for the display of pupils' work and each class will be given responsibility for this, one week at a time. We are also continuing something I started last year, namely that every alternate week for the Friday Assembly, when the Headmistress is present, each class should in turn lead the worship with items such as singing, choral verse, a short play or dramatic monologue and prayers.

"THEO AND JULIET"

A party of 40 girls and staff attended the ballet at the Nico Malan this Saturday. On 18 February we are hoping to take a party of over 200 to Boardville for the play.

ENGLISH BOOK-ROOM

In the Senior School we have started collecting sets of books (mainly novels, short stories and plays) for use as extra readers in different classes (i.e. in addition to the set-work books the girls buy and keep for themselves). It is our intention to use these extra books for additional reading for a term at a time on a loan basis, charging 50c for the loan of each book per term.

LIBRARY

We are pleased to receive a grant of R500 towards Library funds from the Al and Stella Loewenstein Trust Fund. In view of the considerable increases in the price of books in recent years, any gift of this kind is very welcome.

P. A. Geldard.

HEADMISTRESS

1 January 1980

HERSCHEL SCHOOLBUDGET 1980

HERSCHEL SCHOOL

Plan for 1980

This document is a preliminary statement of the objectives and plans for Herschel for 1980. It is a precursor to a more detailed plan which will be prepared for 1981.

A. Longterm objectives

As prepared by the Planning Committee.

Herschel seeks excellence in the education it provides and would measure its excellence against the following criteria:-

1. Character-building and preparedness for life is evidence of awareness of social responsibility, awareness of God, awareness of the broader issues embodied in words like ethics, morals, and decency.
2. That the education we give equips girls for the career paths and higher education they seek.
3. Teachers and the girls are proud of Herschel, its traditions, its achievements and its sparkle.

The committee proposes that focus now moves away from providing facilities and towards education in the fullest sense of the word.

B. Short term objectives

Arising from our longterm objectives, there are a number of short term objectives which have been discussed and where further action is called for. These are:-

1. Teachers Remuneration

Teachers remuneration has been investigated by the Education Committee, and a scale of fees prepared which brings an effective system into the Herschel salary scale, and increases remuneration on the levels existing in 1979, and closes the gap between the Herschel scale and the government scale.

The Herschel scale needs to be reviewed if there are any changes in the government

scale, or if it is desired to further close the gap for the 1981 financial year. Expectations may have been now raised by the subsidy. Responsibility - Education Committee. Recommendations to be finalised for 1981 in time for the budget - July 1980.

2. Boarding Accommodation

It has been suggested that it would be to the advantage of the school to increase boarding accommodation -

- (a) to provide extra revenue;
- (b) to increase school spirit;
- (c) to make the school more attractive to out-of town parents.

The suggestion that extra accommodation might be provided by converting the Hill to this purpose has been investigated. Assuming that the extra accommodation can be filled, it has been found that from a financial point of view, it makes little difference. In the circumstances, future action is a matter of policy. No allowance has been made in this plan. Responsibility - Education Committee. At least one full year's notice would be required.

3. Joint Matriculation Board or Senior Certification Examination

Further evidence regarding the best course is being sought and recommendations will be put forward in due course. Responsibility - Education Committee.

4. Government Subsidy

Discussions have been taking place between the Association of Private Schools and the Provincial Administration regarding the subsidisation of private schools in the Cape Province. Herschel is represented on these discussions and will seek to obtain the maximum assistance without any conflict with our objectives. The impact of the subsidy and how it is to be treated can only be considered when it has been finalised. Responsibility - Mr Wilson.

5. Endowment

It has been suggested that the school should try and encourage endowments in order to have its own finance to assist with bursaries, keeping fees at as low a level as possible and for worthy capital projects. Responsibility - Planning Committee.

6. Herschel Appeal

Some R80 000 still remains outstanding on the Herschel Appeal and it is considered that a new Appeal could possibly be launched in 1983. Responsibility - Mr Wilson.

7. Development Plan

It is desirable to bring up to date and distribute to Council members the long range development plan for buildings and facilities which was prepared some time ago. This is to ensure that any future buildings conform to an overall integrated plan, and that the financing can be arranged and priorities determined. A copy of the old plan included for information. Responsibility - Building Committee.

C. Budget 1980

1. Objectives

The financial objectives of the school for the next 2 years are:-

- (a) To reduce the overdraft from its present high point of approximately R120 000 to a high point of R50 000, and to reduce the bonds on the school from R116 000 to R100 000. One of the reasons for our present over-borrowed position is that capital expenditure on new projects has exceeded receipts to date from the Herschel Appeal. The following avenues will be used to reduce our borrowings -
 - (i) Funds received from the Herschel Appeal will be retained.
 - (ii) We shall operate at a surplus (taking the subsidy into account).

- (b) To run the school at full capacity. At present, the pupil population is 546 against a theoretical potential of 650. The financial strength of the school will be immeasurably improved if this gap can be closed.
- (c) To improve our planning and budgeting procedures so that a properly documented plan can be submitted to Council in August containing firm proposals regarding Revenue, expenditure (including salaries), Capital expenditure, fees, etc. This to be finalised for distribution as our budget for 1981 by September and any adjustments to fees to be notified before the commencement of the last term of 1980.

2. Budget

In the following pages the Budget for 1980 set out with notes and back up schedules to support the figures.

BUDGET 1980

	1979 <u>Estimate</u>	%	1980 <u>Budget</u>	%
<u>REVENUE</u>				
Registration Fees	1 800	.34	2 000	.34
Sundry Revenue	6 100	1.16	6 500	1.11
Lunches	7 500	1.43	7 500	1.28
Rent	3 600	.69	3 900	.67
Four Schools' Trust	<u>7 500</u>		<u>7 500</u>	
	26 500		27 400	
Less: Scholarships, Bursaries, Allowances	<u>12 800</u>		<u>14 000</u>	
Sub Total	<u>13 700</u>		<u>13 400</u>	
Extra Subjects	35 500	6.76	34 000	5.82
Boarding Fees	99 200	18.91	107 000	18.33
Tuition Fees	<u>371 000</u>	70.71	<u>423 000</u>	72.44
Sub Total	<u>505 700</u>		<u>564 000</u>	
<u>TOTAL</u>	<u>R519 400</u>		<u>R577 400</u>	
<u>EXPENDITURE</u>				
<u>General</u>				
Catering	36 500	6.92	41 500	7.24
Domestic Charges	26 500	5.03	29 800	5.20
Administration	12 800	2.43	14 100	2.46
Class Materials	8 500	1.61	9 400	1.64
Interest	20 500	3.89	19 000	3.31
Insurance	4 000	.76	4 300	.75
Bad Debts	1 000	.19	1 500	.26
Motor Vehicle	650	.12	900	.16
Sports Requisites	650	.12	700	.12
Property Maintenance	7 000	1.33	11 000	1.92
Depreciation	11 000	2.09	11 000	1.92
Contingency Allowance	-	-	-	-
Sub Total	<u>129 100</u>	<u>24.49</u>	<u>143 200</u>	<u>24.99</u>
<u>Non Teaching Staff</u>				
Salaries - Administration	23 000	4.36	25 000	4.36
Salaries - Domestic	29 000	5.50	29 100	5.08
Wages	26 000	4.93	29 700	5.18
Pension, UIF Contributions	1 900	.36	1 900	.33
Provision Long Service Gratuities	-	-	<u>3 500</u>	.61
Sub Total	<u>79 900</u>	<u>15.16</u>	<u>89 200</u>	<u>15.56</u>
<u>Teaching Staff</u>				
Salaries	276 100	52.38	296 000	51.64
Long Leave	2 700	.51	3 300	.58
Pension, UIF Contribution	16 300	3.09	18 500	3.23
Extra Subjects	<u>23 000</u>	<u>4.36</u>	<u>23 000</u>	<u>4.01</u>
Sub Total	<u>318 100</u>	<u>60.35</u>	<u>340 800</u>	<u>59.46</u>
<u>TOTAL</u>	<u>R527 100</u>		<u>R573 200</u>	
<u>PROFIT/(LOSS)</u>	<u>(R 7 700)</u>		<u>R 4 200</u>	

CASH FLOW 1980 (Summary)

Surplus year ending 31 December 1980	4 200	
Depreciation shown in budget	<u>11 000</u>	
	15 200	
Receipts - Herschel Appeal	36 000	
Provincial Subsidy	<u>50 000</u>	
	101 200	
14. Capital Expenditure	31 000	
15. Pan Anglican Education	<u>400</u>	<u>31 400</u>
Fund Loan		69 800
Bank Overdraft as at 1 January 1980		<u>131 000</u>
Bank Overdraft as at 31 ^{December} ~~January~~ 1980		<u>R61 200</u>

The above assumes the school receives a Provincial Subsidy of R50 000, and that no further accounts are received for Phase III. X

By the end of 1981 our aim is to reduce our maximum overdraft by a further R11 200 to R50 000 and our bonds with the S.A. Mutual by R16 000 to R100 000.

NOTES1980 BUDGET

1. Four Schools' Trust. The school's share of the income from this trust is utilised to pay the major portion of the scholarships and bursaries granted by the school.
2. Scholarships, Bursaries, Allowances. Calculated as follows:-

Staff and other allowances	5 700
Book awards	75
Scholarships	1 900
Bursaries	6 100
3. Boarding Fees. Based on an average of 96 boarders per term at R280.
4. Tuition Fees. Schedule attached.
5. Catering. To be contained within a 13% increase.
6. Domestic Charges. Assumed that diesoline will not increase by more than 15% and other items 10%.
7. Administration and Class Materials. The two accounts have been shown separately. Not only has the cost of class materials increased but so too has the quantity of material required, due to increased use of audio visual equipment, etc.
8. Interest. Calculated as follows:-

Bond R116 000 at 12%.	13 920
Short term loan R50 000 at 7½%.	1 875
for six months - assumed	
R50 000 subsidy received.	
Bank overdraft. Average	2 850
R30 000 at 9½%.	<u>R18 645</u>
9. Motor Vehicle. Assumed that there will be no major repairs or replacements required during 1980.
10. Property Maintenance. Calculated as follows:-

Swimmingpool	800
General Maintenance -	
Junior School	1 400
Senior School	5 000
Grounds	800
Repairs to metal windows and drive. Replacing worn carpets	<u>3 000</u>
	<u>R11 000</u>

No allowance made for major repairs to the swimmingpool nor to the Junior School plumbing. Nor has the cost of major renovations in the Senior boarding house been allowed for.

11. Provision for Gratuities. Several members of staff are not members of the pension fund nor are they eligible to join due to age. Having given ten or more years service, and being due to retire during the next few years, provision is being made for their gratuities.
12. Salaries. These are in accordance with the Herschel scales and no allowance has been made for any change in these scales during 1980.
13. Long Leave. Salaries for teachers replacing two who are going on long leave.

No provision has been made for contingencies in the Revenue/Expenditure Budget.
14. Capital Expenditure. See separate schedule, and refer to report on Buildings and Grounds. The Development Committee is requested to finalise its proposals as soon as possible.
15. Pan Anglican Education Fund Loan. It is proposed to pay off this small loan (R2 000) in instalments.

FEES 1980

	<u>Pupils</u>	<u>Fees</u>	<u>Revenue</u>
Pre prep	30	80	2 400
Sub A	37	100	3 700
Sub B	30	105	3 150
Std 1	46	140	6 440
Std 2	42	170	7 140
Std 3	42	190	7 980
Std 4	35	195	6 825
Std 5	47	205	9 635
Std 6	47	220	10 340
Std 7	36	235	8 460
Std 8	72	250	18 000
Std 9	46	260	11 960
Std 10	<u>38</u>	260	<u>9 880</u>
	<u>548</u>		<u>105 910</u>

FEES

	<u>Per Term</u>	<u>Per Annum</u>
Tuition	R105 910	R423 640
Boarding - 96 boarders at R280	R26 880	R107 520

CAPITAL EXPENDITURE

Mowers - hockey field, lawns, grass round tennis courts	R2 200 ff
Fan/Air conditioner - music room	3 500
Furniture - filing cabinets, desks, chairs (housemistress lounge)	700 ff
2 Additional showers - senior boarding	2 000
Duplicator	1 400 ff
PABX telephone system	8 000
Alterations to Junior School Secretaries office	
Alterations to Reception and Administration Offices - Senior School	3 000
Accounting machine	4 000 ff
Contingencies	<u>6 200 ff</u>
	<u>R31 000</u>

Any underspent balance to be credited
to a provision for new equipment
and buildings.

FURTHER CAPITAL REQUIREMENTSShown on Plan

Squash courts
Swimmingpool and change rooms
Biology laboratory
Lecture hall

Also suggested

Assembly Hall
Chapel.

In view of the lack of ground available for
building purposes, the Assembly Hall could
replace the Lecture Hall.

Alterations to Senior boarding house
Alterations to Mr Rigby's workshop
Gym equipment.

BUILDING AND GROUNDS

Review of Maintenance and Capital Expenditure Requirements

SENIOR SCHOOL

Drive - Needs resealing before it deteriorates further.

Metal windows in classrooms need servicing. A large number do not close properly.

Roof over Audiovisual room and over changeroom next to hall need cleaning.

Boarding accommodation needs its usual annual clean-up. Odd walls are damp. Carpet strip in long dormitory needs replacing as does the carpet outside this room and along to the toilets. The carpet in the dormitory over the hall is also worn. The furniture is in need of painting. Originally painted white over varnish and is now peeling. Fire alarm being replaced.

Wiring of admin. offices, headmistress's quarters, etc, require attention.

While progress is being made with painting of exterior of school, it will have to be delayed while work inside is completed, where essential, at the Junior School.

JUNIOR SCHOOL

The school generally needs painting, particularly certain exterior walls. Rust is starting to show on the metal fire escape, but this is not a major problem as yet. A number of damp walls.

Roof over the main entrance needs cleaning. The entrance paving and earth patches could be improved.

Plumbing remains a threat, but Mr Rigby seems to have this under control at present.

Secretary's office is a cupboard under the stairs. She should have something better.

SWIMMING POOL

A decision will have to be made as to whether we repair this properly. It is not possible to get a quotation unless it is dug up round the edge to find the leaks.

Mr Hockly has produced a plan showing further phases of the school's development. This shows squash courts, swimming pool and change rooms near the new classrooms, on the cabbage patch. A science lecture room over the present one and a lecture theatre where the present swimming pool is. Finally, a further tennis court occupying the remaining piece of the cabbage patch.

I understand that no serious thought has been given to reorganising the senior accommodation for boarders.

The proposed building plans for the school could be modified to cater for the following:

Reorganisation of Senior Boarding and Reception and Admin. Offices.
Squash Courts
Science Laboratory
Swimmingbath
Assembly Hall (Possibly instead of proposed lecture hall)
Chapel.

A reasonable workshop is required for Mr Rigby if he is to do all that is required of him. Storage space is at a premium with the loss of that under the stage and the security room in the crypt.

