

1081-1082

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF
HERSCHEL HELD AT HERSCHEL ON THURSDAY 29 JANUARY 1981
at 5.30 p.m.

PRESENT: Mr R K B Wilson - Chairman
Mr T N Chapman
Mr P Kohler
Mrs J Heywood

Miss P A Geldard - Headmistress
Mr L C Saxby - Secretary

APOLOGIES: Mr C J Bettison
Mr R L Gawith
Mr M J Longmore

MINUTES

Minutes of the meeting held on 10 November 1980 were confirmed.

COUNCIL

There had been considerable discussion at different times as to how the efficiency of the Council could be improved. Taking into account the various views expressed and to assist Council in the elections at the Council Meeting to be held on 2 February 1980 the following suggestions would be made:

CHAIRMAN - Mr W Marshall Smith

DEPUTY CHAIRMEN - Messrs T N Chapman and P Kohler

CHAIRMEN OF THE COMMITTEES:

Finance/Administration - Mr R L Gawith
Building/Development - Mr G J van Zyl
Education - Advocate R M Marais
Public Relations - Mr P Kohler.

Due to other commitments over the next two years, Mrs Heywood was unable to act as Chairman of the Education Committee during this period.

Mr Marshall Smith would be approached by Mr Chapman and Advocate Marais by Mr Wilson.

It was decided that the number of Council members should not be reduced at this time.

The four members of Council due to retire this year are Mrs Loggie and Mr Wilson who were appointed by Council and Messrs Marshall Smith and Chapman, nominated by the Archbishop, all of whom are eligible for re-election.

It was resolved that Mr Wilson should act as Chairman for the whole of the Council meeting on 2 February to give the incoming Chairman time to familiarise himself with the position.

Mr Chapman would not be able to attend the next Council meeting but wished to place on record his thanks and appreciation to Mr Wilson for his work as Chairman while he had been his Deputy.

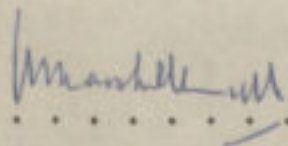
ARTICLES OF ASSOCIATION

The Articles state that the Chairman is to be elected by Council at the first meeting after 1 April and Councillors at the A.G.M. held between 15 and 30 March each year. It was resolved, however, to elect officers at the first Council Meeting this year, as has been done for some time, to enable the new proposals regarding the Council to be brought into effect.

MATRICULATION

The Chairman had congratulated the Headmistress on the Joint Matriculation Board examination results and had also phoned Lilian Dudley, a coloured pupil, to congratulate her on her results.

The Meeting closed at 6.45 p.m.



CHAIRMAN

3-8-81

Date



HERSCHEL
CLAREMONT 7700
CAPE

HERSCHEL COUNCIL MEETING TO BE HELD ON
MONDAY 2 FEBRUARY 1981 at 8.00 P.M.

A G E N D A

1. Apologies
2. Confirmation of Minutes of
previous meeting held on
20 November 1980.
3. Matters arising.
4. Election of Council Members.
5. Election of Office Bearers.
6. Constitution of Committees.
7. Headmistress's Report.
8. Sub-Committees Reports.
9. Any other business.

MINUTES OF THE HERSCHEL COUNCIL MEETING HELD AT HERSCHEL

ON MONDAY 2 FEBRUARY 1981 at 8.00 P.M.

PRESENT: Mr R K B Wilson - Chairman
 Mr C J Pettison
 Mr R L Gawith
 Mrs B Hoffman
 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
 Mrs A Snyders
 Mr G J van Zyl
 Miss P A Geldard - Headmistress
 Mr L C Saxby - Secretary

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

MINUTES

Minutes of the meeting held on 20 November 1981 were confirmed.

DEDICATION OF CLASSROOMS

Mrs Hoffman reported that the Old Herschelian Association had not met since the last Council meeting. They would, however, be meeting on Founder's Day, 20 February, when the views of the Old Herschelian Association would be obtained.

ARTICLES OF ASSOCIATION

Adv Marais had circulated a memorandum pointing out that the practice of the past had not been in conformity with the requirements of the articles of association. It was decided, however, that it was necessary to bring the new form of Council as proposed at the previous meeting into effect immediately and therefore elections would take place at this meeting as has been customary over the last few years. Adv Marais would look into the question of re-writing the articles of association.

Mr Gawith considered that if the number of councillors was to remain at sixteen we should ensure that all vacancies were filled to ensure new blood was brought into the Council. For the same reason section 16 of the articles requiring four councillors to retire each year should be enforced.

ELECTION OF COUNCIL MEMBERS

Mrs Loggie and Mr Wilson, appointed by Council, and Mr Marshall Smith and Mr Chapman, nominated by the Archbishop, were due to retire in accordance with the articles of association. The Chairman had spoken to the Archbishop who agreed to the re-nomination of Messrs Chapman and Marshall Smith. At the same time he mentioned that the Rev. Ronald Taylor had been appointed Rector of St Saviour's Church and would like him to be considered for nomination as a member of Council.

It was decided that Mrs Loggie and Messrs Wilson, Marshall Smith and Chapman be re-elected members of Council.

The question of the other two vacancies would be left in abeyance for the time being.

2.

ELECTION OF OFFICE BEARERS

Due to the time they had to spend away from Cape Town, Messrs Bettison and Wilson did not offer themselves for re-election, nor did Mrs Heywood who had other commitments for the next 15 months, but if required would offer herself for election after this period. The following were elected:-

CHAIRMAN..... Mr W Marshall Smith
(At Mr Marshall Smith's request,
Mr Wilson continued as Chairman to the
end of the meeting.)

Deputy Chairmen.....Mr T N Chapman
Mr P Kohler

Secretary/Treasurer.....Mr L C Saxby

CHAIRMEN OF COMMITTEES:

Finance/Administration...Mr R L Gawith
Building/Development....Mr G J van Zyl
Education.....Adv. R M Marais
Public Relations.....Mr P Kohler

Mr R L Gawith hoped to be able to phase himself out of his position as Chairman of the Finance Committee when a suitable replacement had been found.

The Chairman thanked Mrs Heywood for all her efforts while Chairman of the Education Committee and Mr Bettison for all the time he had spent and work he had done as Chairman of the Building Committee particularly during the building of the new classrooms.

HEADMISTRESS'S REPORT

The Chairman congratulated the Headmistress on the J.M.B. results and Lilian Dudley, a coloured pupil, on her A aggregate.

As a result of the break in to a school dormitory, the Headmistress had called for quotations for burglar bars for certain unprotected windows, and when a second attempt was made, had employed a security guard. It was agreed that the services of the guard be retained for the month of February at a cost of R325 while the building committee would consider urgently what steps should be taken to improve security. Quotations of R900 had been received for the burglar bars and the Building Committee was authorised to have this done, after studying the situation, without referring back to Council. The girls were congratulated on their courage and they and the House mistress were also congratulated on the efficient way in which they dealt with the second attempt to break in.

The Headmistress confirmed that any girl that passed Std IX was allowed to take the J.M.B. examination.

FINANCE REPORT

Mr Gawith reported that he was trying to draft new members on to the committee.

Mr Saxby has been asked to investigate the reasons for the very much higher fees paid by pupils in the Transvaal private schools.

Consideration was being given to raising a building levy on each pupil to spread the cost of new buildings over a number of years and to avoid major fund raising efforts such as the Appeal.

Certain members of staff were not eligible to be members of the Pension Fund and means of supplying them with a gratuity were under consideration.

The following expenditure had been approved:-
 Electric typewriter for typing classes (second-hand);
 Vacuum attachment for cleaning the swimming pool;
 Piano for drama department - second-hand;
 Repairs to rust on the bus.

APPEAL

There was R32,000 still outstanding of which we could expect to recover about R22,000. Mr Kohler would find out the number of contributors who still had daughters at the School. It was agreed that the Appeal must be brought to a close before the 60th anniversary of the School in 1982 when Mr Kohler had in mind celebrations to show what had been achieved and what it was hoped to achieve in the future. Possibly the drama department would arrange a spectacular show and the girls with their parents' assistance, a grand fete.

EDUCATION

Nothing to report.

BUILDING REPORT

A quotation of R1224 to build a metal ladder down from the Matric dormitory had been received. It was agreed that this quotation should be accepted. Cabion and Son's quotation of R451 to level the surround of the swimming pool was also accepted.

The suggestion of installing a PABX had been shelved, but the possibility that an intercom system be installed and the present Post Office switchboard be changed for a more convenient one, was being considered.

TAX REBATE

Mr Longmore had received a letter asking if a tax rebate was allowable on donations to the School. Mr Longmore considered this most unlikely but said he would make further enquiries.

COCKTAIL PARTY

It was agreed that a cocktail party, similar to that held for the senior school staff, should be held for the junior school staff prior to the next Council meeting.

VOTE OF THANKS

Mr Bettison proposed a vote of thanks to Mr Wilson. He had greatly admired the manner in which Mr Wilson had performed all his duties as Chairman and all members have enjoyed working on the Council during his term of office. Mr Wilson thanked everyone for their hard work and said he was deeply indebted to all, not forgetting Miss Geldard and Mr Saxby.

The Meeting closed at 9.50 p.m.

.....
 CHAIRMAN

.....
 Date

HERSCHELHEADMISTRESS'S REPORT

to the

SCHOOL COUNCILMonday 2 February 1981ENROLMENT

	<u>Boarders</u>	<u>Total</u>
Std X	17	45
1X	22	73 (3 classes)
VIII	11	48
VII	7	47
VI	<u>10 67</u>	<u>51 264</u>
V	8	42
IV	6	45
III	6	43
II	6	48
I	1	33
Sub B	-	38
A	1	40
Pre-Prep	<u>- 28</u>	<u>25 314</u>
	<u>95</u>	<u>578</u>

While in some standards we have been able to accept all who have applied or, as in Std 1, even still have vacancies, in most cases there are now waiting lists. The present Std 4 class has a waiting list of 20!

At the end of this year we shall be losing 17 Matric boarders and I doubt whether it will be possible to fill all these vacancies without increasing the size of our classes beyond the desirable 24 or 25 (because of the existing complement of day girls). Hopefully, however, this will give us the extra space we need in the Senior Boarding House while at the Prep. School, I think we should be able to increase the size from the present 14 to about 20 as planned. We shall need to plan alterations and furnishings etc. for the taking over the present Nursery School area. As mentioned in my last report of 1980 I hope, too, that something can be done to improve the Sick Bay accommodation at the Senior Hostel.

NUMBERS IN SUBJECT GROUPS AT SENIOR SCHOOL

As requested I have prepared the following tabulation illustrating the division of pupils into the various subject teaching groups:-

SUBJECT	STD X	STD 1X	STD VI11	STD VI1	STD VI
ENGLISH	23+22	24+24+24	25+23	24+23	26+25
AFRIKAANS	21+22	24+22+23	22+23	24+23	23+24
MATHS	13+12+8	23+18+18	14+15+10	22+19	26+24
PHYS. SC.	12	13	12	-	-
GEN. SC.	-	-	-	24+23	26+25
BIOLOGY	10+17+10	19+20+12+18	10+11+16	-	-
HISTORY	20	19	16	24+23	26+25
GEOGRAPHY	16	22	14	24+23	26+25
HOME EC.	7	14	7	6	26+25
ART	9+5	16+8	13+2	24+23	26+25
TYPING	15	16	14	13	2
FRENCH	15(+2)	12+12	7(+3)	11	23(+3)
LATIN	3	9	9	17	22
XHOSA	3	4	4	6	6
SPEECH/DRAMA	4	18	15	24+24	-
MUSIC	1	5	1	1	-

1980 MATRICULATION RESULTS

These came as a pleasant surprise to Staff who had never been very enthusiastic about the academic ability of last year's Matrics!

Details have already been circulated but I record again the analysis of the symbol distribution:

HIGHER GRADE	A	B	C	D	E	F	FF	G	GG	H
ENGLISH	3	6	11	12	3					
AFRIKAANS	4	4	13	10	4					
MATHEMATICS	4	2	1	3	1					
BIOLOGY	1	1	6	7	10	1		1		
PHYSICAL SCIENCE	1	1	3	2						
LATIN		2	2	1						
FRENCH	2	1	5	1						
GEOGRAPHY			1	3	4					
HISTORY	1		2	1	2					
ART			4	7	2					
MUSIC			3							
HOME ECONOMICS				2	2					

STANDARD GRADE	A	B	C	D	E	F	FF	G	GG	H
ENGLISH										
AFRIKAANS										
MATHEMATICS	3	2	2	6	1	1				
BIOLOGY				1	1	1				
PHYSICAL SCIENCE	1			1						
LATIN										
FRENCH										
GEOGRAPHY				2						
HISTORY			2		1					
ART										
MUSIC										
SPEECH AND DRAMA	1	2	3	1						
TYPING	2	2		3	1					
HOME ECONOMICS										

NUMBER OF CANDIDATES ENTERED = 35

Number of Candidates who gained Matriculation Pass = 32

Number of Candidates who gained School Leaving Pass = 3

Number of Failures = 0

A Aggregates were gained by Clair Grootendorst and Lilian Dudley.
Subject distinctions were gained by the following girls:-

H Dicey (Afrikaans)

J Dicey (Afrikaans and Mathematics)

L Dudley (Afrikaans, Mathematics and Biology)

M Filmer (French)

J Gray (Mathematics)

C Grootendorst (English, Afrikaans, History, Mathematics and Physical Science)

J Johnson (Speech and Drama)

C Moll (English and Mathematics (S.G.))

L Mukheiber (Mathematics (S.G.) and French)

C Newton (English)

A Scott (Typing)

P Sharpley (Typing)

M van Niekerk (Mathematics (S.G.) and Physical Science (S.G.))