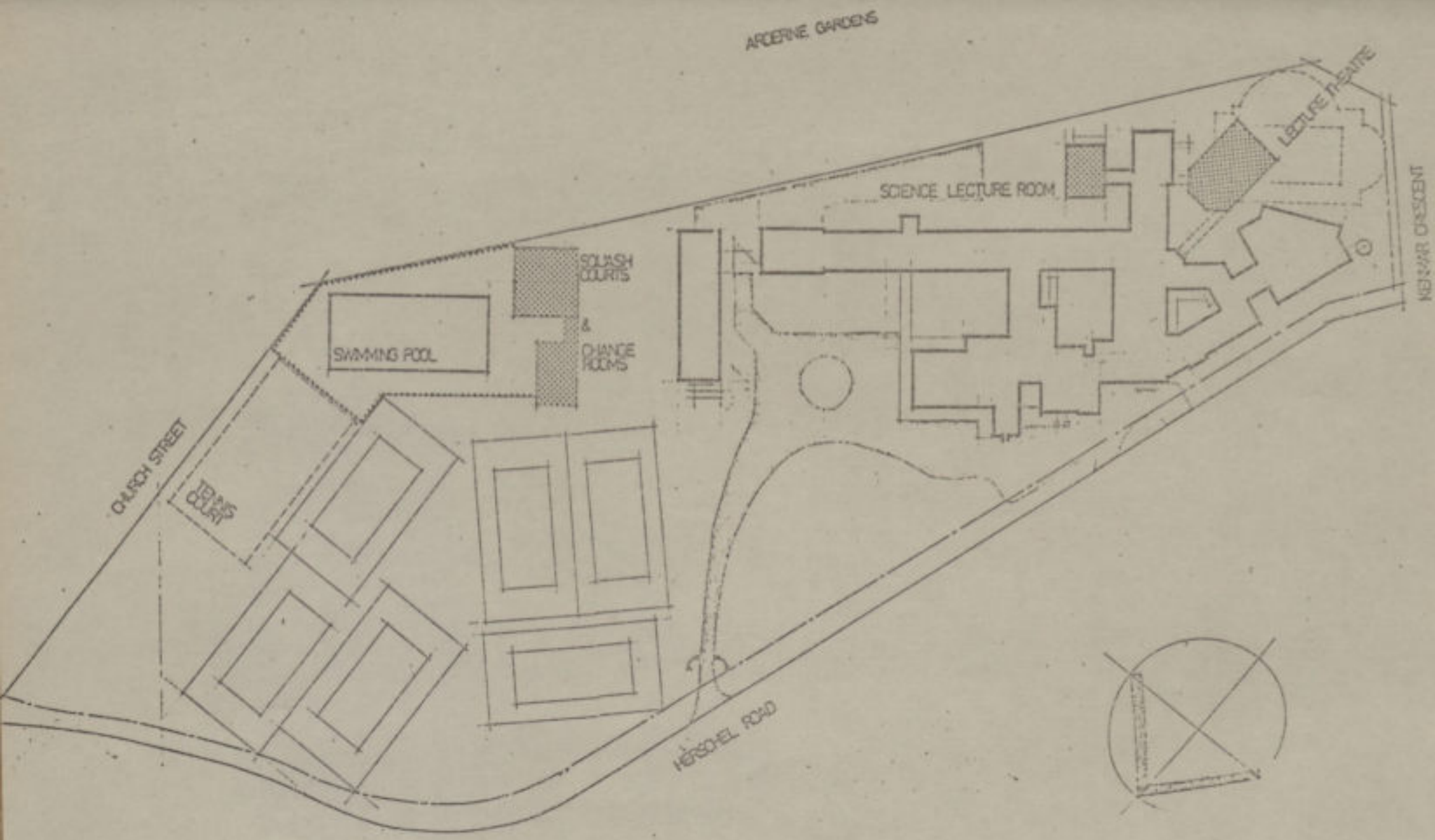
The assembly hall and the chapel are in the distant future but more important are the other projects, in particular some decision as to the Senior Boarding. It is doubtful that the school has enough land for all the above.

The fan in the music room is being sorted out by Mrs Loggie, Mr Kohler, Mr Mudge.

The bike shed will be built by Mr Rigby during the holidays, if there is time.

The smaller repair jobs Mr Rigby is going to carry out have not been included above.

L. SAXBY



COMPARISON OF FEES (converted to quarterly basis)

Herschel				St. Cyprians	Rhodean	St. Andrews	
	1978	1979	1980	1979 3rd term	1978	1978	1980
prep	65	70	80	-	112	101	123
A	85	90	100	105	187	183	225
B	90	95	105	110	"-	"-	225
I	120	125	140	145	"-	202	247
2	145	150	~~170~~ 165	170	255	221	270
3	160	170	~~190~~ 185	180	"-	255	311
4	165	175	195	190	"-	"-	311
5	170	180	~~205~~ 200	200	315	"-	311
6	185	195	~~220~~ 215	210	"-	303	371
7	195	210	~~235~~ 230	220	"-	"-	371
8	200	220	~~250~~ 240	230	345	322	393
9	210	230	~~260~~ 255	245	"-	"-	393
10	210	230	~~260~~ 255	250	"-	"-	393
Boarding Fees							
A to 5	220	250	280	270	225	225	281
6 to 10	230	260	"-	"-	"-	"-	281

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MEMORANDUM

To : Members of the Council
From : M J Longmore
Re : STATE OF HERSCHEL APPEAL

I promised at the recent Committee Meeting to circulate to each member of Council an up-to-date report on the state of the Appeal. The figures set out below give the position as at 5th February, 1980.

Total pledged amounts have declined slightly and now amount to

R359 309

Cash received to date

282 855

Still to be received

R 76 454

Arrears total R5 455 made up of

1978	12 donors	R 1 545
1979	30 donors	<u>R 3 910</u>
		<u>R 5 455</u>

As you probably know, cash received from donors is deposited in a separate bank account. It is relatively easy therefore to gauge the rate at which money is being received by recording the dates on which funds are transferred from the Appeal Account to the Main Herschel bank account. The following schedule reflects transfers since August, 1978 :

1978	1979	1979
Aug. 15 R3 500	Jan. 9 R3 500	Aug. 17 R2 400
Sept. 19 1 500	Mar. 12 4 000	Oct. 3 2 000
Oct. 6 2 000	Apr. 9 3 000	Nov. 15 6 600
Nov. 1 3 500	Apr. 25 1 900	9/1/80 4 500
Dec. 5 4 000	May 8 2 000	
	May 18 3 100	
	June 16 2 500	
	July 20 <u>5 000</u>	
<u>R14 500</u>	<u>R25 000</u>	

It is seen that for the year August 1978 to July 1979 we collected R39 500. From August 1978 to January 1979 - R18 000 whilst August 1979 to January 1980 - R15 500.

M J Longmore

AN EXCO MEETING OF THE HERSCHEL SCHOOL COUNCIL WILL BE

HELD ON MONDAY 25 FEBRUARY 1980 AT 5.30 P.M.

A G E N D A

1. Apologies.
2. Confirm Minutes of the meeting held on 25 October 1979.
3. Matters arising.
4. Sub-committee reports.
5. Property maintenance.
6. Number of pupils per class.
7. Non-white pupils.
8. Any other business.

ON MONDAY 25 FEBRUARY 1980AT 5.30 P.M.

PRESENT: Mr R K B Wilson (Chairman)
Mrs J Heywood
Mr C J Bettison
Mr R L Gawith
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES: Mr T N Chapman
Mr M J Longmore

MINUTES:

Minutes of the meeting held on 23 October 1979 were confirmed.

AUDITOR'S REPORT:

After discussion with our auditors it had been decided that a teacher's salary could not be reduced in compensation for an equivalent reduction of her daughter's school fees.

SUBSIDY:

Official confirmation had not yet been received. Mr Gawith pointed out that the P50,000 expected had been earmarked in the budget to reduce the amount that had been borrowed to pay for the new buildings and no provision had been made to increase salaries or reduce fees.

It was agreed that

- i) nothing should be said until the amount and conditions of the subsidy were known,
- ii) then parents should be advised of any decisions taken,
- iii) finally a meeting should be held with the staff to explain.

ESTATE MANAGER:

Mr Rigby had unfortunately resigned. In view of the improved conditions in the building trade a replacement of similar calibre would be difficult to find and the School would have to expect to pay R750 per month or more. Mr Saxby would try to find suitable applicants for consideration.

BUILDING COMMITTEE'S REPORT:

An inspection of the School had been carried out, as a result of which quotations for the following alterations had been called for:

- i) Swimming Pool: Lengthen to 25m. Remove tiles and marbleite surface. Replace surrounds. Improve filtration and water inlet and outlet.
- ii) Administration: Partition to divide office.
- iii) Boarding: 2 additional showers.
- iv) Secretary's office at Junior School: Partition in Senior mistress's office to make an office for secretary.
- v) Pre-Prep. classroom: external door and extension to room.
- vi) Senior School drive: repair as and where necessary.

Lawn at Nursery School: The Hill Nursery School had agreed to pay half the cost of relaying the lawn and a quotation of R215 has been accepted.

BOARDING ACCOMMODATION:

Both the Building and Education committees expressed concern at the crowded conditions in the boarding houses. The Headmistress tabled a schedule showing suggested enrolment figures for the future. The Committee expressed its appreciation at this most useful basic guide. The object of the schedule is to control entry so that the correct ratio of boarders to day scholars is maintained throughout the school. It allows 20 scholars per class in the very junior classes, and 24 in the remainder. The ceiling would be 570 scholars (including two Pre-Prep. classes) of which 94 would be boarders.

The Headmistress said that if The Hill Nursery School were taken over, the cramped conditions of the present boarders at the Preparatory School Boarding House, would be alleviated. She envisaged providing accommodation at the Preparatory School for 24 boarders (K.G. to Standard 4). This would mean that Std 5 boarders would still be accommodated at the Senior Boarding House. Improving the standard of our boarding facilities and controlling the numbers in the classes would contribute to a large degree in improving the image of the School. It was agreed that the highest standards must be maintained even if this necessitates higher fees.

It was agreed that a memorandum should be sent to members of the Council regarding The Hill Nursery School, together with a copy of the Headmistress's suggestion of future enrolment figures.

EDUCATION COMMITTEE'S REPORT:

A number of criticisms of the Junior School had been received but in most cases had been found to be unjustified. However, there was a communication problem and parents and teachers needed more opportunity to meet. More meetings would be arranged to enable parents and teachers to meet, particularly in the first term. A P.T.A. was not considered desirable. It was felt that the Preparatory School should perhaps be given greater autonomy and this might mean re-organisation of the staff. Mrs Davies was preparing a memorandum of the facilities and needs of the Pre-Prep.

The Committee would discuss with the Headmistress any criticism or suggestions they received, but would in no way interfere with her authority.

More frequent meetings of the Education Committee would be held in future.

NON-WHITE PUPILS:

It was agreed that the School must be discerning and ensure that standards are maintained when accepting applicants, and that their socio-economic backgrounds should be taken into account. As a general principle the numbers should not exceed 12% per class, and scholars should be accepted mainly in the junior classes.

The Meeting closed at 7.40 p.m.

.....
CHAIRMAN

17.3.80
.....
Date

DAY SCHOLAR / BOARDER RATIOSuggested enrolment figures for the future:

(2 classes per standard - 24 maximum).

	<u>Boarding House</u>	<u>Day Scholars</u>	<u>Total</u>
Sub A	2	38	40
B	2	38	40
Std 1	2	38	40
2	4	36	40
3	6	36	42
4	<u>8</u>	36	44
	<u>24</u>		
Std 5	10	36	46
6	12	36	48
7	12	36	48
8	12	36	48
9	12	36	48
10	<u>12</u>	34	<u>46</u>
	70		530
		+ Pre-Prep	<u>40</u>
			<u>570</u>

P. A. GELDARD

HERSCHEL

February 1980



Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL COUNCIL
WILL BE HELD AT HERSCHEL ON MONDAY
17 MARCH 1980 at 5.30 p.m.

A G E N D A

1. Apologies
2. Confirm Minutes of Meeting
held on 25 February 1980
3. Matters arising
4. Reports from sub-committees
5. Any other business

MONDAY 17 MARCH 1980 at 5.30 P.M.

PRESENT: Mr R K B Wilson - Chairman
Mr T N Chapman
Mr R L Gawith
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES: Mrs J Heywood
Mr C J Bettison
Mr M J Longmore

MINUTES:

Minutes of the meeting held on 25 January 1980 were confirmed.

SWIMMING:

The Chairman asked the Headmistress to congratulate the Swimming Team on winning the Inter-School sports.

SUBSIDY:

No official letter had been received regarding the conditions and payment of the subsidy but it was understood that the Provincial Administration had got as far as drafting a letter.

ESTATE MANAGER:

It was proving difficult to find the ideal replacement. In the meantime the position was being offered to an applicant who was willing to be employed on a temporary basis. It was agreed that a salary as high as R750 per month could cause dissatisfaction amongst the rest of the staff.

CAPITAL EXPENDITURE:

The following expenditure was approved in principle and replaces the items approved in the 1980 Budget:

Balance Phase 111 : Hall.....	R2,700	2700
Air Conditioning : Music Room.....	2,800	2762
Lawn Mowers.....	2,200	2002
Partition Bursar's office.....	1,000	0
Duplicator.....	1,400	1352
Office furniture.....	700	624
Additional entrance door and steps at Preparatory School.....	350	0
2 additional showers : Senior Boarding House.....	1,950	
Swimming Bath.....	19,000	
Sundry small items.....	<u>1,900</u>	
	<u>R34,000</u>	

The Building Committee would check contracts for building items before final approval.

Also approved were repairs to the drive at a cost of R1,600 subject to the confirmation by the Building Committee, and the leasing of an accounting machine over a period of five years at R103 per month.

The purchase of new fire extinguishers for R530 was approved subject to a satisfactory report from the School's Insurance Brokers. The present Brokers had proved unsatisfactory and it was agreed that new Brokers be appointed. Mr Chapman agreed to investigate.

BOARDING ACCOMMODATION:

A letter had been circulated to Council Members by the Chairman in which the alternatives as to whether a new building was erected to supply the additional boarding accommodation, or the Nursery School used for the purpose, were assessed.

The Headmistress queried the cost of R14,000 for alterations to the Nursery School and it was agreed that she should have a meeting with the Building Committee to discuss what was required.

The limited amount of land available in the school grounds and the fact that the Nursery school was a fully autonomous body who could give us notice was discussed.

The Education Committee recommended the Nursery School be given notice to vacate the premises.

It was agreed that the Council should be kept fully informed so that a definite decision could be reached at the next Council Meeting.

PRE-PREP.

Mrs Boyes, Mrs Davies, and Mr Van Zyl had investigated our Pre-Prep. facilities and it appears that these are definitely inadequate. Their report as to action they consider should be taken will be available shortly.

ENROLMENT:

The Headmistress's schedule regarding enrolment which had been presented to the previous meeting, was again discussed. It was agreed that a target of 24 was ideal but a 10% flexibility should be allowed if necessary.

The Meeting closed at 6.50 p.m.

.....
CHAIRMAN

21.4.80
.....
Date



133
Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL COUNCIL
WILL BE HELD AT HERSCHEL ON MONDAY 21 APRIL
at 5.30 p.m.

A G E N D A

1. Apologies
2. Confirm Minutes of Meeting
held on 17 March 1980
3. Matters arising
4. Reports from sub-committees
5. Any other business

MINUTES OF THE HERSCHEL EXCO MEETING HELD AT HERSCHEL
ON MONDAY 21 APRIL 1980 at 5.30 p.m.

PRESENT: Mr R K B Wilson - Chairman
 Mr M J Longmore
 Miss P A Geldard - Headmistress
 Mr L C Saxby - Secretary

APOLOGIES: Mr C J Bettison
 Mr T N Chapman
 Mr R L Gawith
 Mrs J Heywood

MINUTES:

Minutes of the Meeting held on 17 March were confirmed.

SUBSIDY:

The School had received a circular from the Department of Education on the subject of granting aid to Private Schools. Schools would receive R100 per annum in respect of each white pupil whose parents/guardians are South African citizens, permanently resident in the Cape. Mr Mallett, Liaison Officer of the Western Province Region of the A.P.S., had written to the Department requesting reconsideration of the condition which excluded pupils whose parents are not South African citizens.

ESTATE MANAGER:

Mr Park had filled this vacancy at a salary of R525 per month.

CAPITAL EXPENDITURE:

The following resolutions were passed:

1. The partition in the Bursar's office and the additional showers to be built at a cost not exceeding R1 000 and R1 950 respectively.
2. The building of the entrance door at the Preparatory School to be postponed pending a decision regarding the Pre-Prep. class.
3. The Building Committee to make a decision regarding the contract for the swimming pool repairs.
4. The fan in the music room to be dismantled and sold.

SCHOOL DRIVE:

It was agreed that the repairs to the drive at a cost of R1 600 be carried out.

FEE INSURANCE:

Mr Chapman would advise on the Norwich Union scheme as presented by Peters Rideout and Associates.

FIRE EXTINGUISHERS:

The Insurance Brokers had sent their report to Mr Chapman.

SCHOOL UNIFORM STOCKIST:

Stuttafords are no longer stockist of the School's uniform and McDonalds of Wynberg have been appointed in their place.

- 2 -

BOARDING ACCOMMODATION AND THE PRE-PREP:

Messrs Wilson, Van Zyl and Bettison, Mrs Heywood and Miss Geldard, will meet to discuss the future of the Nursery School and the Pre-prep. Their report to be available for distribution to the Council prior to the Council meeting on 22 May.

ANNUAL GENERAL MEETING:

The Annual General Meeting will be held on 22 May, prior to the quarterly Council Meeting.

There being no further business the Meeting closed at 6.30 p.m.



CHAIRMAN

.....

Date.

THE ANNUAL GENERAL MEETING OF MEMBERS OF
THE HERSCHEL SCHOOL COUNCIL WILL BE
HELD AT HERSCHEL ON THURSDAY 22 MAY 1980
at 8.00 p.m.

A G E N D A

1. Apologies
2. Confirm Minutes of the A G M held
on 14 June 1979
3. Annual Financial Statement at
31 December 1979
4. Fix Remuneration of the Auditors
and appoint them for the ensuing
year.
5. Re-elect Council Members

★ ★ ★ ★ ★

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL
ASSOCIATION (INCORPORATED ASSOCIATION NOT FOR GAIN) HELD AT
HERSCHEL ON THURSDAY 22 MAY 1980

AT 8.00 P.M.

PRESENT:

Mr R K B Wilson (Chairman)
 Mr T N Chapman
 Revd I Eve
 Mrs B Hoffman
 Mr P Kohler
 Mrs M Loggie
 Adv. R M Marais
 Mr W Marshall Smith
 Mrs A Snyders
 Mr J E Mudge
 Mr G J Van Zyl
 Miss P A Geldard (Headmistress)
 Mr L C Saxby (Business Manager)

EXCUSES: His Grace the Archbishop of Cape Town
 Mr C J Bettison
 Mr R L Gawith
 Mrs J Haywood
 Mr M J Longmore

CHAIRMAN

In the absence of His Grace, Mr Wilson took the chair, and declared the meeting to be duly constituted.

MINUTES

The Minutes of the Annual General Meeting held on 14 June 1979, having been circulated, were taken as read and signed as an accurate record.

ANNUAL FINANCIAL STATEMENTS

The Annual Financial Statements and the Report of the Council for the year ended 31 December 1980 had been circulated. It was agreed that the Accounts and Report be adopted.

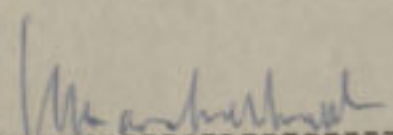
AUDITORS

The Auditors, Arthur Young and Company were re-appointed for the ensuing year. Their fee of R1800 for 1979 was approved and Mr Saxby was authorised to negotiate fees up to R1800 for 1980.

ARTICLES OF ASSOCIATION

There were a number of anomalies in the Articles. It was agreed that Advocate Marais would investigate and suggest necessary amendments.

There being no further business the Meeting closed at 8.15 p.m.



 CHAIRMAN

16/3/81

 Date

THE QUARTERLY MEETING OF THE HERSCHEL COUNCIL
WILL BE HELD AT HERSCHEL ON THURSDAY 22 MAY 1980
at 8.15 p.m.

A G E N D A

1. Apologies
2. Confirm Minutes of the Meeting held
on 31 January 1980
3. Matters arising
4. Report on Nursery School and Pre-Prep.
5. Headmistress's Report
6. Sub-Committees' Reports
7. Any other business

* * * *

MINUTES OF THE QUARTERLY MEETING OF THE HERSCHEL
COUNCIL HELD AT HERSCHEL ON THURSDAY 22 MAY 1980
at 8.15 p.m.

PRESENT: Mr R K B Wilson (Chairman)
 Mr T N Chapman
 Revd Ian Eve
 Mrs J Heywood
 Mrs B-L Hoffman
 Mr P Kohler
 Mrs M Loggie
 Adv. R M Marais
 Mr W Marshall Smith
 Mrs A Snyders
 Mr J E Mudge
 Mr G J van Zyl

Miss P A Geldard (Headmistress)
 Mr L C Saxby (Business Manager)

APOLOGIES: His Grace the Archbishop of Cape Town
 Mr C J Bettison
 Mr R L Gawith
 Mr M J Longmore

MINUTES

Minutes of the Council meeting held on 31 January 1980 were approved.

1. SUBSIDY

The Provincial Administration had agreed to grant a subsidy of R25.00 per quarter for each white pupil whose parents were resident in the Cape. As a pupil had to attend the school for at least half a term, the claim form could only be lodged in the second half of the term and our first payment can only be received towards the end of June.

3. THE HILL PRE-PRIMARY SCHOOL

The Education Committee submitted its report and recommended that in view of the unsatisfactory conditions prevailing in the Pre-Preparatory classes and the inadequate facilities for junior boarders:

- a. notice be given to the Hill Pre-Primary School to vacate their premises by 31 December 1981;
- b. the building be divided to accommodate approximately 20 boarders (stds 1-1V) in one half and 20-25 pre-preparatory day pupils in the other;
- c. the Pre-Prep. pupils be required to wear Herschel uniform;
- d. fees for the Pre-Prep. class should be raised to equal Sub A;

2.

- e. An extra amount of money be made available for Pre-Prep. equipment;
- f. During 1981 there should only be one Pre-Prep. class of 20-25 pupils;

The above recommendations were approved.

The Chairman would officially notify the Hill Pre-Primary School.

3. STAFF SALARIES

The Education Committee's report also commented on the alarming gap between our teachers' salary scales and the latest government scales and proposed that:

- a. Herschel should pay according to the government scale less 10% with increments over 7 years;
- b. there should be no differentiation between junior and senior teacher scales;
- c. the increases be operative from 1 July 1980;
- d. part-time teachers' salaries be increased pro rata;
- e. the feasibility of increasing fees for such items as Music be investigated urgently and a report submitted to Exco;
- f. Mrs Heywood and Mr Gawith to meet the staff and explain the new Herschel salary scale;
- g. increases of non-academic salaries and wages be more realistic at the end of the year than had been the case in the past.

The above proposals were approved.

4. HEADMISTRESS'S REPORT

The Headmistress presented her report:

Two senior school staff (both Maths teachers) and three from the Junior School were leaving at the end of this quarter. Mr Rigby left during March and had been replaced by Mr B Park who is proving himself most useful.

The Chairman congratulated the School on the success of the play Love from Judy.

The meetings held at the Prep. School of parents and staff had been a great success.

The Headmistress expressed the gratitude of the School, both girls and staff to Father Eve for the leadership he has given as School Chaplain and wished him and his family well in the future.

5. BUILDING COMMITTEE

Mr Bettison would be contacting Mr Saxby regarding the swimming pool in the near future.

6. FEES

It was agreed that Tuition and Boarding fees would not be increased this year, but an increase would be necessary next year.

7. SECURITY PRECAUTIONS

Mr Kohler suggested that advice should be obtained urgently as to improvement of our fire and security precautions. Mr Chapman had already contacted Insurance Brokers who had made a preliminary survey and a copy of this would be sent to members of Council. These Brokers are willing to undertake a comprehensive survey, at no cost, if appointed as the School Brokers.

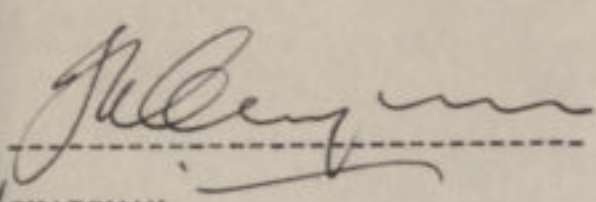
8. AUTHORITY

It was agreed that Mr Saxby could obtain verbal authority from at least two members of the Executive Committee when a decision was required urgently. This decision would be minuted at the next meeting.

9. REVEREND EVE

The Chairman thanked the Revd Eve for all he had done for the School and wished him every success in his new appointment.

The Meeting closed at 9.30 p.m.



for CHAIRMAN

21. 8. 1980.

Date

HERSCHEL ANNUAL FINANCIAL STATEMENTS AS AT DECEMBER 31, 1979.

The accounts for the year and of the Auditor's report are enclosed herewith. It is not felt that these vary materially from the accounts which have already been submitted to Council, but we will comment briefly on a few major points.

Income Statement

Most points have been discussed during the year and the loss of R8 844 was only about R1 100 more than expected. This loss emphasises the dangers of a break-even budget when no allowances are made for contingencies.

The New Arts Block has meant an increase in numbers and interest in Music, Art and Drama. Art classes, paints, etc, have been mentioned. Music is very expensive in as far as the photo copies is concerned. To run these departments efficiently, these expenses must be expected, but it is felt that where possible, they must be recovered in the fees. Cost of "class materials" is becoming a major item but this is to be expected. Supplies for the Art classes are expensive as are those for the teaching aids such as the Audio Visual equipment, the photo copies, etc. Duplicating paper alone for the duplicator costs R1 500 a year.

Domestic charges are high but included is the cost of the Stage curtains, R1 984. The donation of R1 000 from the Old Girls is credited to Donations and so does not affect the Income Statement. Another adverse item was the increased cost of oil for the furnace which amounted to over R2 000.

Balance Sheet

Fixed Assets.

The following amounts were paid for the buildings during the year:-

Phase I	Arts Block	R2 545	(Total R150 504)
Phase II	New Classrooms	R12 330	(Total R190 727)
Phase III	Hall	<u>R76 169</u>	(Total <u>R80 291</u>)
		<u>R91 044</u>	<u>R421 522</u>

Our overdraft increased during the year by R53 617 to R130 958. The buildings payments, purchases of furniture and equipment, and the loss for the year were funded by the additional overdraft, receipts from the Appeal and the depreciation.

Thanks to a short term loan from the Board of Executors of R50 000, we are able to keep our Bank overdraft below R100 000, and thus avoid complications with a commitment fee. However, this loan is on a monthly basis and could cause complications if it has to be

repaid before our finances have improved.

The balance sheet shows the overdraft as R130 958. This is due to the Board of Executors requiring the R50 000 to be returned at the end of December. This was then returned to us on 3 January 1980.

Rates of interest at the end of the year were:-

S.A. Mutual - (Bonds)	12%
Barclays Bank - (Overdraft)	9½%
Board of Executors - (Loan)	7%

Comment on Auditors Report

A number of points have been raised on the Auditors Report which call for comment.

1. School Fees

- (i) We will try and tighten up on the recorded movement of pupils in spite of the practical difficulties involved.
- (ii) We will arrange that all approved bursaries are signed by the Chairman of the Finance Sub Committee, and if a wider distribution of the list is required, it is suggested that it also be passed to the Chairman and Vice Chairman of Council.
- (iii) The reconciliation of fees outstanding account should be solved with the new accounting machine.

It is also accepted that a quarterly reconciliation of adjustments to fees and bursaries be formally documented.

1. Recoverable Expenses

We will do our best to carry out the auditors recommendations on point a - d, although in practice, the details involved may make this counter productive. As far as text books and stationery stocks are concerned, it is felt that with the detail and relatively low values, the auditors suggestions are not really justified, and that no "shrinkage" is taking place.

1. Purchases and Payments

1.1 Cheque sequences

It is agreed that the position here is unsatisfactory, and in future, a single cheque book will be used.

3.2 . Cashing of Cheques

It is difficult to see how this problem can be overcome, except by keeping a larger petty cash float.

4. Wages

This procedure will be attended to.

5. Appeal

Although the pledges from the Appeal are not an asset of the School, it is agreed that we should implement the auditors recommendation.

6. Statutory Matters

6.1 Minutes

This will be attended to.

6.2 Councillors Register

This will be attended to.

6.3 It is suggested that we might consider doing with a flexible number of councillors, and it may also be asked whether we actually need as many as 16.

Finally, it is pleasing to note the terminating comment of the Auditor's report, and Mr Saxby is to be congratulated upon the improvement noted in the efficiency of our accounting process.

L. L. GAWITH

HERSCHEL

Headmistress's Report to School Council

Thursday 22 May 1980

Enrolment

There has been very little change in enrolment since last quarter. At present our total numbers are:

	<u>Boarders</u>	<u>Day Scholars</u>	<u>Total</u>
Senior School	67	180	247
Preparatory School	<u>26</u>	<u>310</u>	<u>336</u>
TOTAL	<u>93</u>	<u>490</u>	<u>583</u>

Staff

The teachers who joined our staff in January, Mrs Goosen (Physical Education), Mrs Martin (Biology), Mrs Purcell (Std 4) and Miss Heathcock (Music) are all proving very helpful. Unfortunately Mrs Carstens (Std 2) had to leave on account of a serious illness shortly after taking up her appointment. She was replaced by Miss Jennifer Roberts, B.A., who had had seven years previous teaching experience in Natal.

At the end of this quarter we shall be losing two of our Senior School staff (regrettably both Maths teachers) and three members of the Kindergarten and Pre-Prep. departments. Only one of these resignations is on the grounds of salary: the others are all for domestic reasons. I have not yet finalized replacements for these posts.

In place of Mr Rigby who left during March, we are very happy indeed to have Mr B Park, an ex-Herschel parent, as our Estate Manager.

School Activities

Our school calender gives one an idea of the wide range of activities in which our girls have been involved this year. Let me mention just a few of these in this report.

In the first quarter one of the main events was the Inter-Schools' Swimming Gala which we were proud to win this year. In view of the weeks of early morning training that preceeded this and the efforts and enthusiasm of our new Physical Education teacher, I think the victory was well-deserved. I was also proud on the day of the overall support we had from the rest of the School.