It was interesting to calculate subject average percentages for the past two years. They are as follows (Higher Grade only unless indicated.):

	1979	1980		1979	1980
ENGLISH	58	63	GEOGRAPHY	54	51
AFRIKAANS	58	63	HISTORY	59	60
MATHS H.G.	68	69	ART	64	56
MATHS S.G.	66	63	MUSIC	65	65
BIOLOGY	57	53	HOME ECONOMICS	55	50
PHYS. SC.	68	66	SPEECH & DRAMA S.G.	65	69
LATIN	67	67	TYPING S.G.	61	66
FRENCH	63	69			

The Maths, French, Speech and Drama and Afrikaans results were especially pleasing. Both Home Economics and Art groups had weaker candidates than last year and we did not expect more from them. The Biology and Geography results are somewhat disappointing: I think we are perhaps attempting to enter too many girls in these subjects on the Higher Grade and the symbols would certainly be higher if they were taken on the Standard Grade. In some cases, however, this is the deciding factor in a pupil's being eligible for a Matric pass where three Higher Grade subjects in different groups are needed.

Kathy Barron I am sad to have to record the death of Kathy Barron through a road accident on the Saturday just before school opened this term. Kathy was one of our 1980 Matrics who had been at Herschel for five years and was well-loved by her fellow pupils. A memorial service prior to her cremation was held at St Thomas' Church on Tuesday 20 January and most of last year's Matrics who are here in Cape Town were present to pay their respects.

THE NEED FOR GREATER SECURITY FOR THE BOARDING HOUSE AT NIGHT

I feel we can be tremendously thankful for the escape we had from what could have been an extremely serious incident. I am infinitely relieved that no girl was harmed in the incident I shall relate.

In the early hours of ^{late} Tuesday morning a young Coloured man entered the hostel through Louise Morrissey's cubicle window which, although barred, had one bar out of place, leaving a space of about 35cm in height. Louise did not at first wake up but Jeneke Post, two cubicles away, awoke to find the intruder in her cubicle. She was then subjected to ten minutes' conversation during which he threatened to kill her if she screamed. He then left through the same window and Louise woke to see him climbing out. The girls did not report this till several hours later when they saw the Senior House Mistress and me after breakfast. The police at this stage did not hold out any hope of our being able to trace the offender. Later that day an additional bar was placed in the window concerned and I called for quotations for more adequate burglar proofing for all our hostel windows. (Mr Saxby has these.)

At about 3 a.m. on Saturday morning, Louise was again woken by the sound of someone trying to get in - unsuccessfully this time because of the additional bar. She and Alexa Singer then watched the man climb on to part of the roof with the evident intention of getting in somewhere else. The girls woke the House Mistress who called the Flying Squad and the result was that the man was caught while still on the roof! He had on him a dangerous weapon in the form of a long knife. The police took statements from the girls concerned and Jeneke identified him immediately as the same person who had been in her cubicle earlier in the week. The police then advised the House mistress that we need a security guard for the Boarding House at night.

As a temporary measure therefore pending your further decision, I have engaged someone from the Peninsula Security Guard Service who started on Saturday night. (The rate charged is R325 per month.)

When I raised this matter at an Exco Meeting last year, I agreed with the opinion expressed that a night watchman was in a vulnerable position and often the target for attack. We were thinking then, however, mainly of the danger from riots or a raid on the School. I think now we ought to review the situation. Certainly the girls are relieved at present to know that there is someone on guard outside. At the Prep. School we should perhaps rather have an electric alarm bell system.

SCHOOL CHAPLAIN

We were pleased to welcome Rev. Ronald Taylor, the new Rector of St Saviour's, as our Chaplain of Herschel. He has already taken a School Communion Service in our Chapel and given two Divinity lessons to each of the Matric classes.

STAFF

At the Senior School we have two new members of staff, Mrs Hall and Mrs Feast as teachers of English and Physical Science respectively. At the Prep. School the new teachers are Mrs Osborne (Std V), Mrs Sneddon (Std IV), Mrs Carr (Std II). The position of Secretary is to be filled by Mrs V Devis when Mrs Hartman leaves us in two weeks time.

SPORT

Tennis and swimming teams have already been chosen. On Friday the swimming team came first in a friendly Gala against St Cyprian's, Ellerslie and Good Hope. On Saturday five out of our seven tennis teams won their matches which was a good start to the season though our 1st team seem likely to struggle to maintain their place in the 1st League again this year.

CAROL SERVICE AND SPEECH DAY CEREMONIES.

The Carol Service at the end of last year seemed particularly lovely and I do congratulate Miss Sweet most warmly on her training of both Senior and Junior Choirs. The Speaker at the Prep. School Prize-Giving, Mr John Clayton, was far from well on that morning and yet he gave a fairly amusing, thought provoking address which was well received by his audience though I must admit I was personally somewhat disappointed in its questioning the relevance of his message in the context of Herschel. At the Senior School Ceremony Mr Allan Hardie proved an exceptionally able speaker, giving us, I thought, a most meaningful and worthwhile address which was enjoyed by teenagers and adults alike.

SCHOOL PLAY

Mrs Saffery plans to present "An Evening with Noel Coward" in April or May this year. Auditions for this have already been held.

FOUNDER'S DAY

This will be held on Friday 20 February and will again be combined with the Old Herschelian Reunion.

P A GELDARD
HEADMISTRESS

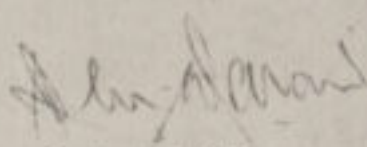
February 1981.

MEMORANDUM

1. The practice of the past has not been in conformity with the requirements of the Association's articles of association. It should comply with the requirements of the articles.
2. Section 16 requires one quarter of the council of sixteen members to retire each year. Those retiring are eligible for immediate re-election by the members of the Association (not the council) or, for appointment by the Archbishop, as his nominees. Eight members of the council may be nominees of the Archbishop.
3. The Archbishop is required to notify the secretary of the Association by the 15th March each year, who his nominees for the ensuing year, which commences on 1st April, are. The nominees have to be members of the Association. The council is empowered to admit people to membership of the Association. Any person who is proposed for election, or nominated by the Archbishop, to the council will accordingly have to be admitted first by the council to membership of the Association.
4. By the 15th March each year, nominations of those whom it is proposed should be elected to the council must be made. (Section 18). Unless the persons concerned are already members of the council, the nominations must be accompanied by an acceptance by the person nominated. (Section 18).
5. The annual general meeting of the Association must be held between the 15th March and 30th March each year. (Section 32). Fourteen days prior notice of the meeting is required. (Section 34). At that meeting, the election of new councillors may be held if there are more nominations than vacancies. (Section 19). If no election is necessary, the persons nominated become members of council.
6. The first meeting of the council in each year commencing on the 1st April must elect a Chairman. (Section 24).

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7. I suggest that a start be made to bring our practice into line with the articles this year. My proposal is this:
- (a) The two longest serving elected members and the two longest serving nominated members should retire after this meeting. According to the records I have been given, they are R.K.B. Wilson and M. Loggie (elected) and W. Marshall Smith and T.N. Chapman (nominated).
 - (b) If it so desires, council can ensure that Mr Wilson and Mrs Loggie are re-nominated as elected members before 15th March 1981. The Archbishop can be asked to renominate Messrs Marshall Smith and Chapman before the 15th March 1981. It is also obviously open to any member of the council (all of whom are members of the Association) to nominate any other member of the Association who is not a member of the council, for election to the council. If it is intended to nominate someone who is not a member of the Association, the council would first have to admit the proposed nominee to membership of the Association.
8. The annual general meeting of the Association should be held between the 15th and 31st March 1981. It should be followed afterwards by the first meeting of the council in the new year commencing on the 1st April 1981. At this meeting, the chairman of council should be elected.
9. There are two existing vacancies caused by the retirement of Prof. Dowdle and the Rev. Eve. I do not know whether they were elected or nominated members. If the latter, the Archbishop should be asked to nominate two more people before 15th March. If the former, appropriate nominations for election to the council should be made by the same date.


R.M. MARAIS



HERSCHEL
CLAREMONT 7700
CAPE

THE ANNUAL GENERAL MEETING OF THE HERSCHEL
SCHOOL COUNCIL WILL BE HELD AT
HERSCHEL ON MONDAY 16 MARCH 1981 AT 5.15 p.m.

AGENDA

1. Apologies
2. Confirm Minutes of the A G M held
on 22 May 1980
3. Annual Financial Statement at
31 December 1980
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 ON

MONDAY 16 MARCH 1981 AT 5.15.p.m.

PRESENT. Mr W Marshall Smith. (Chairman)

Mr T N Chapman

Mr R L Gawith

Mrs B-L Hoffman

Mr P Kohler

Mrs M Loggie

Adv. R M Marais

Mrs A Snyders

Mr G J van Zyl

Miss P A Geldard (Headmistress)

Mr J Campbell (Representative of Provincial Administration)

Mr L C Saxby

APOLOGIES. His Grace the Archbishop of Cape Town

Mr C J Bettison

Mrs J Heywood

Mr M J Longmore

Mr J E Mudge

Mr R K B Wilson

CHAIRMAN.

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

WELCOME

The Chairman welcomed Mr Campbell who had been appointed to the Council by the Provincial Administration as their representative.

MINUTES

The Minutes of the Annual General Meeting held on 22 May 1980; having been circulated, were taken as read and signed as an accurate record.

ARTICLES OF ASSOCIATION

It was agreed that in future the Annual General Meeting should be held during the last two weeks of April and the necessary alterations should be made to the Articles.

ANNUAL FINANCIAL STATEMENTS

The Annual Financial Statements for the year ended 31 December 1980 were tabled. It was agreed that the Accounts and Report be adopted.

AUDITORS

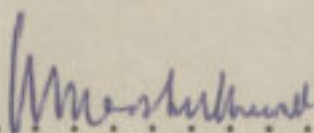
The Auditors, Arthur Young and Company were re-appointed for the ensuing year. Their fee of R2060 for 1980 was confirmed. A vote of thanks was proposed to the Auditors for their co-operation in producing the accounts in time for the meeting.

2.

ELECTION OF COUNCIL MEMBERS

The election of office bearers and council members made at the Council meeting on 2 February 1981 were confirmed.

There being no further business the Meeting closed at 5.25.p.m.


.....
CHAIRMAN

26-4-82
.....
Date

HERSCHEL ASSOCIATION

(INCORPORATED ASSOCIATION NOT FOR GAIN)

MEMBERS OF THE COUNCIL

His Grace the Archbishop of Cape Town
 C J Bettison
 T N Chapman
 Rev I H Eve
 R L Gawith
 Mrs J Heywood
 Mrs B Hoffman
 P Kohler
 Mrs M Loggie
 M J Longmore
 Advocate R M Morris
 W Marshall Smith
 J E Mudge
 Mrs A Sydora
 G J Van Zyl
 R K B Wilson

AUDITORS

Arthur Young & Company

BANKERS

Barclays National Bank Limited, Claremont

REGISTERED OFFICE

21 Herschel Road
 Claremont, Cape
 7700

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HERSCHEL ASSOCIATION
(INCORPORATED ASSOCIATION NOT FOR GAIN)
COUNCILS' REPORT
FOR THE YEAR ENDED DECEMBER 31 1980

NATURE OF BUSINESS

To maintain a school for girls.

STATE OF AFFAIRS

For the year under review the Association reports net retained income of R925,69 (1979 - deficit R 8 845).

EVENTS SUBSEQUENT TO THE YEAR END

Since the date of the balance sheet no events have occurred which are material in their effect on the affairs of the Association.

MEMBERS OF THE COUNCIL

The members of the council continue in office.

FINANCIAL STATEMENTS

The council has approved the financial statements set out on pages 3 to 14.

CHAIRMAN OF EXECUTIVE COMMITTEE

MEMBER OF COUNCIL

March 16 1981

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
INCOME STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1980

1979

SCHOOL FEES	<u>R574 952</u>	<u>R500 872</u>
RETAINED INCOME/(DEFICIT) for the year	<u>R 926</u>	<u>R (8 845)</u>
After taking into account the following items		
Subsidy received from the Department of Education	38 600	-
Amount set aside to reserve for improvements and new developments	25 000	-
Provision for depreciation of fixed assets	10 300	9 561
Provision for unfunded retirement benefits	8 500	-
Auditors' remuneration		
Audit fee - current year	1 800	1 800
- previous year	60	-
Fee for other services	200	200
Interest on loans and bank overdraft	<u>19 178</u>	<u>20 827</u>

NOTE: Income and expenditure, including the result of the Herschel Appeal, credited or debited direct to reserves, amounted to R65 320 (1979 - R51 249) and R20 858 (1979 - R10 497) respectively (see note 2).

HERSCHEL ASSOCIATION
(INCORPORATED ASSOCIATION NOT FOR GAIN)

BALANCE SHEET AT DECEMBER 31 1980

	Note		1979
Capital employed			
PAID UP GUARANTEE FUND		516,30	516
NON-DISTRIBUTABLE RESERVES	2	<u>684 675,92</u>	<u>614 289</u>
		685 192,22	614 805
PROVISION FOR UNFUNDED RETIREMENT BENEFITS		8 500,00	-
TRUST FUNDS	3	4 650,00	4 650
SECURED AND LONG-TERM LIABILITIES	4	116 745,00	114 796
FOUR SCHOOLS' TRUST LOAN	5	<u>80 676,90</u>	<u>80 677</u>
		<u>R895 764,12</u>	<u>R814 928</u>
Employed as follows			
FIXED ASSETS	6	931 610,17	925 693
INVESTMENTS	7	4 650,00	4 650
CURRENTS ASSETS			
Debtors	8	38 555,87	31 218
Cash on hand and at bank		<u>3 830,07</u>	<u>3 885</u>
		<u>42 385,94</u>	<u>35 103</u>
CURRENT LIABILITIES			
Creditors		16 340,72	18 092
Fees received in advance		970,52	1 468
Bank overdraft		<u>65 570,75</u>	<u>130 958</u>
		<u>82 881,99</u>	<u>150 518</u>
NET CURRENT LIABILITES		<u>(40 496,05)</u>	<u>(115 415)</u>
		<u>R895 764,12</u>	<u>R814 928</u>

HERSCHEL ASSOCIATION
 (INCORPORATED ASSOCIATION NOT FOR GAIN)
 SOURCE AND APPLICATION OF FUNDS STATEMENT
 FOR THE YEAR ENDED DECEMBER 31 1980

1979

SOURCE OF FUNDS

Retained surplus/(deficit) for the year	926	(8 845)
Items not involving a flow of funds		
Provision for depreciation of fixed assets	10 300	9 561
Reserve for improvements and new developments	25 000	-
Provision for unfunded retirement benefits	8 500	-
New linen and curtains written off	-	1 984
Loss on disposal of fixed assets	<u>163</u>	<u>-</u>
	<u>43 963</u>	<u>11 545</u>
Funds derived from operations	44 889	2 700
Income from Four Schools' Trust less bursaries and scholarships	647	864
Proceeds on disposal of assets	170	-
Donations received, less applied	2 869	3 837
Net income from Herschel Appeal	40 945	36 052
Loan on suspensive sale	<u>6 299</u>	<u>-</u>
	<u>R95 819</u>	<u>R43 453</u>

APPLICATION OF FUNDS

Fixed assets purchased - new buildings, furniture and equipment	16 550	95 912
Repayment of long-term loans	<u>1 312</u>	<u>1 845</u>
	<u>R17 862</u>	<u>R97 757</u>

INCREASE/(DECREASE) IN WORKING
CAPITAL

R77 957 R(54 304)

Represented by

Increase/(decrease) in cash resources	65 332	(55 157)
Increase/(decrease) in other items	<u>12 625</u>	<u>853</u>
	<u>R77 957</u>	<u>R 54 304</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1980

1 ACCOUNTING POLICIES

The accounts have been prepared on the historic cost basis and the Association has adopted the following accounting policies.

1.1 Fixed assets

Fixed assets are stated at cost less depreciation as described below.

Depreciation has been provided as follows

Land and buildings - not depreciated

Furniture and equipment - 20% per annum on reducing balance

Pianos - not depreciated

Motor vehicle - 20% per annum on straight line basis

Tools, linen, curtains, cutlery, crockery and glassware - no depreciation is provided but replacements are written off against revenue as and when incurred.

1.2 Income from investments

Income from insurance refunds and unlisted investments with the exception of the investment in participation bonds is credited to miscellaneous expenses and all payments made for prizes are debited to this account. The balance on this account at the year end is written off.

2 NON-DISTRIBUTABLE RESERVES

1979

2.1 Amounts received in connection with the acquisition or sale of fixed assets

Endowment account	48 451,53	48 451
Donations	105 250,06	105 250
Grant from the industrial fund for assistance to private schools in South Africa	10 800,00	10 800
Surplus on sale of staff residence	3 443,10	3 443
Jubilee fund	21 443,64	21 444
	<u>R189 388,33</u>	<u>R189 388</u>

2.2 Herschel Appeal

Appeal fund donations received to date	321 086,16	279 809
Additional funds raised during the appeal	1 846,30	1 846
	322 932,46	281 655
Less administration expenses incurred to date	41 460,29	41 128
	<u>R281 472,17</u>	<u>R240 527</u>

The state of the Herschel Appeal at December 31 1980 was as follows

Total moneys pledged	353 741,33	360 109
Less donations received to date (before deducting expenses incurred)	321 086,16	279 809
Pledges outstanding	<u>R 32 655,17</u>	<u>R 80 300</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS

AT DECEMBER 31 1980 (CONTINUED)

		1979
2	NON-DISTRIBUTABLE RESERVES (CONTINUED)	
2.3	The Four Schools' Trust	
	Share of trust income received for the year	8 622,00 7 928
	Less bursaries and scholarships for the year	8 175,00 7 064
	Less transfer to accumulated surplus	647,00 864
	<u>R - -</u>	<u>R -</u>
2.4	Sundry donations	
	- opening balance	29 488,96 32 848
	- received during the year (net)	2 869,46 2 836
	Less transfer to donations in connection with fixed assets	- - (6 195)
	<u>R 32 358,42</u>	<u>R 29 489</u>
2.5	Reserve for improvements and new developments	R 25 000,00 R -
2.6	Retained income	
	Opening balance	154 884,31 112 875
	Retained surplus/(deficit) for the year	925,69 (8 845)
	Donation towards cost of curtains written off	- - 1 000
	Transfers from The Four Schools' Trust	
	- current year	647,00 864
	- prior years	- - 43 990
	<u>R156 457,00</u>	<u>R154 884</u>
	<u>8684 675,92</u>	<u>8614 288</u>
	TOTAL NON-DISTRIBUTABLE RESERVES	
3	TRUST FUNDS	
	Trust funds consist of the following	
	W Duncan Baxter Trust Fund	2 000,00 2 000
	Bursary Fund	2 000,00 2 000
	Sundry Prize Funds	650,00 650
	<u>R 4 650,00</u>	<u>R 4 650</u>
4	SECURED AND LONG-TERM LIABILITIES	
4.1	Consisting of the following	
	o Secured -	
	Mortgage bonds from the South African Mutual Life Assurance Society	
	Loan 13058	11 150,00 - 11 150
	Loan 6168	4 000,00 4 000
	Loan 41134	42 003,11 42 003
	Loan 62525	55 975,96 57 559
	Less current portion included in creditors	1 778,70 1 583
	<u>54 197,26</u>	<u>55 976</u>
	Forward	R111 350,37 R113 129

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1980 (CONTINUED)

1979

4 SECURED AND LONG-TERM LIABILITIES (CONTINUED)

4.1 Continued

Brought forward	111 350,37	113 129
Nedfin Bank Limited	5 354,15	-
Less current portion included in creditors	1 259,80	-
	4 094,35	-
o Long-term unsecured -		
Pan Anglican Education Fund	1 300,28	1 657
	<u>R116 745,00</u>	<u>R114 796</u>

4.2 Details are as follows

- (i) Secured - loans from South African Mutual Life Assurance Society secured as follows:

Loan number	Mortgage bond	Mortgage bond number	Repayable	Repayment commenced
13058	3rd	3730	On three months notice	
6168	1st	5001	On three months notice	
	2nd	8792	On three months notice	
41134	1st	9073	On three months notice	
62525	4th	18145	On an annuity basis over 30 years	1979

Interest on the above mortgage bonds is payable at a rate of 12% per annum.

The mortgage bonds are secured over land and buildings having a book value of R891 770.

- (ii) Secured - the loan from Nedfin Bank Limited is secured by a suspensive sale agreement for the purchase of an Olivetti accounting machine. The loan is repayable in quarterly instalments of R314,95.
- (iii) Long-term - The Pan Anglican Education Fund loan is an unsecured interest free loan repayable over approximately 4½ years in half yearly instalments of R183,00.

5 THE FOUR SCHOOLS' TRUST LOAN

This unsecured, interest-free loan is repayable on demand should the trustees of The Four Schools' Trust so decide.

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS

AT DECEMBER 31 1980 (CONTINUED)

6	FIXED ASSETS	Cost	Accumulated depreciation	Net book value
6.1	Freehold land and buildings at cost (mortgaged see note 4.2)	891 770,17	- -	891 770,17
	Furniture and equipment	93 929,30	57 189,30	36 740,00
	Motor vehicle - bus	5 287,44	5 287,44	- -
	Pianos	3 549,95	899,95	2 650,00
		<u>894 536,86</u>	<u>63 376,69</u>	<u>931 160,17</u>
	Cutlery, crockery and glassware at nominal value			200,00
	Linen and curtains at nominal value			<u>250,00</u>
				<u>8931 610,17</u>
			1979	
	Freehold land and buildings at cost (mortgaged see note 4.2)	887 558	-	887 558
	Furniture and equipment	82 587	48 622	33 965
	Motor vehicles	5 287	4 217	1 070
	Pianos	3 550	900	2 650
		<u>8978 982</u>	<u>53 739</u>	<u>925 243</u>
	Cutlery, crockery and glassware at nominal value			200
	Linen and curtains at nominal value			<u>250</u>
				<u>8925 693</u>
6.2	Details of the Association's land and buildings are as follows:			
(a)	Land and school buildings known as Herschel School, Herschel Road, Claremont			
	Cost in 1939			85 455,17
	Additions since - 1940			14 841,85
	1944			844,51
	1945			233,50
	1946			6 192,54
	1947			1 071,56
	1961			796,00
	1962			14 014,39
	1963			10 460,58
	1966			809,98
	1967			10 610,06
	1973			33 426,19
	1974			10 981,09
	1975			2 806,91
	1976			105 468,42
	1977			89 722,38
	1978			144 903,05
	1979			91 374,74
	1980			<u>4 212,54</u>
				<u>8628 227,36</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS

AT DECEMBER 31 1980 (CONTINUED)

6 FIXED ASSETS (CONTINUED)

6.2 Continued

- (b) Land and school buildings known as The Hill, Kenmar Crescent, Claremont. The land and buildings were purchased in 1954

Cost	57 000,00
Additions since - 1955	25 189,53
1956	1 648,34
1958	34 520,03
1959	3 402,94
1960	211,69
1964	2 000,00
1965	14 991,54
1968	133,00
1969	39 392,00
1972	1 209,23
1973	1 845,12
1974	63 349,08
1975	16 723,23
1976	1 811,00
1977	116,08

R263 542,81

TOTAL COST

R891 770,17

- 6.3 The movables of the association have been secured by general notarial bond for R6 000 as collateral security for the mortgage bonds.

1979

7 TRUST FUND INVESTMENTS

7.1 Listed investments - at cost

1 000 5½% cumulative preference shares in Reonies Consolidated Holdings	<u>R 2 000,00</u>	<u>R 2 000</u>
Market value	<u>R 850,00</u>	<u>R 920</u>

7.2 Unlisted investments - at cost

12 paid-up indefinite period shares in South African Permanent Building Society	200,00	200
3 paid-up indefinite period shares in South African Permanent Mutual Building and Investment Society	300,00	300
1 paid-up indefinite period shares in Johannesburg Building Society	50,00	50
R100 special deposit at Cape of Good Hope Savings Bank	100,00	100
R1 000 Syfss Participation Bonds	1 000,00	1 000
R1 000 Board of Executors Participation Bonds	<u>1 000,00</u>	<u>1 000</u>
Forward	R 2 650,00	R 2 650

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1980 (CONTINUED)

		1979
7	TRUST FUND INVESTMENTS (CONTINUED)	
7.2	Unlisted investments - at cost (continued)	
	Brought forward	<u>R 2 650,00</u> <u>R 2 650</u>
	Council's valuation	<u>R 2 650,00</u> <u>R 2 650</u>
	TOTAL INVESTMENTS	<u>R 4 650,00</u> <u>R 4 650</u>
8	DEBTORS	
	There is a provision for irrecoverable debts of	<u>R 1 950,00</u> <u>R 1 950</u>
9	TAXATION	
	Provision has not been made for taxation as the income of the Association is exempt from tax.	

HERSCHEL ASSOCIATION
(INCORPORATED ASSOCIATION NOT FOR GAIN)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1980
NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS (CONTINUED)

1979

Brought forward	523 827,91	637 964,98	451 164	521 939
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EXPENSES (CONTINUED)

Administration	25 085,88		25 003	
Advertising for staff	1 194,37		795	
Auditors' remuneration	2 060,00		1 800	
Bank charges	577,31		647	
Bad debts written off	111,61		1 370	
Class materials	8 431,98		9 082	
Miscellaneous	5 315,19		5 435	
Postages and telegrams	624,91		485	
Printing and stationery	4 058,31		2 949	
Telephone charges	2 197,35		1 845	
Motor vehicle expenses	514,85		575	
Contributions	29 024,32		18 262	
Provision for unfunded retirement benefits	8 500,00		-	
Pension fund	19 359,26		17 310	
Unemployment insurance fund	1 165,06		952	
Insurance premiums	4 460,05		3 963	
Interest	19 178,10		20 827	
On mortgage bond	13 739,90		16 233	
On overdraft	2 018,76		4 594	
On loan	3 419,44		-	
Provision for depreciation on fixed assets	10 300,03		9 561	
New linen and curtains written off	-		1 984	
Loss on disposal of fixed assets	163,00		-	
		612 039,29		530 784
NET INCOME/(DEFICIT) FOR THE YEAR		25 925,69		(8 845)
Amount set aside to reserve for improvements and new developments		25 000,00		-
RETAINED INCOME/(DEFICIT) FOR THE YEAR		R 925,69		R(8 845)



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL SCHOOL COUNCIL
WILL BE HELD AT HERSCHEL ON
MONDAY 16 MARCH 1981 at 5.20 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting
held on 2 February 1981
3. Matters arising
4. Committees reports
5. Any other business

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON MONDAY 16 MARCH 1981AT 5.30.p.m.PRESENT. Mr W Marshall Smith (Chairman)

Mr C J Bettison

Mr R L Gawith

Mrs B-L Hoffman

Mr P Kohler

Mrs M Loggie

Adv. R M Marais

Mr T N Chapman

Mrs A Snyders

Mr G J van Zyl

Miss P A Geldard (Headmistress)

Mr J Campbell (Representative of Provincial Administration)

Mr L C Saxby (Secretary)

APOLOGIES.

His Grace the Archbishop of Cape Town

Mrs J Heywood

Mr M J Longmore

Mr J E Mudge

Mr R K B Wilson

MINUTES

Minutes of the Council meeting held on 2 February 1981 were confirmed.

ARTICLES OF ASSOCIATION

Adv. Marais had the matter in hand. He also agreed to investigate how the membership of the Council was affected by the appointment of a member of the Provincial Administration to the Association's meetings.

ELECTION TO COUNCIL

The Rev. Ronald Taylor was elected to the Council to fill the vacancy caused by the Rev. Ian Eve's resignation.

COCKTAIL PARTY

Due to the change in time of this meeting it had not been possible to have the party for Junior School staff as had been proposed. It was agreed that a party would be arranged after the next Council meeting on 18 May 1981.

DEDICATION OF CLASSROOMS

Mrs Hoffman presented a report from the Old Herschelians Annual General Meeting. It was agreed that the Old Herschelians at their Annual General Meeting would from time to time recommend carefully selected names for plaques to be made and positioned in specific rooms where teachers used to spend their time or, if this was not practical, then their plaques would be placed on a particular wall. The Old Herschelians would be responsible for the cost of the plaques.