Rehearsals for the school production of the musical Love from Judy started early in the year and continued through the short holiday period, culminating in a successful series of performances at the Claremont Civic Centre early this quarter. It was encouraging to find the company playing to full houses and to receive good reviews in the local press. Mrs McClurg is to be commended on her handling of the large cast that ranged in age from a final year Medical student to the youngest member of our Kindergarten. All the female parts were taken by Herschel girls but we were glad to have boys from U.C.T., Bishops, Tech, and Sacs. for the male parts. The value of the whole effort lay in the opportunity it provided for so many to enjoy the experience of working together on a common project, both Senior School and Prep., girls and boys, teenagers and adults.

(One girl wrote in an essay later that whereas she had always been so shy in the company of boys that she couldn't speak without blushing, by the end of the play the boys were just like pieces of furniture and you didn't even notice them! Another girl wrote that when she heard outsiders in the audience praising the show on the night she attended with our boarders, she suddenly felt tremendously proud to be wearing Herschel uniform!)

While some girls were spending part of the Easter holidays working on the play, a number of others went with Miss Kable and two of our present staff on the Tsitsikama Hiking Trail. They spent the first night at the Eight Bells Mountain Inn and then proceeded to Nature's Valley and to Kalander from where the walk started. Over the next five days they walked about 65 kilometres, spending the final night at Keurboomstrand. The girls who went came back with many delightful colour photographs and a great deal of enthusiasm for this type of holiday! Perhaps because of this, our Mountain Club membership has increased this year. There have been several climbs arranged for Club members, on the last of which we combined with the Mountain Club at Bishop's on a climb which started on the Visser's farm near Paarl.

Other societies have also been active, particularly the History Society where a newly formed Committee are giving enterprising leadership. Members of the Society have attended meetings at other schools, enjoyed a visit to the Malay Quarter, organized a Quiz and a film-show and arranged some meetings at which members have read papers.

The Christian Union have continued to meet weekly at lunch-break on Wednesdays, and we have recently been most impressed by a visiting team from the Scripture Union in Private Schools Association, who spent a week at Herschel. Rev. Peter Twycross, the leader, gave a brief address at Assembly each morning and in addition the team took over all Divinity lessons; at a Sociological Club meeting to Stds 8-10, he spoke on the Christian view of love, sex and marriage; and held lunch-hour meetings for day girls and evening meetings for boarders. Their approach was a very sane, balanced one - not over-emotional - and I think everyone gained a lot from their clear presentation of basic Christian doctrine. Certainly both girls and staff were full of praise, and I know that many felt inspired and encouraged by the talks. Following on this we have started an evening Christian Fellowship group for boarders on Monday evenings which I hope will continue to meet on a regular basis.

Many of our Sociological Club meetings this year have had a political flavour. We have had talks by Dennis Worrall and van Zyl Slabbert on the viewpoint of both Government and Opposition in Parliament as well as by Prof. Francis Wilson and Mr Raymond Ackerman on aspects of the South African economy, and by Mr Lukens, the American Consul-General, on the U.S. Presidential election and on recent events in Iran and Afghanistan. I should report, too, that several girls attended a meeting held at U.C.T. to discuss the Schools' boycott as a result of which we invited the Head-boy and Deputy of a Coloured School at Bellville to address a lunch-hour meeting.

Miss Sweet is on long leave at present but the Choir is continuing to practise regularly (with Mrs Hendry) and are singing at several weddings of Old Girls this term. In the first quarter they sang Anthems both at the Founder's Day Service and at our Service of Easter Music at the St Saviour's Church. We were delighted to have the Archbishop at the Founder's Day Service this year.

Preparatory School classes have enjoyed a variety of excursions this year to places such as the Museum, Old Cape Town, the Malay Quarter, St James' beach, a printing office, a dairy, the World of Birds and other places.

The fortnightly exhibition of work by different classes in the entrance foyer of the Prep. School has aroused considerable interest and seems to have been a worthwhile scheme to introduce. I am also most impressed by the standard of choral verse presentation, acting, or reading heard at special fortnightly assemblies led by the girls of different classes.

Early this term a series of meetings was arranged for Prep. School parents to meet with staff and be given some idea of the work currently being covered with or planned for their daughters. Mrs Brown who conducted these meetings reports that the attendance was good and that a friendly spirit prevailed.

Farewell

On behalf of the School, both girls and staff, I should like to express our gratitude to Father Eve for the wonderful leadership he has given as our School Chaplain both this year and in the past. We are very sad indeed to be losing him but we wish him well in his new sphere of work and hope both he and his wife and family will be happy in England.

Boarding House

There has been a happy atmosphere in the boarding house this year. I decided to use all of our nine Matric boarders as Boarding House prefects instead of only six as originally planned, and the result has been a united team with a spirit of loyalty to one another and to me. Mrs Boehmke, who succeeded Mrs Nezar as Senior House mistress, is a younger, friendlier, and I think, much more understanding and less rigid person than her predecessor and, speaking personally, I find it a great relief to be free of the critical disloyal attitude I sensed in Mrs Nezar last year.

School Prefects

Though perhaps lacking qualities of forceful, dynamic leadership, this year's prefects are certainly carrying out their duties in a reliable and helpful way and showing a quiet strength which, I think, is respected by the girls. I find them very likeable and pleasant to work with and I certainly feel that they have the good of the School genuinely at heart.

Examinations: These will be held in the last few weeks of term except for the Matrics who will continue with usual lessons. Instead of full-scale examinations, the Matrics have had a series of tests during double periods at different times throughout this quarter. After all the distractions of the play and the Matric dance early in the term I am pleased to say they are working hard now so hopefully they will do their best in the end!

REVENUE AND EXPENDITURE - FIRST TERM 1980

The first quarter has resulted in a surplus of R6 626 compared with a budget figure of R1 050. This was mainly as a result of the tuition fees being R6 471 in excess of budget, with 585 pupils compared to a budget of 547.

Class Materials are always high at this time of year as a large percentage of all supplies are purchased during the first term and much of this lasts through most of the year. New visual aids and the extensive use of the copier also tend to increase expenditure.

Interest is above budget. The Provincial subsidy will be payable at the rate of R25 per eligible pupil per quarter and it appears that no claim for it can be made until after half term i.e. Payment of $\pm$ R12 500 cannot be expected until the latter part of June, compared to a budget of R50 000 to be received in April. Therefore, we can expect interest to be above budget for the year.

REVENUE AND EXPENDITURE

FISCAL YEAR 1980

	1980 Budget	%	1980 Actual	%	1979 Actual	%
REVENUE						
Administration Fees	500	.3	570	.4	250	.2
Dormitory Revenue	1 625	1.1	1 706	1.1	1 129	.8
Grants	1 875	1.3	2 459	1.6	1 797	1.4
Net	975	.7	975	.6	900	.7
Our Schools Trust	<u>1 875</u>		<u>2 200</u>		<u>-</u>	
	6 850		7 910		4 076	
Scholarships, Bursaries, Stipends	<u>3 500</u>		<u>3 713</u>		<u>3 159</u>	
Total	<u>3 350</u>		<u>4 197</u>		<u>917</u>	
Extra Subjects	8 500	5.8	9 072	6.0	9 357	7.0
Grading Fees	26 750	18.3	25 480	16.7	24 950	18.8
Union Fees	<u>105 750</u>	<u>72.4</u>	<u>112 171</u>	<u>73.6</u>	<u>94 125</u>	<u>71.0</u>
	<u>141 000</u>		<u>146 723</u>		<u>128 432</u>	
Total	<u>R144 350</u>		<u>R150 920</u>		<u>R129 349</u>	
EXPENDITURE						
General						
Advertising	10 375	7.2	9 810	6.8	8 581	6.6
Domestic Charges	7 450	5.2	7 378	5.1	5 432	4.1
Administration	3 525	2.5	3 214	2.2	3 405	2.6
Class Materials	2 350	1.6	4 256	2.9	4 657	3.5
Current	4 750	3.3	5 572	3.9	5 391	4.1
Insurance	1 075	.7	1 011	.7	974	.7
Loans	375	.3	375	.3	-	-
Motor Vehicle	225	.2	162	.1	112	.1
Parts Requisites	175	.1	279	.2	157	.1
Property Maintenance	2 750	1.9	2 064	1.4	1 654	1.3
Depreciation	2 750	1.9	2 750	1.9	2 775	2.1
Contingency Allowance	-	-	-	-	-	-
Total	<u>35 800</u>	<u>25.0</u>	<u>36 871</u>	<u>25.5</u>	<u>33 138</u>	<u>25.3</u>
Teaching Staff						
Salaries - Administration	6 250	4.4	6 108	4.2	5 480	4.2
Salaries - Domestic	7 275	5.1	7 223	5.0	7 172	5.5
Grants	7 425	5.2	7 304	5.1	6 183	4.7
Union, U.I.F. Contributions	475	.3	441	.3	440	.3
Provision, Long Service Gratuities	<u>875</u>	<u>.6</u>	<u>875</u>	<u>.6</u>	<u>-</u>	<u>-</u>
Total	<u>22 300</u>	<u>15.6</u>	<u>21 951</u>	<u>15.3</u>	<u>19 275</u>	<u>14.7</u>
Working Staff						
Salaries	74 000	51.6	74 564	51.7	68 300	52.1
Long Leave	825	.6	810	.5	-	-
Union, U.I.F. Contributions	4 625	3.2	4 845	3.4	4 243	3.2
Extra Subjects	<u>5 750</u>	<u>4.0</u>	<u>5 253</u>	<u>3.6</u>	<u>6 185</u>	<u>4.7</u>
	<u>85 200</u>	<u>59.4</u>	<u>85 472</u>	<u>59.2</u>	<u>78 728</u>	<u>60.0</u>
Total	<u>R143 300</u>		<u>R144 294</u>		<u>R131 141</u>	
Surplus (Loss)	<u>R1 050</u>		<u>R6 626</u>		<u>(R1 792)</u>	

COMMENT ON 1980 FINANCES

As set out in greater detail below, the expectation was that in 1980 we would receive a subsidy of R50 000 and this, together with receipts from the Herschel Appeal, should enable us to improve our total cash position by no less than R70 000. What has now transpired is that the subsidy for 1980 will only be R37 500, and that more than half of it will be absorbed in increased salaries for teachers and some extra capital expenditure. As at this moment the School's financial position is, in the opinion of the Finance Sub Committee, unsatisfactory because our overall borrowings are too high. It had been hoped that by now, they would have been reduced sharply, but in effect, the reduction will only take place in the second half of the year, and to a lesser extent than anticipated. It remains our conviction that the objective of reducing our borrowings to the target level must be achieved by the end of 1981. Because our results for 1980 will not be as good as we had hoped, we shall have to recover more in 1981 than we had expected. This will mean that fees will have to be increased in 1981 by whatever margin is necessary to achieve our objectives. The agreement of Council to this vital principle is requested.

Target reduction in borrowings

Reduce maximum O/D and short term loans.	R120,000 - R50,000	70,000
Reduce bonds	R116,000 - R100,000	<u>16,000</u>
	Total	86,000
Budgetted to be recovered 1980	70,000	- 11,200
	1981	16,000 + 11,200
		86,000

Forecast variations from budget

	<u>Budget</u>	<u>Forecast</u>	<u>Variance</u>
1979			
Increase in borrowings			(11,000)
1980			
Surplus	4,200	23,000	18,800
Subsidy	50,000	37,500	(12,500)
Teachers salaries	-		(19,700)
Capital Expenditure	-		<u>(3,000)</u>
			(27,400)

Our borrowings at the end of the year were R131,000 - not R120,000

as budgetted so we shall need to recover that amount extra.

Therefore our reduction in borrowings will be 70,000 - 27,400

= 42,600

and our recovery in 1981 will have to be 86,000 - 42,600

= 43,400

and we will have to budget for a cash surplus of this amount, which will of course include receipts from the Appeal.

BUDGET 1981

It should be remembered that we plan to prepare the School's detailed budget during August so that the full position with regard to fee increases, etc, is known, and can be notified to parents before the commencement of the fourth term. It is important that our plan should be as comprehensive and accurate a document as possible, and all members of Council are requested to give attention to the items identified in this year's plan still requiring clarification and to let me know of any items pertaining to the 1981 plan which should be incorporated in it.

REPORT OF EDUCATION COMMITTEE TO SCHOOL COUNCILA. The Hill Pre-Primary School Premises

The Education Committee, in conjunction with the Headmistress, having investigated the unsatisfactory conditions prevailing in the Pre-Preparatory classes and the inadequate facilities for junior boarders, recommends that:

1. Notice should be given to The Hill Pre-Primary School to vacate their premises;
2. The building at present occupied by The Hill should be divided to accommodate approximately 20 boarders (from Stds 1 - 1V) in the eastern half and 20-25 Pre-Preparatory pupils in the western half.

The boarding section will comprise two smaller rooms for Std 1V boarders and one large dormitory for Stds 1-111. There will also be a sick room. The existing Matron's room will continue as such. There is adequate space for a common room to be shared with the day boarders, who have very cramped quarters at present. One portion of the common room can be furnished to accommodate parents who may need to wait for children or speak to the Matron.

Some small alterations or additions to existing cupboards, bath and lavatory facilities will be needed, but the Building Committee consider that the price of these will be negligible. Some extra beds and cupboards will have to be provided.

The two sections should be sealed off from each other for greater night-time security as well as privacy. The entrance to the boarding establishment will then be directly from Kenmar Crescent.

The entrance to the Pre-Prep. will be from existing doors on the western side of the building and no structural alterations will be needed. This portion of the building and the grounds immediately surrounding it are ideally suited to the needs of the Pre-Prep. as they stand.

The optimum number of pupils which can be accommodated in the building will be determined in accordance with specifications laid down by the Education Department. However, only one class of approximately 20-24, with one teacher, is envisaged, instead of the present two classes of 17 each and two teachers.

This reduction in numbers will be operative as from 1981.

It is also suggested that Pre-Prep. pupils be required to wear Herschel uniform and that they should be accepted as coming into the body of the School, with a clear commitment to continue rather than being seen as merely filling in an interim year between nursery school and Sub A.

The fees for the Pre-Prep. class should be raised to equal the Sub A fees, as this stage of education requires a considerable amount of expendable equipment as well as a variety of teaching aids.

It is recommended that an extra amount of money be made available for equipment as soon as possible, in view of the serious lack of facilities and equipment at present.

(As an added bonus to this proposed disposition of premises, the rooms at present used by the Pre-Prep. will be available for office staff when the changes have been made in 1982.)

B. Staff salaries

Much attention has been focussed on teachers' salaries recently, and the Education Committee has taken cognisance of the fact that the gap between our salary scales and the new government scales has widened alarmingly. Our recent adjustment of salaries was introduced primarily to iron out anomalies within the School. We now face the possibility that we may lose good staff unless we approximate the new government scales more closely. A further indication for a re-appraisal is the fact that our staff were apparently told two years ago that if and when we obtained a subsidy their salaries would be increased.

We therefore propose:

1. that Herschel should pay the government scale less 10% with the proportional increments spread over 8 years; *1807*
2. that we should, accordingly, not differentiate between junior and senior school teachers as we have done previously, and that salaries should be based on the number of years of training and experience only;
3. that the increases be operative from 1 July 1980;
4. that part-time teachers' salaries be increased pro rata;
5. that the fees paid for such items as music lessons, be increased accordingly;
6. that a member of the Council meet the staff and explain the position to them as soon as possible, before we lose further staff;
7. that the Finance Committee should investigate and adjust non-academic salaries and wages, which were not affected by the last round of increments.