HEADMISTRESS' S REPORT

The School is experiencing great pressure for places both in the Boarding House and in the School, often for several years ahead. Most girls proceed from Standard V to the Senior School with the result that we cannot accommodate girls from other Junior Schools nor can we guarantee places at Standard VI for girls booked in several years ahead.

It was agreed that the Education Committee would discuss a policy in this regard. A special Sub-Committee would be formed consisting of members of the Building Committee together with Mrs Davies and the Headmistress to consider what was required when we take over the Nursery School premises. This Committee would then discuss its findings with the Finance Committee prior to submitting a final report to the Council.

A member of the non-teaching staff was leaving after giving one months notice, which was proving inconvenient.

Adv. Marais agreed to draft a letter of appointment, making two months the period of notice, for use in the future.

FINANCE REPORT

Mr R Peters and Mr J R Millar had agreed to serve on the Finance Committee.

Mr Saxhy would be visiting Johannesburg during March and would discuss with Mr Robb, the Business Manager of St Andrews Girls School, the differences between our operating costs and theirs. The Building Committee was to be asked for a plan of our needs for the coming few years.

Advice is being sought regarding a fund to make pensions or gratuities available to staff members who cannot join our pension fund.

The purchase of a photocopier is being investigated, one problem being that of controlling excessive use of the machine.

Mr Campbell advised that he had arranged with the Education Department to send the School a copy of the new salary scales as soon as they were available. He also confirmed that the subsidy was being increased from R100 to R140 per eligible pupil as from 1 April.

EDUCATION REPORT

If increases in teachers salaries are as big as suggested, it may be necessary to reduce staff and to ensure teachers have a full work load. These and other items were being investigated and the findings would be reported to the Council.

Mr Kohler pointed out that the Appeal had supplied the material requirements of the School and suggested that the Council now holds a meeting to discuss how the School can offer the best education. A report would precede such a meeting. This was agreed.

BUILDING REPORT

The Building Committee had co-opted Mr Preiss and Mr Haldane. Mr Bettison joined the meeting at this point and offered his apologies for being late due to a previous meeting. Mr van Zyl presented the Building Committee's report and it was agreed that:

- 1) A fire exit for the blue dormitory be established.
- 2) An additional fire siren be installed.
- 3) A step ladder purchased.
- 4) A fire alarm initiation point accessible to the night watchman established.
- 5) Two loud hailer purchased.

It was estimated that the above would cost approximately R1000. It was also agreed that we purchase a nightwatchman's clock system at R500.

After discussion it was decided that we should employ our own nightwatchman and if this should prove unsatisfactory we could revert to a security company.

TIME OF MEETINGS

It was resolved that meetings would be held at 5.15.p.m. in future.

SIGNING POWERS

New mandates were required for signatories on Barclays Bank, S.A. Permanent Building Society and Allied Building Society. It was resolved that any two of the following be authorised to sign on behalf of the School on the above accounts:-
Mr Marshall Smith, Mr Longmore, Mrs Loggie, Miss Geldard and Mr Saxby.

The meeting closed at 6.50.p.m.

Ramin Kumar
.....
CHAIRMAN

18. 5. 81.
.....
DATE

REPORT FROM OLD HERSCHELIANS ANNUAL GENERAL MEETING ON
FRIDAY, 20TH FEBRUARY, 1981 CONCERNING THE DEDICATION OF
CLASSROOMS TO IMPORTANT STAFF

There were three proposals submitted and voted upon:

- A. That plaques should be made and positioned in specific rooms where teachers used to spend their time and any teachers who did not have a specific room (like the Science Laboratory or Music Room) would have their plaque placed on a particular wall in the school.
- B. That there would be a Merit wall which would be at the entrance to the hall near where the Headgirl's board is situated.
- C. That specific rooms would be called after staff.

Proposal A was unanimously accepted by all Old Herschelians present at the meeting and is representative of our feelings. We would start with plaques in honour of Miss Willis and Miss Robinson and any Old Herschelians would be free to nominate staff of their choosing. Miss Willis' plaque would be put up in her old music room and Miss Robinson's in the old science laboratory. New proposals for staff I think should include Matron Nellie Johnson and Miss Joyce Way and Dr. Barbara Silberbauer.

HEADMISTRESS'S REPORTTO THE SCHOOL COUNCILMONDAY 16 MARCH 1981SCHOOL ACTIVITIES

Sport has played a major part in our school activities this term and we are proud of our team players - especially the Under 15 Tennis team, who won the Inter- Schools' tournament last week and our Swimming team, who won the Inter- Schools' Gala this Saturday for the second successive year (competition with Rustenburg being particularly keen - in spectators' singing as well as team swimming!) My sincere thanks go to Mrs Hudson and Mrs Goosen for all their hard work and the enthusiastic lead they both give to the girls. In the Junior Schools' Gala Herschel came 4th, and the Junior tennis is to be played later this week. Mrs Gray also deserves commendation for her good work with our Prep. School teams.

Meanwhile Mrs Saffery has been rehearsing regularly for the School production " An Evening With Noel Coward " to be staged in the Claremont Congregational Church Hall from 29 April to 2 May. We hope to invite the parents of Matric Pupils to join the staff on 30 April for a light supper in our School Dining Hall before proceeding to the play.

On Thursday this week the Senior School staff will be meeting with the parents of Standard VI and on the last Monday of term two meetings have been arranged for parents of Kindergarten and Standard I pupils.

STAFF

New staff members have settled in well with the exception of Mrs Osborne in Standard V who proved an unsuitable appointment and was asked to leave. We are sad to be losing Mrs Olivier from Standard I at the end of this term, and I am at present also advertising for a Nursing Sister, or House Mistress with nursing experience, to take charge of Sick Bay from next term, as Mrs Harrington has unexpectedly given notice. I should be grateful for any suggestions of people whom you would consider suitable for this position.

PREFECTS

Our Head Girl, Kate Saunders, in her quiet, gracious way is giving good leadership to a Prefect body that has some strong personalities on it. Our weekly meetings tend to be pretty lively occasions and I am certainly not left to do all the talking!

ENROLMENT

We are experiencing great pressure for places both in the Boarding House and in the School, often for several years ahead. Now that the Prep. School classes have their full quota of day girls, since nearly all girls proceed to the Senior School from Standard V, it means that we are no longer able to accommodate girls from Mickelfield or other Junior schools, and this is causing some disappointment. Nor are we able to guarantee places at Standard VI level for people who book their daughters in several years ahead, since their acceptance must be dependent on Standard V cancellations.

Should there be education qualification between V & VI. Education Committee to be asked 3 steps and action. Appeal from poor kids

The Education Sub Committee might well like to consider a general policy in this regard.

FOUNDERS' DAY - OLD HERSCHELIANS' REUNION

We had an excellent turn-out of both parents and Old Girls at the Founders' Day Service at St Saviour's and also at the Tennis party and School luncheon afterwards. The Old Herschelians' Annual General Meeting was held in the Library after lunch.

PASSIONTIDE AND EASTER MUSIC

A special School service of Passiontide and Easter Music will be held on Thursday 16 April at 10.00 a.m. at St Saviours Church. Parents will be welcome to join us for this.

TAKING OVER PRESENT NURSERY SCHOOL PREMISES:

(EXTENSION OF PREP. SCHOOL BOARDING HOUSE AND PRE-PREP ACCOMMODATION)

It would seem advisable to have a special sub-committee responsible for the necessary alterations, furnishing and general plans.

I feel a start should soon be made on this.

HERSCHEL SCHOOL COUNCIL

Report of Building and Facilities Sub Committee.

1. Composition of Committee

For 1981 the committee members will be messrs J Bettison and R Wilson together with two new members. The new members are both Prep School parents. Mr Preiss is a Quantity Surveyor and is employed by Besterecta. Mr Haldane is a civil engineer self employed as a building consultant.

2. Prep School Gate

A prep school parent drew our attention to the very inadequate arrangements for pedestrian access to the prep school. The gate is being modified by Mr Park and his crew to allow for simultaneous access of cars and pedestrians.

3. Boarding House Security

A sub committee of the building and facilities sub committee handled this matter. Major R.A. Gibbons, late of the Selous Scouts, an expert security consultant, was co-opted to assist on this matter. He visited the school on a number of occasions, including one night visit. He consulted with Mr Park, Mr Saxby and the Headmistress on a number of occasions. A meeting was also held with Peninsula Security Guard Services.

Major Gibbons' recommendations are summarized below:

- A.
 1. Fire represents a far greater threat to the safety of the girls than does any intruder.
 2. That the fire escape routes and procedures be re-vamped. That practise fire drills be frequently undertaken and that certain physical changes be effected. The changes are
 - a) A fire escape be provided for the attic dormitory (already previously approved and in hand)
 - b) A fire exit for the blue dormitory be established on the ground floor near the hall entrance.
 - c) Additional fire siren to be installed
 - d) Step ladder to be placed on bridge crossing matric quad
 - e) Fire alarm initiation point to be established at point accessible to night watchman
 - f) Two hand hailers be purchased as fire equipment
 - g) An intercom be established between the Headmistress, the Housemistress and watchman.

3. The security aspect be dealt with as follows:

- a) The services of a watchman be retained (preferably with a dog)
- b) That the fence between the park and the school be repaired and improved.
- c) That an additional external light be fitted on the school wall facing the park
- d) That Mr Park continues with his burglar proofing program.

B. We at present employ a night watchman ex Peninsula Security Guards Pty Ltd. He costs R325,00 per month and we feed him one meal. He will not be employed during the long school vacations. Annual cost will therefore be approximately R3250.

If we employ our own watchman he will cost +- R1680 per annum. A stand in for one night of the week will cost an additional R540. Total annual cost will thus amount to R2200 and we will leave an additional labourer during the vacations when guard duty will be undertaken. In order to ensure that the watchman does his rounds correctly we recommend the purchase of a night watchman's clock system at R500.

FIRE EVACUATION ORDERS

Upon discovery of a fire - initiate the fire alarm

upon

hearing the Fire Alarm

1. Ensure all in your dormitory is awake and aware of the emergency
 2. Put on shoes
 3. Collect a blanket or jersey
 4. Proceed down your main route and out of the building IF:-
 5. Your main route is blocked by fire, then proceed down your alternate route
 6. Move quickly but do not run
 7. Stay calm
 8. Rendezvous on main lawn
 9. Roll Call
 10. Await further instructions
-

EVACUATION PLAN

Dormitory No 1

Main Route - Exit C

Alternative Route - Exit G

Dormitory No 2

Main Route - Exit E

Alternative Route - Exit D

Dormitory No 3

Main Route - Exit B

Alternative Route - Exit F

Dormitory No 4 & 5

Main Route - Exit B

Alternative Route - Exits F1 and F2

Dormitory No 6, 7 & 8

Main Route - Exit B

Alternative Route - Exit A

Dormitory No 9

Main Route - Exit C

Alternative Route - Exit B

Dormitory No 10

Main Route - Exit C

Alternative Route - Exit B

Dormitory No 11

Main Route - Exit C

Alternative Route - Exit D

Dormitory No 12

Main Route - Exit C

Alternative Route - Exit E

Dormitory (Overflow)

Main Route - Exit C

Alternative Route - Exit E

Dormitory Sick Bay and Ward

Main Route - Exit C

Alternative Route - Exit D

SECURITY AND FIRE EVACUATION SURVEY

HERSCHEL SCHOOL

The writer, Major R.A. Gibbons, at the request of, and together with Mr Gerrit van Zyl, effected a security survey at the school premises, the area of importance being the Boarding House. It became apparent at the outset that whilst the protection of the girls against an intruder necessitated this survey, a real danger in the form of a fire hazard emerged. We propose therefore to deal firstly with the security aspects and then the fire hazard.

1. SECURITY

- 1.1 Please be advised that no building or premises can be made secure against entry from a determined and clever intruder. Barred windows, locked doors and fences do not themselves stop an intruder, but they do slow him down and this together with the ensuing noise caused by forced entry, should alert either the occupants or the night watchman, enabling them to raise the necessary alarm.

- 1.2 Access to the school ground is easy and is not denied, generally speaking by fencing or gates. The security fence along the boundary with Claremont Public Gardens is in a bad state of repair; the park of course provides an easy, concealed approach.

Recommendations

The fence to be repaired or replaced, including the barbed wire overhang. The fence must be secured into the ground to a depth of not less than 0.5 of a metre.

- 1.3 Windows and doors

Mr B. Park is presently installing burglar bars on likely and accessible windows and doors and duplicating mortice locks with padlocks on bolts.

Recommendations

Mr Park to continue with, as an on-going exercise, the installing of the necessary burglar bars. We further suggest that checks be carried out from time to time ensuring that the burglar bars are firmly fixed.

The padlocks placed on doors will give added security. It is

vitaly important that if the doors are covered with two locking devices, BOTH keys are placed within the glass covered box placed next to the door for that purpose. In the event of a fire with both locks turned and only one key available, the result would be disastrous. This matter is covered in detail under paragraph 2.

1.4 Lighting

On the night of 18th February 1981 at 20.30 hours, Mr van Zyl, the writer, and the night watchman, James, spent approximately one hour checking and inspecting the lighting at the school. The following observations are recorded:

- a) There is a security light situated on the eastern side of the school facing onto the Claremont Public Gardens. This light was not switched on, and is a particularly vulnerable area and was in darkness.
- b) The electrical distribution board situated on the wall in the S.E. corner of the matric quad. (next to the manually operated bell affixed to the wall) is not locked. We were able to render considerable portions of the school into darkness, including the dormitories, by switching off the required switch.
- c) A floodlight is situated on the West side of the school facing onto Herschel Road, which was not switched on.
- d) The area basically, where the security fence meets the swimming pool, is a particularly dark area further aggravated by shrubs and bushes growing inside the fence.

Recommendations

- a) This light at night be switched on, giving considerable illumination to the East side of the school and the security fence.
- b) The electricity distribution board door certainly should be locked and the key placed inside the school building, in close proximity to the board.
- c) This floodlight at night should be switched on, thus affording greater illumination to the West side of the school.