Appended are the salary scales under consideration and a brief indication of the costs involved.

We are convinced that it is a matter of urgency that priority be given to spending on teachers' salaries: it is axiomatic that the quality of our School is dependant on the quality of the teachers.



Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL
COUNCIL WILL BE HELD AT HERSCHEL
ON MONDAY 16 ^{JUNE} MAY 1980 AT 5.30 P.M.

A G E N D A

1. Apologies.
2. Confirm Minutes of Meeting
held on 21 April 1980.
3. Matters arising.
4. Confirm appointment of
insurance brokers.
5. Nursery School notice.
6. Increase of Music fees.
7. Any other business.

* * * *

MINUTES OF THE HERSCHEL EXCO MEETING HELD AT HERSCHEL
ON MONDAY 16 JUNE 1980 AT 5.30 P.M.

PRESENT: Mr N Chapman (Chairman)
 Mr R Gawith
 Mr J Bettison
 Mr M Longmore
 Miss Geldard (Headmistress)
 Mr L Saxby (Business Manager)

APOLOGIES: Mr B Wilson

1. MINUTES:

Minutes of the meeting held on 21 April 1980 were confirmed.

2. ADDITIONAL SHOWERS:

These were to be built during the holidays.

3. BURSAR'S OFFICE:

The partition was not required at present.

4. SWIMMING POOL:

Mr Bettison had discussed the extension and repairs to the pool with the builders. These would cost approximately R20,000 as opposed to a new pool which would cost R50,000, to which had to be added the cost of changing rooms. The renovated pool could be expected to last some ten years. It was resolved that Mr Bettison would finalise the agreement with Ground Engineering, the alterations to be done during the school holidays if possible.

5. SCHOOL DRIVE:

Repairs to the drive would be carried out during the holidays. The Municipality would be asked to repair holes outside the main gates.

6. FEE INSURANCE:

The Norwich Union policy would give an "insured" income with tax advantages. Copies of the policy would be made available to members of Exco for their consideration.

7. INSURANCE BROKERS:

The appointment of the Board of Executors Insurance Brokers as the School brokers was approved.

8. NURSERY SCHOOL:

Notice had been given to the Hill Nursery School to vacate the premises by 31 December 1981.

9. PIANO LESSONS:

It was agreed that fees for extra piano lessons be increased from R30 to R36 per term as from the fourth term. R30 would be paid to the teacher and R6 retained by the School.

10. FIRE ESCAPE:

There was no satisfactory emergency exit from the Matric dormitory. It was possible that an emergency fire door could be fitted and this could be done while the builders were building the showers. Mr Bettison would investigate.

11. FEES AND EXTRAS:

The manner in which fees and extras are charged should be simplified as there have been complaints from parents about the present system, in particular with regard to the credit for returned text books. The Headmistress was investigating the question of text books and their return; it had been decided that the School should not accept and give credit for returned books, but that girls wishing to sell their books should make their own arrangements. The Headmistress would keep the Committee informed about this.

12. 1981 BUDGET AND PLAN:

The various committees are to advise Mr Gawith of any items that should be incorporated in the Budget and Plan for 1981 or for the future. This information was required urgently to enable the Budget and Plan to be circulated to the Council early in August.

13. ACCOUNTING MACHINE:

It was agreed that facilities to finance the purchase of the machine be obtained from Nedfin and Mr Saxby be authorised to sign the agreement.

14. SECURITY:

The Headmistress suggested a Security Organisation supply a night-watchman as there were no males on the property at night, and the School was left unattended at night during the holidays. It was decided, however, that night-watchmen were not satisfactory and it was agreed that up to R1000 be spent in supplying burglar bars for windows, locks for doors and generally making the School burglar proof.

15. OAK TREES:

It was agreed that the School should accept the quotation of R200 to treat the tree at the Prep. and R750 to cut out the dead-wood from the oaks at the Senior School, followed by R180 in July for spraying.

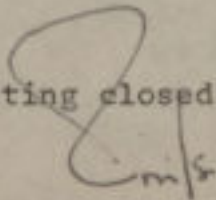
16. MEDICAL AID:

It was resolved that the information obtained should be passed on to Mr Gawith for consideration.

17. SCHOOL UNIFORM:

The Old Girls and the School prefects were against any change in School uniform. The Headmistress disagreed with the suggestion that hats should be dispensed with. After discussion it was agreed that the uniform should not be altered.

The meeting closed at 6.55 p.m.



2.7.82

Herschel
Claremont
Cape

The logo is an oval emblem. Inside the oval, there is a stylized 'H' with an upward-pointing arrow through its center. Below the 'H' is a sunburst or star-like symbol. The entire emblem is surrounded by a decorative border.

AN EXCO MEETING OF THE HERSCHEL
COUNCIL WILL BE HELD AT HERSCHEL
ON MONDAY 21 JULY 1980 AT 5.30 P.M.

A_G_E_N_D_A

1. Apologies
2. Confirm Minutes of Meeting
held on 16 June 1980
3. Matters arising
4. Committee chairmen to present
items for incorporation in
1981 Budget and Plan
5. Any other business

MINUTES OF THE HERSCHEL EXCO MEETING HELD AT HERSCHEL ON

MONDAY 21 JULY 1980, at 5.30 p.m.

PRESENT: Mr R K B Wilson, Chairman
Mr C J Bettison
Mr M J Longmore
Mrs J Heywood
Miss P A Geldard, Headmistress
Mr L C Saxby, Business Manager.

APOLOGIES: Mr N Chapman
Mr R Gawith.

MINUTES:
Minutes of the meeting held on 16 June 1980 were approved.

SWIMMING POOL:
The decision of the Building Committee to accept the quotation from Pryde Pools of R12 903 for the alterations was approved. This figure does not include the cost of repairs to the reticulation.

DRIVE:
The finish to the repairs of the Drive has proved disappointing and the contractor was to be asked to improve the appearance outside the school front door.

NURSERY SCHOOL:
Plans for alterations to the buildings were to be drawn up and submitted in time to be approved by the Municipality before June 1981. Messrs Bettison and Wilson to action.

FIRE ESCAPE:
Mr Park to make a preliminary investigation regarding an escape route from the Matric dormitory. The report prepared by the insurance brokers, which included their suggestion on the subject, would be available shortly. The Building Committee would then decide on the action to be taken.

BOILER:
The hot water boiler had overheated on the night of 17 July and could possibly have caused a fire. The fault had been repaired but as a safety measure for the future the Headmistress had instructed that the boiler be switched off at night. It was decided that a time clock be fitted if possible.

SECURITY:
Mr Park had this in hand.

BUDGET 1981:
The Headmistress had obtained lists of requirements from the teaching staff for consideration. Salaries for the non-teaching staff would be considered by Messrs Gawith, Longmore and Wilson. The revised teachers' scale had been brought into effect on 1 July: however there was a possibility of further increases in the Government salary scale which could affect the School's scale.

2.

FEES AND EXTRAS:

Mr Saxby would discuss with Mr Longmore the possible elimination next year of certain fixed extras that are charged every term and an increase in the fees to compensate for the resulting loss of revenue.

ILEX TREE:

Messrs Wilson and Bettison would discuss with Mr Park a light pruning of the tree.

APPEAL:

Mr Longmore reported that after allowing for the doubtful pledges, an amount of R45 000 was still outstanding. It was decided that the person who carried out the original canvas be requested to attempt to collect these outstanding amounts. Mr Kohler to receive a copy of these Minutes.

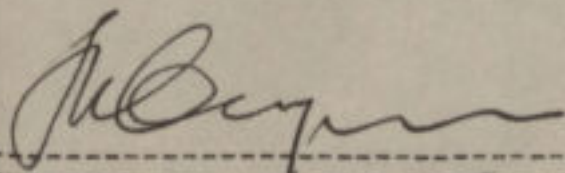
SCHOOL HALL:

A memorandum from the drama department on the shortcomings of the Hall for dramatic purposes, together with Mr Hargreaves' recommendations were read. It was pointed out that when the Hall was altered, finance was not available to erect a new building and the alterations had to be a compromise which at the time was considered the best that could be arranged. After considerable discussion it was decided that the Building Committee would convene a meeting with the School Architect to which Mrs Saffery and Mrs McClurg be asked to attend.

MUSIC ROOM AIRCONDITIONING:

Mr Park to be asked to supply covers for the two units that were exposed to the elements.

The Meeting closed at 7 p.m.



CHAIRMAN

15. 9. 80.

Date

THE QUARTERLY MEETING OF THE HERSCHEL COUNCIL
WILL BE HELD AT HERSCHEL ON THURSDAY 21 AUGUST 1980
at 8.00 p.m.

A G E N D A

1. Apologies
2. Confirm Minutes of the Council Meeting held on 22 May 1980.
3. Matters arising.
4. Hill Nursery School.
5. Headmistress's Report.
6. Sub-Committees' Reports.
7. Any other business.

HERSCHELHEADMISTRESS'S REPORT

to the

SCHOOL COUNCILon Thursday 21 August 1980NEW STAFF

I am very pleased with the contribution our new Staff are making. Mrs Pat Brown reports that both Mrs Butler (Sub A) and Mrs Verdelli (Sub B) are competent, enthusiastic teachers and full of initiative; and that Mrs Potter (Pre-Prep.) is quietly efficient with a charming, gentle manner. At the Senior School our new Maths teachers, Mrs McGivern and Miss Wood seem to be inspiring confidence in their pupils - I certainly feel confident about their general discipline and ability to teach. Meanwhile, Mrs Foster in our Home Economics department is giving us the benefit of her valuable experience. She is dismayed, however, at the lack of equipment in this department and we have requested that next year's Budget make allowance for additional purchases in this direction. Also new this term is Mrs Harington who has replaced Mrs Ritchie as Matron in charge of the Sick Bay. She is a trained Nursing Sister, a most delightful motherly person with a sparkling personality and plenty of drive. I hope we shall be able to keep her on our staff.

SCHOOL ACTIVITIES

Some members of staff have been complaining this year that there is so much on the Calendar that there is never enough time for good solid work! I hope this is not true. I certainly feel that where there is an atmosphere of enjoyment of school functions and of lessons, more is given, and more is learnt.

The individual classes have continued with their Fund Raising efforts for Charity. One of the most successful of these was the Pet Show held at School one recent Saturday afternoon organised by Std IXG and attended by several hundred people and many pets! A total of over R300 was raised. At the end of this term we hope to have every girl in the School participating in our own Blisters for Bread Walk in aid of the Peninsula School Feeding Scheme. The Matrics are helping with the organisation of this and while the K G will have their own Mini-Walk near School, the rest of us will walk to Kirstenbosch and back, including 10 kilometres - two circuits - at Kirstenbosch itself.

The Hockey, Netball and Squash teams have had a full programme. The second Hockey XI seems our best team this season, so far not having lost a match. The 1st XI has, on the whole, had disappointing results - certainly not through lack of ability, however. In Squash, we had two girls representing Western Province in the Inter-Provincial Championships, Sarah Cross and Meg van Niekerk in the U13 and U18 teams respectively.

In the two contests organised by S.A.C.E.E. (South African Council of English Education) so far this year, we have enjoyed success. In the Spelling Examination for Standard VIs, Herschel gained second place out of seventeen schools, while in the Forum Discussion Contest, our team won the first round and then in the finals, tied with Sea Point Boys' High, as joint winners of the Shield - the first time Herschel has won this. Our team consisted of Clair Grootendorst, Jane Johnson, Caroline Marten, Carolyn Newton and Alexa Singer, and we were particularly proud of Clair who won the award for Best Speaker.

Sociological Club meetings have been held as shown on the Calendar except that in place of the Musicanti Concert, we had a talk and recital by the Violinist, Vladimir Steinberg. A former Geography Teacher, Miss Anne Cleghorn gave us two very informative talks, well illustrated by slides, of her recent travels in the Lake District of Britain and in Israel. This week we enjoyed very much the slide show given by Desiree Picton-Seymour entitled "History Where We Live" and comprising over one hundred views of old buildings in the Wynberg, Claremont and Rondebosch areas.

The Std IXs have been working exceptionally well for the Inter-House Magazine Contest, collecting articles, editing and preparing layout, printing, illustrations and photographs. Mr Anthony Eaton, for many years Editor of "English Alive", has been asked to adjudicate. He has promised to return the magazines to us before Open Day so that they can be displayed in the Library on that occasion.

The Senior School Open Day is to be held on Friday, 29 August, from 11.30 to 3 p.m. It is hoped that many parents will accept the invitation to view pupils' work in the various departments in the School, or to meet the Staff and discuss their daughter's work with them. A light buffet lunch will be served in the Dining Room. I extend a cordial invitation to Council members to visit us on that day.

Our History teachers, Mrs Stockwell and Mrs Beames, recently attended a one-day Conference organised by the Education Department, and our Xhosa teacher, Miss Magona, attended a similar Seminar on the teaching of Xhosa. On Wednesday 13 August, the Latin pupils of Stds VI to VIII participated in the Ludi Romani at Springfield, where eight schools each presented a brief programme in Latin. Meanwhile our French pupils are preparing for a French evening later this term. Several parents were invited to provide an audience for the 'Mock Matric' Drama Practical Examinations last Friday evening. Drama students attended a performance of "Sound of Music" at the Masque Theatre, and of "The Government Inspector" at the Nico Malan. Mrs Louw took a party of girls to an Afrikaans production, "Bloeietyd", at the Jan van Riebeeck High School.

At the Preparatory School various outings have been arranged, for example, to the World of Birds, S.A. Agulhas, the Fire Brigade in Bellville, a Bakery, and the Coca Cola factory. Netball matches have been played regularly by Prep. School teams this term.

Eisteddfod - Both Prep. and Senior pupils entered for the Art, Music and Speech and Drama events this year with satisfactory results. A Gold Diploma for Art was won by Grace Maclean and the Std V's won the Mavis Scott Trophy for Group Speaking. We are also very proud of Amelia Opie, a Std 1 pupil, who won 1st Prize in an International Children's Art Exhibition, held recently in Savona, Italy.

Chapel Rev. Abdy has been organising Services at School since Rev. Eve's departure, and Rev. Dennis has taken the Matrics for Divinity. Mrs Meynell is still kindly supervising the making of additional kneelers for the Chapel, and we are grateful to Miss Way for her most generous donation to the Chapel of a new, blue carpet to cover the entire floor area. I would be glad if a letter of appreciation could be sent to her from the Council.

Future Staff Vacancies

I am at present advertising for a Senior Physical Science teacher to replace Mrs Pauch in January. Miss Ruttle will be returning to England after two years in this country. In her place I am appointing Mrs Alison Tyson who is already doing part-time work in our Music Department, and who gave such excellent help with the musical direction of "Love from Judy" earlier this year. We are also about to advertise for a part-time Remedial Teacher for the Prep. School whose salary will need to be paid by those parents whose children need remedial tuition. At present, Mrs Poth, former Senior Mistress at the Prep. and now at the University of the Western Cape, is giving guidance to Mrs Davies who is doing remedial work with several of our weaker pupils.

ENROLMENT - looking ahead to 1981

The following chart gives one an idea of our expected figures for next year. In some cases, where we have exceeded the maximum number, girls have already been booked in for several years.