- d) We recommend a floodlight be installed on the wall at this point, facing towards Claremont Garden Park, illuminating the security fence and the area adjoining the park. The shrubs and bushes are an aid in the darkness and afford concealment and as such, should be removed.

1.5 Night Watchman

The night watchman, James, is employed by Peninsula Security Guards (Pty) Ltd. who in turn are retained by the school to guard the premises. James' tour of duty is from 19.00 hours to 07.00 hours, seven nights a week. His instructions are to patrol the confines of the school. He has access to a small office equipped with a telephone. Upon any emergency, his orders are to telephone his office. He is visited twice a night by a supervisor. He is further equipped with a knobkierrie, torch and of course, wears a uniform. He is pleasant, intelligent and appears capable of carrying out the task of a night watchman. In discussions with him and from our observations we recommend the following:

- a) That he be given a whistle attached to a lanyard. Should he be patrolling by simply blowing his whistle and shining his torch he will have alerted the occupants of the school and most certainly have caused the intruder to flee.
- b) James' torch is not strong enough and he should be issued with a more powerful torch giving a longer beam.
- c) In his office he should have the name and telephone number of the resident house mistress, so that he can communicate with her should he require to do so (and vice versa).
- d) Fire Alarm. The night watchman should have an alarm initiation point close to his office. As a standby system he should be instructed to manually ring the bell affixed to the wall situated in the S.E. corner of the matric quad.
- e) In the event of James being replaced due to sickness, holiday etc. it is imperative that the relief watchman be briefed fully in the procedures as laid down by his employees and the above-mentioned additional requirements of the school.

COMMENT

James is NOT a guard. A guard is armed and as such is physically and technically equipped to aggressively protect his area of responsibility. James is defined as a night watchman which implies simply that.

- he is awake at night whilst the occupants are sleeping.
- his job is to observe and raise the alarm so that the occupants are forewarned and can react accordingly.
- the knobkierrie is for his own protection.
- his assets are that he is awake, he has the ability to see and hear and to raise the alarm.

Humans however, have certain limitations in that their senses are impaired at night, certainly if on duty for a long time. Consideration should be given to a watchdog accompanying James. This dog is merely an improvement on James' senses being able to see and hear an intruder far more effectively than a human. Also the third dimension, that of detection by scent.

We reiterate the word watchdog as opposed to guarddog.

2. FIRE ALARM/EVACUATION

A tremendous amount of time and money is spent in installing and introducing fire alarms, fire extinguishers, sprinkler systems, all more often than not, at the instigation of the Insurance Company who insures the premises. Necessary yes, but if only a fraction of this time and effort was utilized in writing up and practising good, sound fire evacuation drills, so many tragedies would be averted.

Firefighting is a science carried out by professional, dedicated and well equipped men who understand the existing and potential dangers of the different types and causes of fire, the very real danger of death by suffocation, so often overlooked by the layman. It is obvious then, that unless a fire is easily extinguished by merely stamping it out, or by the quick use of an extinguisher, the girls do not attempt to fight the fire but rather initiate the alarm and proceed to evacuate the buildings immediately.

Annexures A, B and C attached

2.1 Fire Alarm - To be read in conjunction with Annexure A.

There are three fire alarm initiation points situated within the area of the boarding house (see A1, A2 and A3), they electronically activate two sirens (see A4 and A5). In the event of a power failure there is no standby fire alarm system. The school is well equipped with fire fighting apparatus such as extinguishers and hoses.

2.2 Recommendations

- a) A further alarm initiation point be installed in close proximity to the night watchman's office, so that in the event of a fire being discovered by him he can raise the alarm immediately. (see A6).
- b) A standby fire alarm system be implemented (in case of power failure etc). We suggest a bell similar to the one fixed to the wall in the S.E. corner of the matric quad be installed in a central position, say in dormitory 10. (see A7).
- c) That the bell situated in the S.E. corner of the matric quad be the standby manual alarm for the night watchman and that he be instructed to this effect.
- d) All doors or windows that form part of the evacuation route and are fitted with two locking devices must have two keys (which fit those locks) placed within the glass covered box sited next to the door for that purpose.

- e) The window, presently sealed, situated in the S.W. corner of the boarding house at ground level, be re-designed as a fire exit with the necessary key/keys being placed alongside, sealed in a glass covered box. (see A8).
- f) An aluminium ladder be attached by a chain to the parapet on the open balcony, allowing the girls to descend to ground level from that point. (see A9).
- g) An intercom system be installed connecting the Headmistress with the House Mistress and the main dormitories; possibly the night watchman's office as well.
- h) At least two loud hailer should be obtained; one to remain in the Headmistress' residence and one to remain in the Housemistress' residence. At least one torch per dormitory be issued to the senior girl in that dormitory. These items are to be regarded as fire escape apparatus and must not be removed for any other purpose.
- i) A further siren be installed on the western wall of No 1 dormitory, thus ensuring a louder and more audible volume (see A10).
- j) An accurate nominal roll of each dormitory must be maintained by the senior girl responsible for that dormitory and a master copy should be maintained by the housemistress. Any alteration to the nominal roll is to be notified to the Housemistress, who will amend her copy immediately and visa versa. The importance of maintaining an accurate and up to date nominal roll cannot be over emphasised. The vital time and indeed the exposure to danger, taken up looking for a girl who is in fact on leave, or transferred to the sick bay, due to non entry on a nominal roll, is of course unacceptable.
- k) A fire evacuation plan be drawn up with a main evacuation route for each dormitory and an alternative route shown. A suggested plan showing the routes is attached. (see annexure B).
- l) A precise, simple set of orders on what to do when the fire alarm is activated, be drawn up. The sequence of orders to be logical, allowing for concurrent and uniformed activity ensuring swift and safe evacuation of the buildings. A suggested orders format is attached. (see annexure C).

CONCLUSION

That we are able to constructively comment on either the security or fire aspect of Herschel School is due to the fact that a lot of thought and hard work has already taken place. The recommendations put forward in this survey, should be implemented as soon as possible.

We wish to thank the Headmistress Miss Geldard, Mr Saxby and Mr Park for their co-operation and assistance.

MR G J VAN ZYL

MAJOR R A GIBBONS

FEBRUARY 1981



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 18 MAY 1981 AT 5.15p.m.

AGENDA

1. Apologies.
2. Confirmation of minutes of the meeting held on 16 March 1981.
3. Matters arising.
4. Headmistress's report.
5. Reports from committees.
6. Any other business.

The meeting will be followed by drinks at 6.45p.m. in the Headmistress's lounge to enable the Council members to meet the Preparatory School staff.

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MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 18 MAY 1981

AT 5.15.p.m.

PRESENT. Mr P Kohler (Chairman)

Mr C J Bettison

Mrs B-L Hoffman

Mrs M Loggie

Mr M J Longmore

Adv. R M Marais

Mr J E Mudge

Mrs A Snyders

Mr G J van Zyl

Miss P A Geldard (Headmistress)

Mr J Campbell (Representative of Provincial Administration)

Mr L C Saxby (Secretary)

APOLOGIES. His Grace the Archbishop of Cape Town

Mr W Marshall Smith

Mr T N Chapman

Mr R L Gawith

Mr R K B Wilson

Mrs J Heywood

MINUTES

Minutes of the meeting held on 16 March 1981 were approved.

ARTICLES OF ASSOCIATION

Advocate Marais had the matter in hand.

ELECTION TO COUNCIL

The Rev. R Taylor had been approached to fill the vacancy on the Council but had declined. He would however, be available to advise the school on religious matters, and remain the school chaplain, though he no longer taught at the school. The Rev. I Eve was returning to Cape Town and it was decided to take no action to fill the vacancy on the Council until his return.

HEADMISTRESS'S REPORT

The Headmistress expressed the appreciation of the academic staff for their increases in salary. At the same time she felt non academic salaries and wages should be looked at in line with academic salaries. Mr Gawith had advised her that consideration was being given to these salaries and wages and in the meantime authorised higher salaries in certain cases where difficulty was being experienced in attracting suitable applicants.

Mrs McGivern a Maths teacher was leaving and was not being replaced. Mr Bettison expressed concern that this might be detrimental to the pupils. Council had asked the Headmistress to ensure teachers had a full work load and this she was trying to do, subject to it not adversely affecting the pupils. It was agreed that the Headmistress together with the Education committee, would keep a careful watch on the progress of these mathematics pupils.

The Headmistress had had to expel one girl and suspend another to the end of term for petty theft. In the first case the girl concerned had proved unsatisfactory in several ways over a fairly long period of time. The second case was a first offence and it was felt that the School could help the girl. The Headmistress was commended for her handling of the two cases and her action approved.

The Chairman thanked the Headmistress for circulating her report so that it could be studied before the meeting.

FINANCE COMMITTEE

The Revenue and Expenditure account for the first term, and the financial report had been circulated, together with a copy of the accounts for the year ended 31 December 1981.

In spite of raising the fees and the additional revenue from the provincial grant, the cost of the increased academic salaries would reduce the anticipated surplus for 1981 from R22,500 to R14,500.

Work would start shortly on the 1982 Budget and Plan and Committee Chairmen were requested to give thought to any matter likely to have impact on them.

HERSCHEL APPEAL

Mr Longmore said that R26,000 was still outstanding, but this would take take some time to collect.

BUILDING AND DEVELOPMENT

The Prep. School tennis courts were in urgent need of repair, but the quotation so far received to repair them was for over R9,000. Other prices were being sort.

Up to now, no suitable night watchman had been found and so we were still employing the services of a security company.

The Hill would require a number of alterations, particularly in as far as plumbing was concerned. Built in cupboards and various furnishings were also required and here Mrs Hoffman was of great assistance.

In moving the pre-prep up to the Hill it would be possible to move the Prep. School secretary into an office. Furniture would be required. This move and the costs at the Hill would amount to approximately R10,000. The school architect was preparing an updated plan showing future requirements and their estimated cost.

EDUCATION COMMITTEE

The committee was not in a position as yet to submit a report. It had co-operated with the Finance committee in arranging the new salary scale which became effective on 1 April.

PROMOTION AND PUBLICITY

Nothing to report.

LETTER OF CONGRATULATIONS

Mrs Hoffman proposed that Council should send Cheryl Hemingway a letter congratulating her on being awarded the highest award a guide can receive.

The meeting closed at 6 35.p.m.

.....
CHAIRMAN

.....
DATE

HERSCHEL
HEADMISTRESS'S REPORT
TO THE
SCHOOL COUNCIL
MONDAY 18 MAY 1981

Staff Salaries

On behalf of the teaching staff of both Preparatory and Senior Schools, I wish to thank the Council for the consideration and generosity shown towards us in the salary increases effected from April this year. Several staff members have written individual letters of appreciation and the Vice-Principal, Mrs Gillham, has written a formal letter from the teaching staff as a whole.

It seems hardly fair of me at this stage to raise the matter of the salaries of the non-academic staff and yet it is in the interests of fairness to all that I feel I must do so. I do plead for a salary scale for non-academic staff (i.e. House mistresses, secretaries, catering and gardening staff etc.) that is realistic and yet, for comparable responsibility, not too far below that of the teaching staff.

Staff changes

At the end of this term we shall regrettably be losing Mrs McGivern (Maths) and Mrs Goosen (Physical Education), both of whom have to follow their husbands to other provinces; Mrs Meinert (Library and English) who has accepted a Senior position in the Education Dept. Library; and Mrs Chasan, our Remedial teacher, who is going abroad.

In view of the small size of the Standard 8 -10 Maths classes, where we have at present 3 groups per standard, I intend combining these to form 2 groups per standard (of not more than 24 pupils each). Mrs Crosswell, who is with us on a part-time basis at present, will take on one extra class and it will not therefore be necessary to appoint an additional teacher to replace Mrs McGivern. (From the financial point of view, this should result in some small saving.)

In Mrs Meinert's place, I have appointed Mrs Steytler, who has taught here in a temporary capacity on several occasions and is well-liked by both staff and girls.

The Physical Education post is being advertised, and the post of Remedial teacher we are hoping to fill through personal recommendation.

In the Boarding House I still have to find a House Mistress for next term. Experience over the past few years seems to point to the fact that it is much harder to find a suitable person for a resident Boarding House position than to find a good teacher.

Speech and Drama Department

Mrs Saffery deserves our warmest congratulations on the success of "An Evening with Noel Coward" which proved most entertaining and won high praise from the Argus critic. The girls certainly acted with charm and sophistication and it was pleasant once again to have male support in the cast!

Meanwhile Mrs McClurg has been preparing girls from both Prep. and Senior Schools for the Cape Town Eisteddfod, with very good results in all sections entered. We hope to have an evening at School soon when parents will be invited to see these combined efforts.

Matric Dance

This proved a happy occasion with a delightful atmosphere and excellent organization. The Hall was transformed into a scene from Ancient Egypt through the efforts of our Matric artists and there could have been few places in Cape Town that evening, if any, that were quite so beautiful! Before and after parties were held at the homes of the Shonfelds and Ovenstones and most couples survived till the 5 a.m. breakfast at the Jones'. (The staff of course were included only in the dance at School itself!)

Sport

After our 1st Hockey XI's rather disappointing season last year, we are pleased to find them doing well this year. So far they have won or drawn all their matches which is most encouraging, and most of the other teams are holding their own. Mrs Goosen is planning to take members of both the 1st and the 2nd Hockey XI on a week's tour to Natal in the coming school holidays.

Netball matches are being played each week with reasonably good results, and we also have Squash and Badminton teams entered in School Leagues. The Badminton team has so far won both matches, while in Squash we congratulate Sarah Cross, Jacqui Kilkullen and Diane Hathaway on their selection for Western Province Schools' A or B teams.

Choir

The Service of Passiontide and Easter Music on Thursday 16 April, at which the Choir sang 'The Procession of Palms' by Malcolm Williamson, was a most inspiring and moving service. Two of our Standard IX girls told me later that they had found it "the most meaningful of all the services we've had since we've been at Herschel", a remark which counterbalanced my feeling of disappointment that so few parents had been present on this occasion.

The Choir have sung at several weddings this term and are now rehearsing for Berlioz Requiem to be sung with the Cape Town Symphony Choir on 11 June. They were recently invited to record a short programme of sacred music for an S.A.T.V. Sunday programme. The date for this has not yet been made known.

Theatre

Senior girls have been given the opportunity to go to a variety of theatrical performances - "The Robe", the opera "Fidelio", "Fiddler on the Roof", "Antigone", and the ballet "Romeo and Juliet". This week all girls in Stds VI - X are being taken to see the film "Tess".

Problem of petty theft: expulsion of pupil

Theft has regrettably been a recurring problem at the Senior School this year. There is always the possibility that a servant, or even an outsider, is responsible rather than one of our girls, but on several occasions we have felt the culprit more likely to be a girl. So far neither harangues from me at Assembly nor traps set have proved effective in preventing it.

Partly because of this situation, I viewed in a particularly serious light the discovery that one of our Standard 6 pupils was found to have four books belonging to others in her possession, books that had been missing for some time. Because of this and other unsatisfactory reports on the same girl such as cheating in class I took the step of asking her parents to remove her from Herschel immediately.

Meetings with Parents

There have been several meetings of teachers and parents held in the Prep. School in the past term. At the Senior School teachers met with parents of our Standard VI pupils one evening last term, and during the week of the school play we invited the parents of our Matrics to join the staff for a buffet supper in the School Dining Hall one evening.

Enrolment

Enrolment figures are much the same as given in previous reports. It looks as if every standard in the school will be full for 1982 with the exception of Standard 11 (our present Standard 1 class) where we have only 32 on our list (instead of the desired 40). The Senior Boarding House is fully booked for 1982 and for the Preparatory Boarding House we have 19 girls booked so far.

Signed...
HEADMISTRESS

P. A. Giddard

FINANCE COMMITTEEREPORT TO COUNCIL1. Revenue and Expenditure, first term (see attached schedule).

Both revenue and expenditure were very close to budget and the following points perhaps justify comment:

- (a) Administration was over budget because the school's annual contribution to the Association of Private Schools of R800,00 fell in the first quarter.
- (b) The services of a security guard costing R660,00 had to be provided after the break-in incident.
- (c) Class materials usually level off later in the year.

2. Forecast for remainder of year

Teachers' salaries were raised with effect from the 1 April so that the Herschel scale bore the same relationship to government scale as it did prior to the increase in government salaries. Fees, for which one term's notice of increase is required, will be raised with effect from the third quarter (see attached schedule).

In addition, the government subsidy has been increased slightly. The impact of these moves upon the school's results for the year will be as follows:

1981 Budget surplus	22 500
Additional Revenue (1) from increase in Prov. Subsidy	15 000
(2) from increased fees	<u>40 000</u>
	77 500
Less extra cost of revised teachers salaries	<u>63 500</u>
Revised surplus for 1981	<u>R14 000</u>

3. Auditors Report

A copy of the auditors report and our reply has been sent to the Chairman.

- 4. A comparison of the fee and expenditure structure at Herschel and St. Andrew's is presently being undertaken. So far, this reveals that St. Andrew's costs of property maintenance, a smaller number of pupils and a very much smaller provincial subsidy are the main contributing factors in the fees at St. Andrew's being some 50% higher than at Herschel.

5. Gratuities to Staff

The provision of retirement benefits to staff who are ineligible to join the pension fund is still being investigated.

6. Insurance

The adequacy of the school's insurance provisions are being reviewed with our brokers.

7. 1982 Plan

Our Committee would like to start work soon on the 1982 Plan and Committee Chairmen are requested to give thought to any matters which are likely to have an impact upon it.

8. Salaries, Non Teaching Staff

The question has been raised as to whether these are satisfactory and particularly in the light of the recent increase in teachers' salaries. This is being investigated.

R. L. GAWITH

H E R S C H E LF E E S P E R Q U A R T E R , E F F E C T I V E F R O M 2 1 J U L Y 1 9 8 1

<u>Class</u>		<u>Present Fees</u>
Pre prep	R140	R120
Sub A	R140	R120
Sub B	R145	R125
Std 1	R190	R160
2	R225	R190
3	R250	R215
4	R260	R220
5	R270	R230
6	R290	R245
7	R310	R265
8	R330	R280
9	R340	R290
10	R340	R290

FIRST TERM 1981

	1981 Budget	%	1981 Actual	%	1980 Actual	%
<u>REVENUE</u>						
Registration Fees	500	.3	730	.4	570	.4
Sundry Revenue	750	.4	103	.1	1 706	1.1
Lunches	2 125	1.1	2 817	1.5	2 459	1.6
Rent	975	.5	975	.5	975	.6
Four Schools Trust	1 975	1.1	1 975	1.0	2 200	1.4
Provincial Subsidy	<u>12 500</u>	6.7	<u>12 625</u>	6.8	-	
	18 825		19 225		7 910	
Less: Scholarships, Bursaries and Allowances	<u>3 550</u>		<u>3 212</u>		<u>3 713</u>	
Sub Total	<u>15 275</u>		<u>16 013</u>		<u>4 917</u>	
Extra Subjects	8 875	4.8	8 877	4.8	9 072	5.9
Boarding Fees	29 250	15.8	29 610	15.9	25 480	16.5
Admission Fees	<u>128 000</u>	69.2	<u>128 707</u>	69.0	<u>112 171</u>	72.5
Sub Total	<u>166 125</u>		<u>167 194</u>		<u>146 723</u>	
<u>TOTAL</u>	<u>R181 400</u>		<u>R183 207</u>		<u>R150 920</u>	
<u>EXPENDITURE</u>						
<u>General</u>						
Catering	12 250	7.0	12 288	7.0	9 810	6.8
Domestic Charges	8 750	5.0	7 904	4.5	7 378	5.1
Administration	3 875	2.2	4 812	2.7	3 214	2.2
Class Materials	3 650	2.1	4 628	2.6	4 256	2.9
Interest	4 125	2.3	3 836	2.2	5 572	3.9
Insurance	2 150	1.2	2 125	1.2	1 011	.7
Bad Debts	500	.3	500	.3	375	.3
Motor Vehicle	250	.1	85	-	162	.1
Sports Requisites	225	.1	292	.2	279	.2
Security Guard	-	-	660	.4	-	-
Property Maintenance	4 000	2.3	3 238	1.8	2 064	1.4
Alteration at Hill	1 250	.7	1 250	.7	-	-
Depreciation - Replacements	2 750	1.6	2 750	1.6	2 750	1.9
- New Buildings and Equipment	5 250	3.0	5 250	3.0	-	-
Contingency Allowance	<u>1 250</u>	.7	<u>1 250</u>	.7	-	-
Sub Total	<u>50 275</u>	28.6	<u>50 868</u>	29.0	<u>36 871</u>	25.5
<u>Non Teaching Staff</u>						
Salaries - Administration	7 125	4.1	6 919	3.9	6 108	4.2
Salaries - Domestic	8 375	4.8	8 160	4.7	7 223	5.0
Wages	9 675	5.5	8 523	4.8	7 304	5.1
Pension, UIF Contributions	575	.3	423	.2	441	.3
Provision Long service gratuities	1 250	.7	1 250	.7	875	.6
Medical Aid Contributions	<u>250</u>	.1	-	-	-	-
Sub Total	<u>27 250</u>	15.5	<u>25 275</u>	14.4	<u>21 951</u>	15.2
<u>Teaching Staff</u>						
Salaries	85 000	48.3	84 713	48.3	74 564	51.7
Long Leave	875	.5	2 058	1.2	810	.5
Pension UIF Contributions	5 750	3.3	5 627	3.2	4 845	3.4
Extra subjects	6 125	3.5	6 882	3.9	5 253	3.6
Medical Aid Contributions	<u>500</u>	.3	-	-	-	-
Sub Total	<u>98 250</u>	55.9	<u>99 280</u>	56.6	<u>85 472</u>	59.2
<u>TOTAL</u>	<u>R175 775</u>		<u>R175 423</u>		<u>R144 294</u>	
<u>SURPLUS</u>	<u>R5 625</u>		<u>R7 784</u>		<u>R6 626</u>	

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 3 AUGUST

AT 5.15.p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Mr C J Bettison
Mr R L Gawith
Mr P Kohler
Mrs M Loggie
Mr M J Longmore
Adv. R M Marais
Mr J E Mudge
Mr G J van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. His Grace the Archbishop of Cape Town
Mr T N Chapman
Mrs B-L Hoffman
Mr R K B Wilson
Mrs A Snyders
Mrs J Heywood
Mr J Campbell

MINUTES

The minutes of the meeting held on 18 May were confirmed.

NEW COUNCIL MEMBERS

While the Rev. Taylor had been unable to accept nomination to the Council he had emphasised that he did not wish the link between St Saviours' and Herschel to be broken.

It was felt that it would not be appropriate to approach the Rev. Eve at this time. The Chairman then proposed and Mr Kohler seconded the nominations of Mr Russell Peters and Mr Loch Davis to the Council which were carried unanimously. One would be appointed by the Council, but the other would be nominated by the Archbishop and Adv. Marais agreed to advise the Chairman as to the procedure to be adopted according to the Articles of Association.

HEADMISTRESS'S REPORT.

The Headmistress presented her report and suggested that as Rev. David Cook has agreed to take the Matric Divinity classes until the end of the year he should be given an honorarium.

There was discussion on the following matters:-

1. The possibility of a triple division of Standard VI in 1983. (At present there 25 names on a waiting list for admission to Standard VI that year by which time the present Standard IX will have passed through the school)

11. The teaching of standard and higher grade mathematics in the same class.

111. The limit of 10% on the number of non-white pupils admitted to a class.

It was resolved that Adv. Marais would look into these matters and report to the next meeting. He would co-opt other members to assist him.

SPEECH DAY SPEAKER

The Chairman would ask Mr G Relly if he would be willing to speak.

FINANCE

Mr Gawith tabled the Revenue and Expenditure account for the first half of the year. The Financial Report had been circulated.

The following recommendations were approved:-

1. R4800 be paid into the Staff Pension Fund on behalf of D Cyster and S Qabaka, non-white staff members.
2. Contribution rate for non-white staff be increased to 7½% in line with other members
3. A "Provident Fund" for staff not eligible to join the pension fund be created to which the R8500 provided in 1980, together with R7600 to be provided in 1981 and R5000 in 1982 be paid.
From 1982 the school would also pay the equivalent of 7½% of such staff members salary or wages into the fund.
4. The increase in non teaching salaries and wages.
5. The school would fund its own "Stated Benefit Insurances". An amount equal to the premium would be paid into the "Provident Fund" account.
6. A Nashua plain paper copier be rented, subject to a demonstration to the staff proving satisfactory.
7. Repairs to the senior school tennis courts fencing, blown down during a storm, which would cost R3952.

At present teaching salaries at Herschel were based on the government scales less 10%. A policy decision was required as to whether this should be changed.

EDUCATION

Adv. Marais said his report had not as yet been approved by the education committee, and he would circulate it as soon as this had been done.

BUILDING AND DEVELOPMENT

Mr van Zyl tabled the committee's report and it was agreed that funds should be made available for:-

- | | |
|---|----------------|
| 1. Alterations to Prep. Boarding House and Pre-prep. | R10 000 |
| 2. Sickbay bathroom/examination room for Senior Boarding House. | 5 000 |
| 3. Half cost of fence between school and Arderne Gardens | 2 500 |
| 4. Moving Prep. school staff room. | 2 000 |
| 5. Repairs to Prep. school tennis courts. | 3 600 |
| | <u>R23 100</u> |

But that there should be further discussion regarding the new Senior and Prep. Halls, the science lecture theatre and the gymnasium.

In the meantime the Chairman, with such other members of the Council that he might co-opt, would investigate the possibility of obtaining financial assistance from big business for a new hall and science lecture theatre.

It was agreed that when the school took over the H'll at the end of the year, another gardener would be necessary.

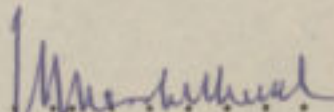
PROMOTION AND PUBLICITY

Nothing to report.

The meeting closed at 8.00 p.m.

The next meeting will be held on Monday 14 September at 5.15 p.m.

... 14/9/81 ...
Date

...  ...
Chairman

HERSCHEL

HEADMISTRESS'S REPORT

TO THE

SCHOOL COUNCIL

MONDAY 3rd AUGUST, 1981

School Activities during the July holidays

(1) The Hockey Tour

Members of our 1st and 2nd Hockey XI's arrived back full of enthusiastic reports of their tour to Natal under the leadership of Mrs Goosen and her husband. The girls enjoyed the journey in the train (a new experience for most of them!), their stay at the Umhlanga Rhoks hotel, some organized sightseeing and, of course, their matches against six Natal schools - Eshowe, Durban Girls' College, Durban Girls' School, Epworth, Pinetown and Grosvenor. The 1st XI won one, drew two and lost three matches; the 2nd XI won three, drew two and lost one. The girls were appreciative of the hospitality shown to them by the schools they visited and spoke, in particular, of the friendly welcome they received at my former school, Epworth. The Hockey Captain, who is also our Head Girl, Kate Saunders, reported that the tour had been excellent for team spirit and morale.

English Festival in Grahamstown

I am grateful to Mrs Hudson for driving the School Car to Grahamstown with a party of four Herschel girls (3 Matrics and one Std IX) plus several pupils from other schools in the Peninsula who wished to attend the English Festival. The girls have reported that they found both the lectures and the Poetry Workshop sessions interesting and worthwhile, and they also enjoyed the opportunity of attending several plays, including the new Peter Shaffer play, "Amadeus".

Old Herschelians Reunion in London

Also held in the July holiday period was the annual reunion of Old Herschelians in London, who had kindly arranged this gathering to coincide with my own visit to England. A pleasant evening was spent at the home of Mrs Yassukovich (Diana Townsend) with about 25 people present - Old Girls, former staff members, Headmistresses and a few brave husbands. The Headmistresses were Miss McLean and Mrs Payne (Miss Elcombe), who is the Honorary President. I was invited to give a short address on the present School and to answer questions. It was good to see a body of people so interested in Herschel and so appreciative of what they had gained during their school days. I was asked to bring warm greetings back to the Old Herschelians in Cape Town.