	<u>Present</u>	<u>1981</u>	<u>Waiting List</u>
Std 10	36	-	-
9	49	48	-
8	71	71	-
7	39	50	2
6	48	48	3
		53	7
	<u>243</u>	<u>270</u>	
Std 5	47	-	-
4	36	41	-
3	45	47	3
2	47	49	2
1	51	51	1
Sub B	33	35	-
A	37	38	-
Pre-Prep.	33	38	5
		19	4
	<u>329</u>	<u>318</u>	

BOARDERS

<u>Present</u>			<u>1981</u>		<u>Waiting</u>
					<u>List</u>
Std	10	10		Std 10	-
	9	18	18	9	-
	8	20	21	8	-
	7	8	12	7	-
	6	10	11	6	1
		—	9		
		<u>66</u>	<u>71</u>		
Std	5	5		Std 5	-
	4	8	10	4	-
	3	6	7	3	-
	2	4	6	2	1
	1	3	5	1	-
Sub B	1		1	Sub B	-
A	-		-	A	-
Pre-Prep.	-		-	Pre-Prep.	-
		—	-		
		<u>27</u>	<u>29</u>		

Disturbing Phone Calls

Parents of several of our Prep. School pupils, and some Pre-Primary (Nursery School) pupils, have recently received disturbing phone calls from a well-spoken man, giving various names with the title of Doctor, describing the children concerned, claiming that they had been guilty of rudeness or vulgarity and suggesting corporal punishment! We have reported the matter to the Police and it is being investigated by the C.I.D.

Request from Old Herschelians

I have received a formal request from Evryl Fisher and a group of Old Herschelians, worded as follows:

"We, the undersigned Old Herschelians of her era, do hereby make formal request to the school Council and Old Herschelian Association that the School's Music Auditorium or a section of the Music Department be dedicated to the memory of Lilian Willis in appreciation of the high standard of musical craftsmanship and musical appreciation which she sought to share with us. Her love of music was equalled only by her love of her pupils."

"We, the undersigned Old Herschelians of her era, do hereby make formal request to the School Council and Old Herschelian Association that the School's Physical Science Lab. be dedicated to the memory of Harriet Robinson, F.L.S. Headmistress, and named in her honour in appreciation of the high respect for scholarship and value of human dignity irrespective of race, colour or creed with which she imbued us."

I would happily support these proposals, and, if approved by Council, will write to Evryl Fisher in this connection.

Building, Maintenance, etc.

I should like to express my appreciation to Mr Saxby for the arrangements made during the June-July holiday period to have the new fire extinguishers installed, the oak trees treated, and the road surface in the Senior School grounds renewed, as well as his efforts in connection with the Swimming Bath alterations. These are now well under way and we look forward to having the work completed before the summer season. The Prep. School staff are concerned that the water at the shallow end should remain shallow enough for use by K.G. pupils. Our Physical Education teachers recommend that the depth be as it was before.

School Hall

I submitted to Exco a memo from our Drama teachers on the shortcomings of the Hall and the stage for dramatic purposes, and hope some plan can be made for improving the existing facilities.

S.A. Institute of International Affairs

On the suggestion of a Herschel parent we have applied for School membership of the above-named body, and hope that some of our senior pupils will be interested in attending their meetings or reading the literature sent.

In our own School time-table, the innovation this year of a weekly Current Affairs lesson for the Matrics, has proved worthwhile. Mrs Stockwell, our Senior History Teacher, has been responsible for these and has on various occasions arranged for a Speaker to address the girls, as well as organising an interesting visit to Mitchell's Plain.

Salaries

On behalf of the Teaching Staff at both the Prep. and Senior Schools I wish to thank the Council for the introduction of the new salary scale and for the considerable increases which in many cases have been implemented. I assure you of our very real appreciation.

P A GELDARD
HEADMISTRESS

15 August 1980

MINUTES OF HERSCHEL COUNCIL MEETING HELD AT HERSCHEL ONTHURSDAY 21 AUGUST 1980 AT 8.00 P.M.

PRESENT: Mr N Chapman (Chairman)
 Mr R Gawith
 Mr M Longmore
 The Hon. Mr Acting Justice R M Marais
 Mr W Marshall Smith
 Mr J E Mudge
 Mr J G van Zyl
 Mr L C Saxby (Business Manager)
 Mrs B-L Hoffman
 Mrs M Loggie
 Mrs A Snyders
 Miss P Geldard (Headmistress)

APOLOGIES: The Most Reverend B B Burnett
 Mr J Bettison
 Mrs J Heywood
 Mr P Kohler
 Mr B Wilson

MINUTES

Minutes of the Meeting held on 22 May 1980 were confirmed.

THE HILL NURSERY SCHOOL

The Nursery School were experiencing great difficulty in finding suitable premises into which to move at the end of 1981. They asked if it would be possible to erect a pre-fabricated unit on the 'cabbage patch'. It was agreed that while appreciating their difficulty, the School could not make any land available. The Chairman would advise the Nursery School accordingly.

HEADMISTRESS'S REPORT

The Headmistress presented her report and members were impressed at the enormous range of activities catered for by the School. The Headmistress was congratulated and was asked to convey to the staff the Council's congratulations on their efforts. The School had enjoyed success in the S.A.C.E.E. Spelling Examination where Std VI was placed second; and in the Forum Discussion our team were joint winners. A letter was to be written to Amelia Opie, Std I, congratulating her on winning 1st Prize in an International Children's Art Exhibition in Italy. A letter was also to be written to Miss Way thanking her for her most generous donation of a carpet to cover the Chapel floor. The Council expressed its concern at the shortcomings of the School Hall for dramatic purposes. The Building Committee had agreed to discuss this with the School architect and see what could be done to remedy the position. The Headmistress thanked the Council, on behalf of the teaching staff of both the Prep. and Senior Schools, for the introduction of the new salary scale.

The Headmistress had received a formal request from Miss Evryl Fisher and a group of Old Herschelians asking that certain classrooms be dedicated to the memory of "Lillian Willis" and "Harriet Robinson". The Council felt that while agreeing that recognition be given, the method of doing so required further consideration. Mr Saxby was to send letters to all Council members with copies of the Old Herschelians request, and a decision would be reached at the next Council meeting. A letter was also to be sent to Miss Evryl Fisher explaining the situation.

FINANCE COMMITTEE

Mr Gawith asked that the Chairmen of the Sub-Committees should urgently advise him of any suggestions or requirements that should be incorporated in the 1981 Budget and Plan, by the first week of September, to enable the budget to be prepared, discussed by Council, and parents advised by the end of September, of any change in fees. It was agreed that letters be sent to the various Chairmen asking for this information.

It was agreed that the School should take out the amended insurance cover as suggested by our Brokers, the premiums for which would amount to an additional R4 300 per annum.

The Norwich Union Educational Policy advised by Mr Rideout was approved. However, it was felt that new parents should only be advised that such a scheme existed amongst the other literature sent to them when making application to have their daughters admitted.

MEETING WITH TEACHERS

Mr Gawith proposed that the Council should meet the teachers and it was decided that the Headmistress would discuss with the Education Committee the possibility of a date early in the new year.

SPEECH DAY

The Headmistress's proposal that Mr John Clayton be approached to speak at the Preparatory School Speech Day, and Mr Alan Hardie at the Senior, was approved.

MUSIC ROOM FAN

Mrs Loggie requested that the fan be removed and the aperture sealed.

FIRE ESCAPE

The report from the Insurance Brokers was due in a few days. This to be given to the Building Committee who should take necessary action regarding an escape route from the Matric dormitory and report to Council at the next meeting.

The Meeting closed at 9.25 p.m.

CHAIRMAN

Date

HERSCHEL
CLAREMONT 7700
CAPE



AN EXCO MEETING OF THE HERSCHEL
COUNCIL WILL BE HELD AT HERSCHEL
ON MONDAY 15 SEPTEMBER 1980 at 5.30 p.m.

A G E N D A

1. Apologies
2. Confirm Minutes of Meeting held
on 21 July 1980
3. Matters arising
4. Fees 1981
5. Any other business

MINUTES OF THE HERSCHEL EXCO MEETING HELD AT HERSCHEL
ON MONDAY 15 SEPTEMBER 1980 AT 5.30 p.m.

PRESENT: Mr N Chapman - Chairman
 Mr R Gawith
 Miss P A Geldard - Headmistress
 Mr L C Saxby - Business Manager

APOLOGIES - Messrs Wilson, Bettison, Longmore and Mrs Heywood

The Meeting stood and observed a minute's silence in respect for the late Miss Joyce Way who had given the School over eleven years of faithful service.

MINUTES

Minutes of the meeting held on 21 July were confirmed.

SWIMMING POOL

The contractor had promised to recommence work on the pool by 19 September and continue until the contract was completed.

BOILER

A time clock had been fitted.

BUDGET 1981

Mr Gawith presented a draft budget and plan for 1981. To achieve our objective of reducing our overdraft to R50 000 and our bonds to R100 000 by the end of 1981, an amount of R51 000 would be required during 1981. R14000 could be expected from the Appeal during the year. It is assumed that there will be no major capital expenditure in 1981.

By the middle of 1981 a new development plan should be worked out and considered in relation to a new appeal, possibly in 1982.

It was resolved that the School would contribute R6 300 towards Scholarships, Allowances and Bursaries. The allocation would be left to the Bursary committee in conjunction with the Headmistress. It was resolved that the tuition fees as shown in the draft budget should be increased by R5 a term for each class, except for Pre-Prep. and Sub A.

A letter was to be sent to parents before the beginning of the fourth term, advising them of the new salary scale and at the same time of the increase to R30 for lunches and to R6.50 per term for extra milk.

ENDOWMENT

In view of the loss of revenue from the subsidy when accepting non-white pupils, it was decided that Council should consider a plan to approach larger companies who would possibly grant the School endowments to compensate for this loss.

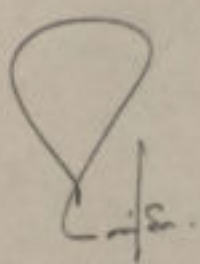
COUNCIL

It was decided that there was a need to rediscuss the composition of council and the committees. Mr Wilson, Miss Geldard, Mr Chapman and Mr Gawith would consider this and report their findings to Council on 20 November.

CATERER

The Headmistress reported that she had appointed a caterer, who had been recommended to her, to commence work on 1 October, i.e. the beginning of next term.

The Meeting closed at 6.30 p.m.



.....

CHAIRMAN

20/8/80

.....

Date



Herschel
Claremont
Cape

AN EXCO MEETING OF THE HERSCHEL COUNCIL
WILL BE HELD AT HERSCHEL ON MONDAY
20 OCTOBER 1980 AT 5.30 P.M.

A G E N D A

1. Apologies
2. Confirm minutes of meeting held
on 15 September 1980
3. Matters arising
4. Budget 1981
5. Swimming pool
6. Any other business

MINUTES OF THE HERSCHEL EXCO MEETING HELD AT HERSCHEL
ON MONDAY 20 OCTOBER 1980 AT 5.30 P.M.

PRESENT: Mr R K B Wilson - Chairman
 Mr C J Bettison
 Mr T N Chapman
 Mr M J Longmore
 Mr L C Saxby
 Miss P A Geldard

APOLOGIES: Mr R L Gawith

MINUTES

The Minutes of the meeting held on 15 September 1980 were approved.

SWIMMING POOL

Subject to the Chairman of the Finance Committee's approval, it was agreed that:

- i) the rusted pipe and leaking valve between the municipal water main and the pool be replaced with a new valve and plastic piping;
- ii) the paving round the pool to be levelled by Cabion and Son;
- iii) Mr Wilson to contact the suppliers of scaffolding regarding the price and supply of stands for additional seating.

It was estimated that the cost of the above would be approximately R3000.

The changing rooms, particularly the doors, were to be repaired. There was a lengthy discussion regarding the depth of the shallow end as the smaller children in the Preparatory School would not be able to stand. The standard depth of a shallow end is 1.1m while this school's is slightly less, being 1.07m. It was agreed that the position would be checked after the pool had been in use for a while.

Mrs Fletcher's donation of a Kreepy Krawly was greatly appreciated.

BUDGET 1981

The draft Budget and Plan had been considered at the previous meeting. The present one incorporated the higher fees agreed at that meeting and the adjustments to non-academic salaries and wages made by the sub-committee. The surplus at the end of 1981 was expected to be R22 500.

Mr Chapman said particular note should be taken of the paragraph referring to the composition of the Council. Mr Wilson advised that a meeting of a special sub-committee had been called for 31 October to consider this.

It was agreed that the sub-committee report its findings to a special Exco Meeting on 10 November.

Mr Longmore mentioned the unsatisfactory cover given by Political Riot insurance and this was confirmed by other members. However, as the School's bond holder insisted on the property having such cover, the School had no option but to pay the R3,100 additional premium.

Mr Gawith was congratulated on the 1981 Plan and Budget.

EXCO

Mr Kohler had agreed to serve on the Committee.

COUNCIL CALENDAR

It was agreed that the Council calendar for 1981 should be circulated as soon as possible.

COUNCIL/STAFF MEETING

It was agreed that a 'finger supper', to enable members of the staff and the Council to meet, should be held on 20 November at 6.30 p.m., prior to the Council Meeting at 8 p.m.

BUSINESS MANAGER

Mr Saxby was asked to list what he considered were his responsibilities in time for the sub-committee meeting on 31 October.

Mrs Johnston's Bequest

The Headmistress had been advised that the Late Mrs Johnston, who had been matron of the School for many years, had left the School R1000.

HALL

Mr Bettison had asked Mr Hockley to meet Mrs McClurg and Mrs Saffery to discuss the alterations suggested.

The Meeting closed at 7.15 p.m.

.....
Chairman

10.11.80
.....
Date

HERSCHEL SCHOOL

PLAN AND BUDGET 1981

HERSCHEL SCHOOL

Plan for 1981

This document is a statement of the objectives and plans for Herschel for 1981.

Longterm Objectives

As prepared by the Planning Committee.

Herschel seeks excellence in the education it provides and would measure its excellence against the following criteria:

1. Character-building and preparedness for life is evidence of awareness of social responsibility, awareness of God, awareness of the broader issues embodied in words like ethics, morals and decency.
2. That the education we give equips girls for the career paths and higher education they seek.
3. Teachers and the girls are proud of Herschel, its traditions, its achievements and its sparkle.

1980 SHORT TERM OBJECTIVES

Progress on our objectives for 1980 is set out hereunder.

1. Teachers Remuneration

An effective scale has been developed by the Education Committee and appears to be generally acceptable to the staff. Remuneration is 10% below Government level. The only problem which may arise during 1981 is if Government scales are increased. (Page 12)

2. Boarding Accommodation

The position of boarding accommodation has been reviewed. It is felt that a case does not exist for trying to significantly increase the percentage of the pupils who board. However, it is felt that we are over-congested in the boarding area of the senior school and that the ratio of boarders to standards or age groups is not satisfactory. The position will be rectified by providing extra boarding accommodation at the Hill and reducing the numbers of boarders sleeping in the senior school. This plan will be implemented when the Hill is vacated at the end of 1981.

3. Government Subsidy

The Government subsidy has not yet been paid but it has been advised that it will be R25 per qualifying pupil per term. Qualifying pupils are white South Africans who live in the Cape. As the percentage of brown and black pupils increases in the school, therefore the percentage of pupils qualifying for the subsidy will diminish.

4. Development Plan

The Development Plan which was distributed last year has been overtaken by the repairs to the swimming pool and the space earmarked there for a lecture hall is now no longer available. It appears that a new plan will have to be developed.

5. Financial Objective

Some progress has been made towards the objective of reducing the school's borrowings. The overdraft at the year end is forecast to be R85 000 at the end of 1980 compared to R120 000 at the end of 1979. This means that a reduction in the overdraft of R35 000 and in our bonds of R16 000 remains to be achieved during 1981.

SHORT TERM OBJECTIVES

1. Joint Matriculation Board or Senior Certificate Examination

Further evidence on this matter is being sought and recommendations will be put forward in due course.

Responsibility - Education Committee.

2. Development Plan

No major development expenditure is planned for 1981. The existing plan requires revision because the renovation of the swimming pool (now good for 10 years) has altered priorities, and makes the present plan unworkable. Possible new requirements are:

Toilets - Swimming pool area

Assembly Hall

2 Squash courts

Biology Laboratory

Workshop

Chapel

Rondavel near tennis/netball courts

Security fence

Additional storage space (possibly in a new Assembly Hall or with workshop).

A new plan needs to be developed and should be considered in relation to a new Appeal.

Responsibility - Building Committee.

3. Longterm Financial Requirements

At the end of July 1980 some R45 000 remained outstanding on the 1976 Herschel Appeal. Even if it is assumed that all this is collected, it is evident that the time is approaching when further finance for development work will be required. Traditionally, this has been provided by way of donations and Appeals, but it is quite possible that this method could be supplemented or replaced by increasing fees to contribute to a capital fund and by soliciting endowments from members of the school family. The U.C.T. Graduate School of Business have advanced certain sensible suggestions on the subject of "marketing" private schools, which may seem superfluous when the school is virtually full, but might justify consideration in the general

context of long term finance. Our objective in 1981 is to decide how the above possibilities should be handled to produce a plan to finance capital requirements from 1982 - 1987.

Responsibility -

4. Composition of Council

The feeling exists that the School does not receive the attention from Council which it deserves. Projects take unduly long to investigate and implement, communication with the staff is poor, regular meetings are often ill-attended and ad hoc meetings are difficult to organise. The Constitution requires that we have a fixed number of Council members. Our objective in 1981 is to review the size and membership of the Council to eliminate the existing shortcomings and to revise the constitution accordingly.

Responsibility - Mr Wilson.

5. Articles of Association

These are very much out of date and need to be reviewed.

Responsibility - Adv Marais.

6. To run the school at full capacity.

Responsibility - Miss Geldard and Promotions Committee.

7. To improve our planning and budgeting procedures so that a properly documented plan can be submitted to Council in August containing firm proposals regarding Revenue, expenditure (including salaries), Capital expenditure, fees, etc. This to be finalised for distribution as our budget for 1982 by September and any adjustments to fees to be notified before the commencement of the last term of 1981.

Responsibility - Finance Committee.

8. To improve our controls.

Responsibility - Finance Committee.

9. Gratuities

The position of gratuities to staff not on the pension fund has not been satisfactorily dealt with and the provisions being made appear inadequate. New staff may be employed in the future and aggravate the problem. The matter needs to be looked at again and a proper proposal submitted.

Responsibility - Finance Committee.

Short term Financial Objectives

10. To reduce the overdraft from its present high point, estimated to be approximately R85 000, to a high point of R50 000, and to reduce the bonds on the school from R116 000 to R100 000, a total of R51 000. The following avenues will be used to reduce our borrowings:

- (i) Funds received from the Herschel Appeal will be retained.
- (ii) We shall operate at a surplus.

We shall continue to utilise short term loans to reduce interest rates as required.

BUDGET 1981

The numbers below related to the headings on the budget (page 13) and detail the assumptions included in it.

2. Registration Fees

R20,00 per pupil.

3. Sundry Revenue

Assumed that Art and Home Economics materials are no longer charged as "extras" but included in tuition fees. This will reduce Sundry Revenue by R2 800 per annum. Extra milk is to be credited to "lunches" in future, representing a further reduction of R800 - a total of R3 600 per annum.

4. Lunches

These include day boarding at the Junior School and in 1981 will include extra milk. Charges for lunches to be increased from R25 to R30 per term, (last increase R20 to R25, January 1979, milk increased at the same time from R5 to R6), and for milk to R6,50 in 1981.

5. Rent

Hill Nursery School has been given notice to vacate the Hill by 13/12/81. We have assumed that rent of R325,00 per month will be paid till year end, but they may leave before the end of December 1981.

7. Provincial Subsidy

Assumed there will be no change in conditions and that the authorities will be more prompt in their payments. Receipts based on 500 pupils being eligible because total numbers will reduce and percentage of blacks will increase.

8. Scholarships, etc

Scholarships	2 500
Bursaries	8 000
Allowances	3 625
Book Allowance	<u>75</u>
	14 200
Paid by 4 Schools Trust	<u>7 900</u>
Funded by School	<u>6 300</u>
Ovenstone Scholarship	175
Ackerman Scholarship	<u>500</u>

9. Extra Subjects

Music has been increased to R36 per term. Library fees in the past have been charged in "Extra Subjects" but will now be included in tuition fees.

10. Boarding Fees

Increased from R280 to R315 per term. St. Cyprians have increased their fees from R270 to R315 per term from the third term this year. Cost of food is up from 38c last year to 45c a meal this year.

11. Tuition Fees

See page 10.

12. Expenditure

From the fees, R6 800 is the cost of not charging library fees, typing fees, home economics and art materials as extras. These are all fixed charges that do not vary from term to term and it will simplify bookkeeping and reduce irritation of many parents if not shown as separate items.

13. Catering

Cost of food has officially risen by over 15% (but the papers report that the real increased costs are only now coming through the pipeline!). We have worked on 18%.

14. Domestic Charges

Replacement of Senior dormitory curtains and generally improving conditions there is expected to cost R1 400.

16. Class Materials

Additional R3 000 debited to this account to cover cost of library books and a small proportion of the home economics materials at present charged out as extras. Mechanical aids to teaching are in greater demand and costs of supplies for them are escalating. Additional class requirements - R1 400. If Rank Xerox is hired, the charge is R2 400 p.a. but it should save on paper. No allowance has been made for this.

17. Interest

Assumed the Provincial Administration will be more prompt with their payments and we will be able to reduce our overdraft and, towards the end of the year, our borrowings from

S.A. Mutual. Rates 9,5% on overdraft and 12% on Bond.

18. Insurance

Property has been revalued and cover generally increased. Political Riot, which in any case is required by our bond holders, costs on additional R3 100 p.a. Overall, the extra cost is R4 300 p.a.

22. Property Maintenance

As a result of a security check a number of items require attention and the cost is expected to amount to over R3 000. Furniture in the boarding house needs scraping and re-painting. The concrete tennis/netball court at the senior school need resurfacing as do the two all-weather courts at the prep. At present, prices per court vary from R960 for a 2 coat repair to R2 600 for a premix. We have allowed R4 000. These items, in addition to our normal expenditure, are likely to increase the total to R16 000.

Alterations to Hill

In the event of the premises becoming empty before the end of 1981, alterations would be commenced immediately. We have allowed R5 000.

23. Depreciation

Replacements Budget

Musical Instruments - Prep	200
- Senior	300
2 Vacuum Cleaners	500
Sewing Machine - Home Economics	250
Science Equipment & Maths Aids	700
5 Cupboards for class rooms	600
1 Desk	150
Sun Louvres - Prep	800
PABX or Intercom	7 000
Small lawn mower	400
	<u>R10 900</u>

Depreciation - "New buildings and equipment" is a charge to generate cash for major improvements to school equipment and expansion of school. Both Hilton and the GSB have found this measure to be essential and we feel it should now be introduced. Any surplus at the end of the

year will be credited to a provision for this purpose.

24. Contingency Allowance

The amount allowed is small, but in view of unexpected expenses that have occurred in 1979 and 1980, some buffer is required.

25. Non Teaching Staff:

26. Salaries and Wages

Salaries have been increased by 12.6%, wages by 14.6%. Allowance has been made for an additional labourer and for a pre prep teacher's assistant.

30. Provision for Long Service Gratuities

One gardener has had over 40 years service. One teacher 12 years, and one other member of staff 17 years. All are over 60 and are not members of the pension fund. This R5 000 will bring the provisions up to R8 500, which is very low.

32. Teaching Staff:

33. Salaries

Assumed the present salary scale will not be altered. No allowance has been made for any increase of salaries as a result of Government alteration to their scale. (See page 12).

FEES 1981

	Nos	Fee	Total	<u>Increase per term</u>	
				R	% age
Pre-prep	20	120	2400	40	50.0
Sub A	36	120	4320	20	20.0
Sub B	38	125	4750	20	19.0
Std 1	34	160	5440	20	14.3
Std 2	50	190	9500	20	11.8
Std 3	48	215	10320	25	13.1
Std 4	46	220	10120	25	12.8
Std 5	<u>40</u>	230	9200	25	12.2
	<u>312</u>				
Std 6	50	245	12250	25	11.4
Std 7	48	265	12720	30	12.8
Std 8	48	280	13440	30	12.0
Std 9	71	290	20590	30	11.5
Std 10	<u>45</u>	290	<u>13050</u>	30	11.5
	<u>262</u>		<u>R128100 per term</u>		

Total 574 pupils

Fees p.a. = 4 x 128 100 = R512 400

93 Boarders at R315 per term = R29 295

= R117 180 p.a.

Fees per term as at 1/1/80

Fees per term as at 1/1/81

	Herschel St. Cyprians St. Andrews			Herschel			St. Cyprians (July 1980)			St. Andrews		
				Fees			Fees			Fees		
	Fees	Fees	Fees		Increase R %			Increase R %			Increase R %	
ep	80		123	120	40	50	-	-	-	154	31	25.2
	100	105	225	120	20	20	125	20	19	277	52	23.1
	105	110	225	125	20	19	130	20	18.2	277	52	23.1
	140	145	247	160	20	14.3	170	25	17.2	307	60	24.3
	170	170	270	190	20	11.8	195	25	14.7	337	67	24.8
	190	180	311	215	25	13.1	210	30	16.7	386	75	24.1
	195	190	311	220	25	12.8	220	30	15.8	386	75	24.1
	205	200	311	230	25	12.2	235	35	17.5	386	75	24.1
	220	210	371	245	25	11.4	245	35	16.7	461	90	24.2
	235	220	371	265	30	12.8	255	35	15.9	461	90	24.2
	250	230	393	280	30	12	265	35	15.2	491	98	24.9
	260	245	393	290	30	11.5	285	40	16.3	491	98	24.9
	260	250	393	290	30	11.5	290	40	16	491	98	24.9

HERSCHEL SALARY SCALE (Effective 1/7/1980)

<u>Year of Experience</u>	<u>CATEGORY E (M+5)</u>		<u>CATEGORY D (M+4)</u>		<u>CATEGORY C (M+3)</u>		<u>CATEGORY B (M+2)</u>	
	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>
1st	452	5424	416	4992	344	4128	263	3156
2nd	488	5856	452	5424	380	4560	293	3516
3rd	524	6288	488	5856	416	4992	323	3876
4th	560	6720	524	6288	452	5424	353	4236
5th	596	7152	560	6720	488	5856	383	4596
6th	641	7692	596	7152	524	6288	423	5076
7th	686	8232	641	7692	560	6720	463	5556

BUDGET 1981

	<u>Estimate 1980</u>		<u>Budget 1981</u>	
		%		%
<u>REVENUE</u>				
Registration Fees	2 000	.31	2 000	.27
Dry Revenue	6 500	1.01	3 000	.40
Ches	7 500	1.16	8 500	1.15
at	3 900	.60	3 900	.53
or Schools Trust	7 500	1.16	7 900	1.07
Provincial Subsidy	<u>37 500</u>	5.81	<u>50 000</u>	6.76
	64 900		75 300	
as Scholarships, Bursaries & Allowances	<u>14 000</u>		<u>14 200</u>	
<u>Total</u>	<u>50 900</u>		<u>61 100</u>	
tra Subjects	34 000	5.26	35 500	4.80
arding Fees	103 000	15.95	117 000	15.82
ation Fees	<u>444 000</u>	68.74	<u>512 000</u>	69.20
<u>Total</u>	<u>581 000</u>		<u>664 500</u>	
<u>TOTAL</u>	<u>R611 900</u>		<u>R725 600</u>	
<u>EXPENDITURE</u>				
<u>General</u>				
tering	41 500	6.93	49 000	6.97
lastic Charges	31 000	5.18	35 000	4.98
ministration	14 100	2.36	15 500	2.20
us Materials	10 000	1.67	14 600	2.07
erest	20 000	3.34	16 500	2.35
urance	7 000	1.17	8 600	1.22
Debts	1 500	.25	2 000	.28
or Vehicle	900	.15	1 000	.14
erts Requisites	700	.12	900	.13
erty Maintenance	11 000	1.84	16 000	2.28
eration at Hill	-	-	5 000	.71
preciation - Replacements	11 000	1.84	11 000	1.56
- New Buildings & Equipment	-	-	21 000	2.99
tingency Allowance	-	-	<u>5 000</u>	<u>.71</u>
<u>Total</u>	<u>148 700</u>	<u>24.84</u>	<u>201 100</u>	<u>28.60</u>
<u>Teaching Staff</u>				
aries - Administration	25 000	4.18	28 500	4.06
- Domestic	29 100	4.86	33 500	4.76
es	29 700	4.96	38 700	5.50
ision, UIF Contributions	1 900	.32	2 300	.33
vision Long Service Gratuities	3 500	.58	5 000	.71
ical Aid Contributions	-	-	<u>1 000</u>	<u>.14</u>
<u>Total</u>	<u>89 200</u>	<u>14.90</u>	<u>109 000</u>	<u>15.50</u>
<u>Working Staff</u>				
aries	316 000	52.78	340 000	48.36
g Leave	3 300	.55	3 500	.50
ision, UIF Contributions	18 500	3.09	23 000	3.27
tra Subjects	23 000	3.84	24 500	3.49
ical Aid Contributions	-	-	<u>2 000</u>	<u>.28</u>
<u>Total</u>	<u>360 800</u>	<u>60.26</u>	<u>393 000</u>	<u>55.90</u>
<u>TOTAL</u>	<u>598 700</u>		<u>703 100</u>	
<u>PLUS</u>	<u>833 200</u>		<u>R22 500</u>	

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CASH FLOW 1981 (Summary)

Surplus year ending 31 December 1981		22 500
Depreciation shown in budget		32 000
Replacements	11 000	
New Buildings & Equipment	<u>21 000</u>	
Herschel Appeal Receipts		<u>14 000</u>
		68 500
Capital Expenditure	10 900	
Reduction of Bonds	16 000	
Pan Anglican Education Fund	400	
Loan	<u> </u>	<u>27 300</u>
		41 200
Bank Overdraft as at 1 January 1981		<u>85 000</u>
Bank Overdraft as at 31 December 1981		<u>R43 800</u>

It has been assumed that the Provincial Subsidy of R37 500 for 1980 will be paid before 31 December 1980, and the R50 000 for 1981 will be made before 31 December 1981. Applications have been made for the second and third terms this year but no payments have been received as yet.