New Members of Staff

At the beginning of this term we welcomed Mrs Wren- Sargent and Mrs Dunn as Senior and Assistant House Mistresses in the Senior Boarding House, Mrs Steytler as Librarian and English teacher, and Mrs Witchalls for Physical Education. I am happy to report that they seem to be coping well in their new positions. Mrs Witchalls has been appointed on a part-time basis (with Kim Dunlevy as our Hockey coach in the afternoons) but I am hoping that from January she will be able to accept a full-time position.

Staff bereavments

Our deep sympathy goes to several members of staff in the loss of loved ones in recent months - especially to Mrs Beck, Mrs Brown and Mrs Thompson who have lost their husbands, and to Mrs Saffery whose granddaughter was killed in a motor accident.

Congratulations

We congratulate two of our Matric girls who have been successful in essay competitions this year - Amanda de Villiers, who was one of the runners-up in the Fairest Cape Essay Contest, and Jane Yeats who was the High School winner for the Cape Province in the Argus national Short Story Contest.

Chapel

In consultation with Rev. Taylor, the Chapel Committee decided to introduce a weekly Communion service every Wednesday morning (excluding the first and last weeks of term). Rev. Taylor will be coming to conduct these services. For Sunday services I have invited Rev. Kirk (from Bishops), Rev. Cook (Christ Church, Kenilworth) and Mr Harold le Roux (Scripture Union) to take services this term, in addition to the clergy from St Saviours. Rev. David Cook has agreed to take the Matric Divinity classes till the end of the year.

Tennis Tour

Mrs Hudson is arranging for eight members of our tennis teams (6 from the Open section and 2 from the under 15) to go on tour to the Transvaal in the September holidays. The girls will be travelling up by train and Mrs Stamper, mother of three of our boarders, is kindly arranging accommodation for them in Johannesburg.

Television viewing of the Royal Wedding

We had the first three periods of school on Wednesday morning, and then the day girls were allowed to go home to watch the television coverage of the Royal Wedding, while the boarders (and Headmistress!) watched in the Boarders' sitting Room.

Enrolment for 1982

The following is a summary of the enrolment position as our information stands at present:-

<u>Std</u> <u>(1981)</u>	<u>Present</u>	<u>Leaving</u>	<u>Firm bookings</u> <u>For 1982</u>	<u>Total</u>	<u>Waiting</u> <u>List</u>
10	45	45	-	-	-
9	72 (3 classes)	-	-	71(3 classes)	-
8	48	-	2	50	-
7	47	-	2	49	5
6	48	3	3	48	3
5	45	3	10	52	15
4	45	1	6 (plus 5 for 1983)	50	10 (plus 15 for 1983)
3	42	2	1	41	3*
2	47	-	2	49	5
1	30	-	1	31	1*
Sub B	38	-	-	38	2*
Sub A	40	-	-	40	1*
Pre-Prep	24 (1 class)	-	12 (2 classes)	36	9*
Pre-Prep 1982	-	-	14	14	9*

(* non-white)

As you can see from the above, there are waiting lists for several classes, with a particularly long one for the present Std 1V class when it reaches Std VI in 1983. By 1983 the triple division of our present Std 1X's will have passed through the school with the result that it would be possible to replace this with a triple division of Std VI's. This would perhaps be an advantage from a financial point of view and would certainly provide a solution to the problem of the long waiting list. I should like to ask Council to give a decision on this question of policy. If it is decided to have this additional class, I shall write fairly soon to the parents involved to inform them that, in view of this decision, we shall be able to accommodate their daughters.

The enrolment for the present Std 1 class has been disappointing and it looks as if we shall need to have the un-economic position of two classes of only 15 or 16 pupils each next year.

Speech Day

The final J.M.B. examination this year will be on Thursday 3 December. We should therefore like to hold the Carol Service on that Thursday evening and the Speech Day Prize-giving Ceremony on the Friday morning i.e. Friday 4 December. The Prep. School Prize-giving is usually held earlier in the week. May I invite Council members to make suggestions about suitable Guest speakers.

P A Geldard

1981-07-30

REPORT TO COUNCIL

1. ACCOUNTS JANUARY - JUNE

(a) Revenue

Increases - Provincial subsidy	R5 000
- 4 Schools Trust	R1 850

(b) Expenses

Increases - catering	R3 782
administration	R1 200
security	R1 312
teaching salaries, etc	R24 000
Reductions - wages	R4 821
medical aid	R 500

Catering is cause for a certain amount of concern. Cost of food has risen alarmingly with meat up over 40%, chicken 30%, milk 30%, etc. (At the same time we have had a change of caterer as a result of Miss Way's death). Compared with the same period last year our costs have risen 39%.

At present medical aid is not required by staff as the majority of those originally interested considered the cost too high. It will have to be investigated again but is unlikely to figure in this year's accounts.

As expected Teachers Salaries have resulted in the second term expenditure being considerably above revenue. In the last two terms the new tuition fees will come into effect and will improve the position, but at present it would seem that our surplus may be reduced to R9 000 or less.

Maintenance and Capital Expenditure

Hill Nursery School - it is estimated that the conversion costs of the Hill Nursery School into extra boarding accommodation will be somewhat greater than originally budgetted.

Plumbing - R4 500

Decorating and Equipping R8 000

The tennis courts fence blew down during the recent winter and the cost of new posts will be R3 800. This expenditure

has been authorised. The provision in the accounts is intended for the repair of the courts at the Junior school.

2. PENSION ARRANGEMENTS FOR NON WHITE STAFF

R4 800 will be paid into the Pension Fund on behalf of D Cyster and S Qabaka to cover their service prior to becoming members of the Pension Fund and henceforward the contribution rate for Non White staff will be increased to 7½% to match that for European staff.

3. PROVISION FOR GRATUITIES TO STAFF NOT ELIGIBLE TO JOIN THE PENSION FUND

It has been arranged that the sum of R7 600 will be deducted in 1981 and R5 000 in 1982 which, together with the provision of R8 500 in 1980 will give sufficient funds to meet demands which may be made in respect of past service. These funds should be held in a special fund - the Provident Fund - and will be invested independently and be available to Council for distribution in their sole discretion. From 1982 onwards it is intended that 7½% of salary of staff in this category should be paid into the Provident Fund to maintain it at an adequate level to meet any future demands.

4. NON TEACHING SALARIES AND WAGES

These have been reviewed and new scales introduced. Salaries were increased from the 1 July. The Finance Committee feels that in future, Non Teaching staff salaries should be increased annually with effect from the 1 April to match the teaching staff. No proper job evaluation has been carried out regarding Non Teaching salaries, but they have been reviewed in the light of our limited knowledge of conditions in private business and at other private schools and set at appropriate levels.

5. THE PUBLIC LIABILITY INSURANCE

This has been increased to R1m.

6. STATED BENEFITS INSURANCE

Arrangements are being finalised for the provision of up to ¼ of a person's salary for up to one year to cover death or disablement of staff.

7. COPYING MACHINE

The Committee has recommended the purchase of a Nashua copier.

8. 1982 BUSINESS PLAN

We wish to start putting together the 1982 Plan at this stage. Recommendations have been received from the Building

Committee regarding the longterm requirements. It is considered in principle by the Finance Committee that whatever these may be, they should be recovered from normal revenue and that the fee scale of the school will have to be adjusted accordingly. The other major item of expense, namely teaching salaries, depends upon the policy of the school in respect of its own salary scale which has currently been set at government scales less 10%. Preliminary indications are that an increase in school fees of approximately 10% will be necessary to cover the increases in teachers' salaries if our present scale is maintained, but if we match the government scales, the fee increase will have to be as much as 17½%.

This increase to become effective from the first term of 1982. Any matters of policy which are going to have a financial impact on 1982 are urgently required to be finalised by Council before the Plan is prepared.



R L GAWITH

52

INCOME AND EXPENDITURE
FIRST AND SECOND TERMS 1981

	1981 Budget	1981 Actual	1980 Actual
<u>REVENUE</u>			
Registration Fees	1000	1590	1010
Sundry Revenue	1500	2104	3905
Lunches	4250	6180	5300
Rent	1950	1950	1950
Four Schools Trust	3950	5800	4411
Provincial Subsidy	25000	30125	13050
	37650	47749	29626
Less: Scholarships, Bursaries, Allowances	7100	6574	7663
Sub-Total:	30550	41175	21963
Extra Subjects	17750	19023	18500
Boarding Fees	58500	59065	51744
Tuition Fees	256000	255970	224024
Sub-Total	332250	334058	294268
<u>TOTAL</u>	<u>R. 362800</u>	<u>R 375233</u>	<u>R 316231</u>
<u>EXPENDITURE</u>			
General			
Catering	24500	28282	20243
Domestic Charges	17500	16876	15915
Administration	7750	8945	6966
Class Materials	7300	5764	7344
Interest	8250	8280	10522
Insurance	4300	3858	3056
Bad Debts	1000	1000	750
Motor Vehicles	500	371	553
Sports Requisites	450	444	621
Property Maintenance	8000	7039	5307
Security Guard	-	1312	-
Alteration at Hall	2500	2500	-
Depreciation - Replacements	5500	5500	5500
- New Buildings Equipment	10500	10500	10500
Contingency Allowance	2500	2500	-
Sub-Total	100550	103171	87317
<u>Non Teaching Staff</u>			
Salaries - Administration	14250	13698	12216
Salaries - Domestic	16750	16320	13951
Wages	19350	17529	14706
Pension, U. I. F. Contributions	1150	900	789
Provision Long Service Gratuities	2500	2500	1750
Medical Aid Contributions	500	-	-
Sub-Total	54500	50947	43412
<u>Teaching Staff</u>			
Salaries	170000	190751	149835
Long Leave	1750	4058	1390
Pension, U. I. F. Contributions	11500	11104	9528
Extra Subjects	12250	14529	10683
Medical Aid Contributions	1000	-	-
Sub-Total	196500	220442	171436
<u>TOTAL</u>	<u>351550</u>	<u>374560</u>	<u>302165</u>
<u>SURPLUS</u>	<u>R. 11250</u>	<u>R 673</u>	<u>R 14066</u>

HERSCHEL SCHOOL COUNCIL

Building Sub committee report 3 August 1981

1. Plans to refurbish the Prep School tennis court have had to be shelved. The wire enclosure surrounding two senior school courts collapsed during a recent winter storm. A firm quote of replacing the affected poles has been accepted. Total cost including GST R3 952.
2. The other major capital expenditure that will be incurred over the forthcoming 6 months is the conversion of the Hill into boarders accommodation/pre prep school. Council approval is required for the following expenses.

Plumbing (quote received)	3 481 00
Dormitory Furnishings (detailed estimate)	7 901 29
Cupboards (estimate)	1 500 00
Playground Equipment (estimate)	500 00
Contingency	500 00
	13 880 00

3. The Building and facilities committee, together with the head, have drawn up a list of major facilities deemed desirable. The school architects have drawn an amended layout showing the proposed sites for some of these facilities. The list sets out the cost estimates associated with each project. The costs reflected assume that building works commence immediately. An allowance for escalation and professional fees are included in each estimate.

Building costs are rising at 2 to 2½% (percent) per month. This is exemplified by the fact that science lecture theatre could have been built for R19 500 (excluding professional fees) and this price was in fact quoted by Mr Cablon.

An interest rate of 14.5% per annum converts into a monthly rate of 1.208%. Clearly it still pays to borrow and build now.

The building and facilities committee requires the council to approve items 1 and 2 on the list as they are deemed most urgent. Items 8 and 4 should also be approved if possible. The remaining items need to be considered in terms of the schools overall plan.

<u>Facility</u>	<u>Approximate 1981 cost</u>
1. Prep School Boarding House and Pre Prep	R13 800 00
2. Bathroom/examination room for sickbay in highschool boarding house	5 000 00
3. Science lecture theatre (80m ²)	R48 000 00
4. Replacement of fence between school and Arderne Gardens	R 5 000 00 (Would be shared 50:50 with C.C.C)
5. New School Hall and two squash courts together with changing rooms	R40 000 00 ... Courts 280 000 00 ... Hall
6. Conversion of existing school hall into permanent gymnasium	Not costed
7. Prep school Hall	No drawings available yet
Moving of Prep school staff room and creation of additional storage space for teaching materials	R 4 000 00
8. Prep School Court repair	R 3 600 00



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD AT
HERSCHEL ON MONDAY 14 SEPTEMBER 1981 AT 5.15p.m.

AGENDA

1. Apologies.
2. Confirmation of minutes of the meeting held on 3 August 1981.
3. Matters arising.
4. Reports from committees.
5. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 14 SEPTEMBER 1981

AT 5.15 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
 Mr C J Bettison
 Mr T N Chapman
 Mr P L Gawith
 Mrs B-L Hoffman
 Mrs J Heywood
 Mr D J Loch Davis
 Mrs M Loggie
 Mr M J Longmore
 Adv. P M Marais
 Mrs A Snyders
 Mr G J van Zyl
 Miss P A Geldard (Headmistress)
 Mr J Campbell (Representative of Provincial Council)
 Mr L C Saxby (Secretary)

APOLOGIES. Mr P Kohler
 Mr J Mudge
 Mr R H C Peters
 Mr R K B Wilson

The Chairman welcomed Mr Loch Davis to the Council. Mr Peters, who was unable to attend the meeting, had also joined the Council.

MINUTES.
 Minutes of the meeting held on 3 August 1981 were approved.

SPEECH DAY.
 The Chairman had asked Mr Relly if he would speak at the Senior School speech day but he was unfortunately not available. It was agreed that Mr Justice Tebbutt be approached.

HEADMISTRESS'S REPORT.
 The Chairman congratulated the Headmistress on the School's impressive sports record.

The Headmistress confirmed that the Parent-Teachers' meetings had proved most successful being well attended by a good cross section of parents. It was agreed that in the event of consistent bad behaviour a pupil should be asked to leave the school. Regarding the visit to Crossroads the members expressed concern for the safety of the pupils at this time. It was agreed that while the school was under no obligation to contribute anything to the damage done to Mrs Browne's car when an oak tree fell on it in the school grounds the amount of the loss of her no claim bonus and the excess on her insurance policy would, as a special case, be paid by the school. The insurance company would be asked if it would send an expert to check all our oak trees and Mr van Zyl and Mr Bettison would authorise any action necessary.