189
HERSCHEL
CLAREMONT 7700
CAPE

AN EXCO MEETING OF THE HERSCHEL COUNCIL

WILL BE HELD AT HERSCHEL

ON MONDAY 10 NOVEMBER AT

5.30 p.m.

A G E N D A

1. Apologies
 2. Confirm Minutes of meeting held
on 20 October 1980
 3. Matters arising
 4. Report regarding proposed Council
Meetings
 5. Any other business
-

MINUTES OF THE HERSCHEL EXCO MEETING HELD ATHERSCHEL ON MONDAY 10 NOVEMBER 1980 AT 5.30 P.M.

PRESENT: Mr R K B Wilson - Chairman
 Mr N Chapman
 Mr J Bettison
 Mr R Gawith
 Mrs J Heywood
 Mr M Longmore
 Miss P Geldard
 Mr L Saxby

APOLOGIES: Mr P Kohler

MINUTES

Minutes of the meeting held on 20 October 1980 were approved.

SWIMMING POOL

It was agreed that the levelling of the paving and the plumbing should be carried out as soon as possible, but the purchase of stands would be postponed temporarily.

COUNCIL

The major problem was the difficulty experienced by a number of members to attend meetings regularly as they had to spend so much time away from Cape Town on business. At the same time a certain number of members of this calibre were essential to the efficient running of the School both for their experience and ability and for their influence with the business world and community generally.

This problem mainly affected the Building/Development Committee which, since the completion of the building programme, was now largely involved in numerous small alterations and renovations.

To overcome this difficulty it was suggested that the various committees should include people who were willing and able to give of their time to work on these committees.

It was agreed that the following recommendation be made at the Council Meeting: The Council should meet every two months and emphasis would be on policy making. The Committees would report to Council at these meetings; copies of their reports would be distributed to Council members in time for them to be studied before the Council meeting.

Members of the committees need not necessarily be members of the Council. Exco would only meet when essential.

The Meeting closed at 6.45 p.m.

.....
 CHAIRMAN

29.1.81

 Date

H E R S C H E L

A Finger-Supper is being arranged

at School

on Thursday 20 November at 6.30 p.m.

(Prior to the Council Meeting)

to enable Council Members

and Senior School members of Staff

to meet together in an informal way.

We hope you will be able to attend.

★ ★ ★

THE QUARTERLY MEETING OF THE HERSCHEL COUNCIL WILL

BE HELD AT HERSCHEL ON THURSDAY 20 NOVEMBER 1980

at 8.00 p.m.

A G E N D A

1. Apologies
2. Confirm Minutes of Council Meeting
held on 21 August 1980
3. Matters arising
4. Report regarding proposed Council
Meetings
5. Headmistress' Report
6. Sub-Committee's Reports
7. Any other business

MINUTES OF THE HERSCHEL COUNCIL MEETING HELD AT
HERSCHEL ON THURSDAY 20 NOVEMBER 1980 AT 8.00 P.M.

PRESENT: Mr T N Chapman (Chairman)
 Mr R Gawith
 Mrs J Heywood
 Mrs B-L Hoffman
 Mr P Kohler
 Mr M Longmore
 Mrs M Loggie
 Adv. R M Marais
 Mr W Marshall Smith
 Mr J Mudge
 Mrs A Snyders
 Mr G Van Zyl
 Miss P A Geldard - Headmistress
 Mr L C Saxby - Secretary

APOLOGIES: The Most Reverend B B Burnett
 Mr C J Bettison
 Mr R K B Wilson

Mr Chapman congratulated the Headmistress and others responsible for the preparation and organisation of a most successful party for members of Council and Senior School Staff prior to the Meeting.

MINUTES

Minutes of the Meeting held on 21 August 1980 were approved.

DEDICATION OF CLASSROOMS

Mrs Hoffman reported that the group of Old Herschelians who had proposed that certain classrooms be dedicated to the memory of "Lilian Willis" and "Harriet Robinson" considered the Council's decision to hold the matter over for a further discussion, in the nature of a rebuff. The Council still felt that careful consideration must be given to the implications and problems in as far as future requests are concerned, but agreed that some form of recognition should be given. As a guide to Council, Mrs Hoffman would obtain the views of the Old Herschelian Association to whom the request had also been made.

SHORTCOMINGS OF THE HALL

The School architect had been contacted but no meeting had been arranged as yet.

FIRE ESCAPE

Messrs Cabion and Son estimate the cost of an escape door with steel platform and steps would cost R1500. Every effort would be made to complete the work during the coming school holidays.

COUNCIL

Mr Chapman reported that a Sub-Committee had been formed to investigate the more efficient operation of the Council and Exco. This Committee suggested:

1. There should be four major committees, - Finance, Education, Public Relations and Building, the latter being responsible for grounds, sports facilities and buildings;
2. The Committees would have a chairman and two deputy chairmen;
3. Chairmen of Committees would have power to co-opt members who need not necessarily be members of Council, or parents;
4. Exco would cease to exist in its present form, but the Chairman of the Council would call a meeting of Committee Chairmen for major or crisis situations;
5. Council would meet every two months;
6. Committees would circulate reports with full particulars to Council members in good time to enable them to be studied before the Council meeting.

At present a number of members of Council are experiencing difficulty in attending meetings due to the time they have to spend away from Cape Town on business. While such people are essential to the School for their ability and contacts, committees should also have members who are more readily available.

It was felt that the above suggestions would overcome these problems and Council meetings would benefit by having to consider only reports that gave full particulars and which members had had the opportunity to study prior to the meeting.

After discussion the above suggestions were approved.

HEADMISTRESS'S REPORT

Miss Joyce Way - The Headmistress paid tribute to Miss Way for her loyalty as well as her work as caterer.

Long Leave - Mrs Marr has been granted long leave for the first quarter, and Mrs Stockwell for the second quarter of next year.

Enrolment for 1981 - At present the expected enrolment figures for 1981 are 316 for the Prep. School and 268 for the Senior, a total of 584.

It was requested that a grid showing the number of pupils per subject per teacher be prepared for next meeting.

Rotary and American Field Scholarships - Clair Grootendorst and Leigh Mukheiber have won Rotary Exchange Scholarships to America and Suzanne Ackerman an American Field Scholarship.

Boarding House and Sick Bay - New curtains are being put up in the dormitories. The Sick Bay facilities need to be improved. The Building Committee would investigate.

Clothing Shop - The Headmistress expressed her appreciation for the excellent leadership given by Mrs Mackenzie and the mothers who work voluntarily in the clothing shop. Over R1000 has been given to the School this year from the profits, some of which is being spent on athletics equipment.

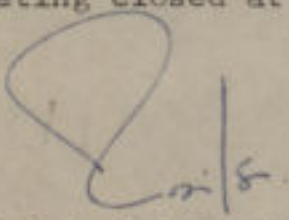
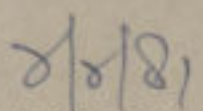
Speech Day - The Speech Day Prizegiving Ceremonies are on 4 December for the Preparatory, and 5 December for the Senior School, with Mr John Clayton and Mr Allan Hardie, as the guest speakers.

FINANCE

The Plan and Budget for 1981 has been circulated and Mr Gawith was congratulated on his efforts. This showed an anticipated profit of R22,500 and a reduction of our Bond to R100,00 and our overdraft to R44,000 by the end of 1981. The first three terms of 1980 had resulted in a surplus of R7839 compared to the surplus of R11516 at the end of the second term. The reduction in surplus was the result of introducing the new salary scale for teachers at the beginning of the third term and will also affect the fourth term. Interest is higher than budget due to the Provincial subsidy failing to materialise. Our applications for the second and third terms have been returned by the authorities as they now require an auditor's certificate confirming the figures. The Education Department required written confirmation from the Council that the regulations were acceptable before any claims would be considered. The regulations include the condition that the Department be represented on the Council by not more than two persons. It was agreed that a letter of acceptance be sent.

Mr van Zyl queried the necessity of a PABX system and it was agreed he would inform Mr Saxby as to whom he should contact for advice.

The meeting closed at 9.50 p.m.

	
.....	
CHAIRMAN	Date

H E R S C H E LH E A D M I S T R E S S ' S R E P O R T

to the

SCHOOL COUNCILThursday 20 November 1980STAFFING

Three weeks after I wrote my most recent report in August, we were saddened by the sudden death from meningitis of Miss Joyce Way, to whom I shall pay tribute in my Speech Day and Magazine Report. Herschel has certainly lost an extremely staunch, loyal supporter: we continue to miss her in ways far beyond her actual work of caterer.

In the interim period of about 4 weeks before I appointed a new caterer, our assistant in the kitchen, Mrs Brink, kept things running smoothly and willingly worked many hours overtime. I have now appointed Mrs Plöner to the senior position and am happy to report that she is a pleasant, efficient, younger woman who seems to be already in good control of the situation.

Other staff appointments for 1981 are as follows:-

Mrs Hall, B.A. (with 5 years teaching experience) to replace Miss Aitchison for English.

Mrs Feast, B.Sc. (with 3 years teaching experience) to replace Mrs Rauch, part-time for Physical Science.

Mrs Sneddon to replace Mrs Hanekom, Std IV.

Mrs Osborne to replace Miss Cohen, Std V.

Mrs Carr to replace Mrs Roberts, Std II.

In the Music Department we are sorry to be losing Mrs Longmore and Miss Ruttle. Their work will be taken over by Mrs Tyson, who will move from part-time to full-time work, and by Mrs Weir and Miss Irish and Miss Garnett, all on a part-time basis, for recorder, 'cello or piano work.

Long Leave: Mrs Marr has been granted leave for the first quarter and Mrs Stockwell for the second quarter next year. Suitable temporary replacements have already been found.

PREFECTS

The following have been appointed as School and Boarding House prefects for 1980/1981:-

HEAD GIRL: Kate Saunders

HEADS OF HOUSES: JAGGER: Anne Meynell

MERRIMAN: Nicci Deal

ROLT: Toni Beck

HEAD OF BOARDING HOUSE: Chloë Ovenstone

OTHER PREFECTS: Dorothy Douglas
Shane Fairhead
Maryke Hommersom
Lindsay Jones
Mary Jooste
Susan Lanfear
Monika Oelz
Luanna Shonfeld
Alexa Singer

HOUSE PREFECTS: Louise Morrissey - Deputy Head
Fiona McQueen
Suzanne Muir
Sonja Schröder

ENROLMENT

Enrolment figures for 1981 are as follows:-

	<u>Present</u>		<u>1981</u>	
Std 10	36	-		
9	48	46	Std 10	
8	70	72	9	
7	39	50	8	
6	46	50	7	
	<u>239</u>	50	6	
		<u>268</u>		
Std 5	45	-		
4	37	40	Std 5	
3	45	46	4	
2	46	47	3	
1	51	49	2	
Sub B	33	32	1	
A	37	38	Sub B	
Pre-Prep.	<u>32</u>	41	A	
		<u>23</u>	Pre-Prep.	
	<u>326</u>	<u>316</u>		

EXAMINATIONS

We have 35 candidates entered for the Joint Matriculation Board Examinations. So far the results in Oral and Practical examinations seem to have been favourable and girls have liked their first papers. In addition to the 35 we have had one girl, Lynne Moore, who was allowed to remain in the Matric class from January on the understanding that she would not write the J.M.B.

School examinations have proceeded smoothly so far. We intend to hand papers back in the last week and to finalise certain decisions about promotions before school closes.

SCHOLARSHIP EXAMINATION

This year's Scholarship Examination was written by 24 Std V pupils, the majority of whom were already at Herschel. The Scholarship was won by Nicola Caine, the runner up being Alison Hundleby.

SCHOOL ACTIVITIES

The Herschel Blisters for Bread on 17 September proved a happy and worthwhile occasion from the point of view of school spirit, and we were very glad to find that the amount raised for the Peninsula School Feeding Scheme was over R6500 (over R4000 of which came from the Prep.). I was very grateful to several of our Prep. School mothers who gave valuable assistance at certain traffic control points on that day; also to our Matric class who helped me in the initial planning and who donated the prizes.

SCHOOL OUTINGS

In the past few months these have included the following:

Std 1 to the Butt-Trim Button Factory;
 Std 2 to the World of Birds;
 Std 3 to the Museum;
 Std 4 to the Boulders;
 Std 5 to Hout Bay;
 Stds 2-5 to School in the Wilds;
 Std 8's Geography pupils to Silvermine;
 Std 9's to "3 Ballets" at the Nico Malan;
 Std 10 Biology Pupils on a Field Trip to Dalebrook;
 The Choir to the Drakensberg Boys' Choir at the City Hall;
 The Mountain Club and Environmental Science Club excursions.

CHOIR: Members of both Senior and Preparatory School Choirs worked hard to prepare for singing in Faust and although they were disappointed that this was cut from the final performances they nevertheless had valuable experience from rehearsing with Capab and in the initial preview performance at the Nico Malan.

Other highlights of our Calendar have been the Preparatory School Sports Day attended by large numbers of parents; the Senior School Open Day which proved a most valuable function attended by a very good percentage of our parent body; the French Evening; a Luncheon at which members of the Old Herschelian Association met with our Matric girls and their mothers; the Matric Music Pupils' Recital; and the Matric Farewell Concert and luncheon with the staff.

CONGRATULATIONS firstly to Alison Hundleby who came second in the S H Skaike Competition for Junior Biologists, for her project on "The Cape Sugar Bird"; secondly to our Head Girl, Clair Grootendorst for winning the C.I.S. Essay Contest in the Cape, the second consecutive year Herschel has won this; and thirdly to our Squash Team who won the Inter-Schools' Squash Tournament, also for the second year running.

ROTARY AND A.F.S. SCHOLARSHIPS

We congratulate Clair Grootendorst and Leigh Mukheiber on winning Rotary Exchange Scholarships to America next year, and Suzanne Ackerman on winning an American Field Scholarship.

SWIMMING BATH

In spite of certain initial problems we have been very pleased indeed with the work completed on the swimming bath and glad to have it back in use again.

BOARDING HOUSE

We have chosen new curtain material for the dormitories and a dressmaker is already working on the curtains which we hope to have up for the start of the new year. I think we need to improve our Sick Bay facilities which are in my opinion very inadequate and perhaps the part of the boarding house most in need of attention.

NEW CLASSROOMS

I regret to report that staff are critical of the ventilation in certain rooms in the new classroom block, and also of the use of carpet tiles on the floors.

HERSCHEL CLOTHING SHOP

I am most grateful to Mrs Di Mackenzie for the excellent leadership she has given to the loyal team of mothers who work voluntarily in the Herschel Clothing Shop. Not only do they save money for parents but they have succeeded in making a small profit for the School. Last year we were able to build the bicycle shed at the Senior School; this year we were given an amount of over R1000, some of which we are spending on athletics equipment.

SPEECH DAY AND CAROL SERVICE

Invitations for these are being sent out this week. The Carol Service is being held at St Saviour's Church at 8 p.m. on Thursday 4 December. The Speech Day Prizegiving ceremonies for the Preparatory and Senior Schools are on Thursday 4 December and Friday 5 December respectively, with Mr John Clayton and Mr Allan Hardie as the guest speakers.

P. A. Gelland

HEADMISTRESS

November 1980