FINANCE.

Mr Gawith presented the draft plan and budget for 1982.

He emphasised that at present no consideration had been given to major capital works.

Mr Marais had received a memorandum regarding the re-categorising of the senior Prep. School teacher and the Vice-principal of the Senior School.

In reply to a query from Mr Bettison, the Headmistress said that the back log of teachers due for long leave had not been cleared and applications for three teachers had already been received for 1982 and another three for 1983.

It was agreed that the Education committee would discuss the re-categorising of the two teachers, also whether a third teacher be granted long leave next year and advise the Finance committee of their recommendations.

The fees as shown in the 1982 budget were agreed to subject to any reasonable increase necessary to accommodate the Education committee's recommendations.

The danger of raising our fees to such an extent that numbers drop due to the inability of less wealthy parents to pay was raised. However with inflation running at 15% at least a similar increase in fees must be expected if standards are to be maintained.

It was suggested that bursaries be increased to help certain parents. To finance major projects it was agreed that an appeal could not be considered. A "multi racial" approach should be made to big corporations but it was thought that our percentage of non whites would be considered inadequate to warrant a donation. However they might consider financing a Science laboratory. It was suggested that endowments be canvassed particularly from Old Herschelians.

EDUCATION.

Mr Campbell explained the Government's evaluation of teachers whereby a teacher could be awarded an extra notch on satisfying an evaluator in conjunction with the head of the school. He considered the Department would be willing to assist if required.

Mr Campbell left at this point to attend another meeting. It was suggested that the A.P.S. might be approached to evolve a system of appraisal if they have not already done so.

Decisions on several items were required and it was agreed that:-

1. Reduction of teaching staff is not at present necessary.
2. The Education committee would continue to explore the possibility of sharing services of teachers with other schools.
3. Herschel continue to pay teachers 10% less than Government.
4. Teachers be compelled to retire at age 60, subject to the right of the Council to prolong her employment for a period of one year at a time.
5. The Education committee as soon as possible draw up a circular regarding standards of behaviour required of Herschel girls outside the School bounds, which would be signed by the Chairman and Headmistress. This to be distributed to parents of children in Standard V and above.
6. Council encourage staff to attend symposia, refresher courses etc. and to finance this attendance where appropriate.

APPEAL.

R330,000 has been received to date and there is a further R19,000 outstanding.

BUILDING.

The fencing between Arderne Gardens and the school and the modifications at the Hill were in hand.

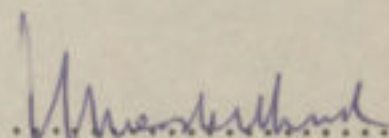
SAVINGS ACCOUNTS.

Mr Saxby was authorised to open a savings account at Barclays Bank into which surplus funds could be transferred from the current account. Also a Building Society account into which contributions for the "Provident" fund can be paid. The signatories to be any two of those authorised to sign on our current bank account.

The meeting closed at 7.10 p.m.

The next meeting will be on Monday 16 November.

16-11-81
.....
Date


.....
Chairman

HERSCHELHEADMISTRESS'S REPORTTO THE SCHOOL COUNCIL14 SEPTEMBER 1981Sport in the 3rd Quarter

Our teams have enjoyed a successful term especially in hockey. The 1st XI have lost only one match in the 1st league (we await the final result) and our 2nd, 3rd, 4th and 5th teams have all won their respective leagues while the Under 15A and B teams have each come third. Miss Dunlevy has proved an excellent coach and I hope we shall be able to retain her services next year. The Parents' Hockey match vs the 1st and 2nd teams is due to be played this Sunday.

In badminton this was the first year in which Herschel has entered a team. We had to begin at the bottom - in the third league - but our girls have won every match and are now at the top of the second and hopefully therefore able to move up to the first league next year. The team consists of the following players - Sarah Cross, Hilary Marten, Belinda Morris and Nicki Newton-King.

In netball and squash the position is also satisfactory with many girls participating. The tennis team (1st team plus our two leading Under 15A players) are looking forward to going on tour to Johannesburg in the coming holidays. I am grateful to Mrs Hudson for arranging this. They will be travelling by train and accommodation is being arranged by one of our Transvaal parents.

Several parents have commented to me recently on the excellent team spirit evident in the various sports and I have been pleased too by the good number of supporters we have had at Inter-Schools' events and the general enthusiasm shown.

I must add here that Mrs Gray is maintaining a good, steady standard with our Prep. School sport and we are glad to see the keen interest there is in the Gymnastics Club.

Special congratulations to Susan Snyders and Natasha van Zyl who have been selected for the W.P. Gymnastics team to go to Port Elizabeth in the school holidays.

Blisters - for - Bread

I was proud of Herschel this Saturday when over a 100 girls from the Senior School and as many from the Prep. walked the 20 kilometer sponsored walk in aid of the Peninsula Schools' Feeding Scheme. (It was a relief not to be responsible for the organization of the walk this year!)

Inter-House Contests

The adjudicator for this year's Inter-House Magazine Competitions is to be Miss J. Kenyon, former Headmistress of Sans Souci Girls' School and Chairman of the South African Council for English Education. The Standard IX girls on the three editorial committees deserve warm commendation for the high standard achieved in the overall selection and presentation of material as well as the photography, the art work and the originality of general lay-out. (I have not yet read many of the individual articles in the creative writing section so I cannot yet comment on that most important aspect).

Unfortunately the Standard IX girls who are most involved in this House Magazine work are now the same girls who are giving a lead in the production of the plays for the Inter-House Drama Contest. In future years we shall have to stipulate that different girls must be elected for each of these two functions which nearly always come in the third quarter. Rehearsals are taking place at present for these plays, and we hope they will be ready for the end of term.

Parent-Teachers' Meetings

On two separate evenings this term parents of Standard IX's and of Standard VII's were invited to come and meet with the teaching staff in our School Hall. After a brief introductory talk by myself and an open question time, the staff then placed themselves at tables around the Hall and parents were able to talk with them on an individual basis. We intend holding a similar meeting for parents of Standard VIII's next term.

At the Prep. School, parent-teachers' meetings were held in the second quarter, and early this quarter there was a further opportunity for parents to meet staff.

Disciplinary action in Standard VI

Towards the end of the second quarter the behaviour in several lessons of a handful of Standard VI girls caused some concern. As a result I put nine girls on a weekly report card system and warned that unless there was a marked improvement they would be jeopardizing their chance of remaining at Herschel. In eight cases out of nine the position this term was satisfactory. In the remaining case the girl concerned, namely Marsaili Ross, seemed deliberately to court further trouble and, while I understand the psychological reasons for this, it seemed necessary to take further action. I therefore suspended her from school for one week in order to bring home to her the seriousness of her position. Since her return she has been on a daily report card system and so far all has been well.

School Outings

Parties of girls have been taken to see the films Chariots of Fire and To Kill a Mocking Bird this term (and Tess of the D'Urbervilles last term); to the play Amadeus and to the ballet The Sleeping Beauty. We also look forward to taking 70 girls to hear the Vienna Boys' Choir in the last week of term.

Other special activities have included a visit to Parliament (Standard IX History pupils), a visit to Crossroads organized by Rev. David Cook (for Standard X's), participation by a few girls in a Wild Life Society hack of alien vegetation in the Cape Point Reserve, Social Responsibility Club visits, and attendance at the Westerford play.

Sociological Club

Meetings have included talks on the Fairest Cape Conservation programme and on Archaeology in South Africa, in addition to a programme by the School Orchestra and a lively Std VIII vs Std IX debate. (There is to be a Std VII debate vs Wynberg before the end of term.)

Fund-raising activities

Most classes have completed their class "charity" effort. We particularly congratulate Standard VII W on raising over R400 in their Dance Marathon in aid of the St Michael's Home.

Oak trees

In the storm last Monday one of the oak trees near the kitchen entrance fell down, seriously damaging a staff member's car. I feel the School should compensate her for expenses she will incur in this connection although her car is fully insured.

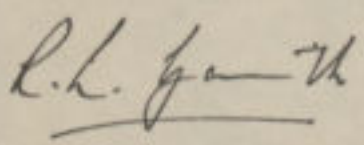
Xhosa teacher

We were sorry to lose Miss Magona, Herschel's first Xhosa teacher, who has gone to America on a post-graduate scholarship. She has been replaced by Mrs Siyengo who was educated at one of the Methodist African Girls' Boarding Schools in the Transkei and has fourteen years' teaching experience in both Primary and Secondary African Schools. She is a friend of Miss Magona's and was recommended by her.

TO MEMBERS OF HERSCHEL COUNCIL

I attach hereto a draft Budget for 1982 prepared by Mr Saxby and myself. Unfortunately, owing to personal work pressures, I did not have the opportunity to discuss this with the Finance Committee or other Committee heads in any depth, and have accordingly had to make certain assumptions. The main point calling for special comment is that I have increased salaries by R10 000 above what our present scales will call for in order to have that figure available for use by the Education Committee should they feel that this is necessary for any good reason.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'R. L. Gawith', with a horizontal line underneath.

R L GAWITH
1981-09-09

NOT ADOPTED

See Meeting 15/2/82.

DRAFT.

HERSCHEL SCHOOL

PLAN AND BUDGET 1982

HERSCHEL SCHOOL

PLAN FOR 1982

This document is a statement of the objectives and plans for Herschel for 1982.

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.

PROGRESS AGAINST 1981 SHORT TERM OBJECTIVES

1. Joint Matriculation Board or Senior Certificate Examination

No finality has been reached and this item will be carried forward into 1982.

2. Development Plan

(a) The following items, mostly of a minor nature, will be completed during 1981 or early 1982.

- (i) The Hill Nursery School will close down at the end of 1981 and the space it occupied will be turned into extra boarding accommodation and space for the Pre Prep School for use from the first term of 1982 - cost 1981 R5 000
1982 R7 000.
- (ii) Bathroom and examination room for the sick bay in the senior school modification - cost R5 000.
- (iii) The fence between the school and Arderne gardens will be replaced as soon as possible - cost R2 500 (our share).
- (iv) Prep School Tennis Courts
These have been repaired - cost R3 600.

(b) Major Projects

It is agreed that the following are the major projects which the school might contemplate in future years.

- (i) Science Lecture Theatre - 80 sq. metres - R48 000 at 1981 cost.
- (ii) New school hall with 2 squash courts and changing rooms - courts R40 000, hall - R280 000.
- (iii) Conversion of existing school hall into permanent gymnasium - not yet costed.
- (iv) Hall for preparatory school - no drawings available yet.

The Council has taken the view that the above projects could be financed by :

- (a) Grants from outside donors. This is most feasible in the case of the science room but is unlikely to be forthcoming in the case of other items.

(b) An appeal to raise funds for a specific project.

The policy of retaining funds each year by operating at a suitable surplus was felt to be inadequate to raise funds on the scale indicated above. It will therefore be necessary to decide how these projects are to be financed if they are to be proceeded with at all.

3. Longterm Financial Requirements

The objective of reducing the school's borrowings during the financial year will fall short of target because of extra expenses e.g. nightwatchman and increased teachers' salaries to match the government scales on the one hand without a compensating increase in revenue on the other. The overall position will be that the school's finances have improved to the point where borrowings at the end of December 1981 are expected to be :

	<u>Budget</u>	<u>Actual</u>
Bank Overdraft	43 800	52 100
Short Term Loans	-	-
Bonds	100 000	100 000

4. Composition of Council

During the year the numbers of Council has been reviewed and the view is that the present size is correct. Criticism can however be levelled at Council on the grounds that :

- (a) projects take unduly long to investigate and implement;
- (b) communication with staff is poor;
- (c) regular meetings are often ill-attended;
- (d) ad hoc meetings are difficult to organise.

Further improvements can still be achieved.

5. Articles of Association

These have still not been brought up to date.

6. To run the School at full capacity

Generally speaking, this has been achieved.

7. The timing of the draft Plan has again not been fully satisfactory.

8. To improve our controls

Some improvement has been achieved but room remains for further tightening up.

9. Gratuities

Council has approved measures which will rectify this problem.

10. Short term financial objectives - see 3 above.

SHORT TERM OBJECTIVES FOR 1982

1. Joint Matriculation Board or Senior Certificate Examination

To analyse available information and present a firm recommendation to Council.

Responsibility - Education Committee.

2. Development Plan

To assign priorities to the following major projects and to decide whether, when and in what sequence they should be implemented.

- (a) Science Lecture Theatre.
- (b) New school hall and 2 squash courts together with changing rooms.
- (c) Conversion of existing school hall into a permanent gymnasium.
- (d) Prep School hall.
- (e) Toilets, swimming area.
- (f) Work shop.
- (g) Chapel.
- (h) Additional storage space.

Responsibility - Building Committee in consultation with other Committees as required.

3. Articles of Association

To be reviewed and updated.

Responsibility - Advocate Marais.

4. To improve our planning and budgetting procedures

To ensure that a draft Budget is presented to Council during August.

Responsibility - Finance Committee.

5. To improve our controls. - Responsibility Finance Committee.

6. Short term financial objectives

To reduce our borrowings :

	<u>Dec. 1981</u>	<u>Dec. 1982</u>
Overdraft/Short term borrowings	52 100	46 600
Bonds	<u>100 000</u>	<u>77 000</u>
TOTAL	<u>R152 100</u>	<u>R123 600</u>

7. Teachers' Remuneration

To ensure that teachers' remuneration and terms of employment are sufficient to attract and motivate teaching staff of the calibre required by the school's longterm objectives.

Responsibility - Education Committee

8. Analysis and Control of Expenses

With the escalation in expenditure of all types, it is becoming increasingly important to measure expenditure against objectives criteria and ensure that we are getting value for money.

Responsibility - Finance & Education Committees.

Estimate 1981Budget 1982REVENUE

1. Registration Fees	2 500	2 000
Sundry Revenue	3 000	3 000
2. Lunches	9 500	9 500
3. Rent	3 900	-
4. Four Schools Trust	11 000	9 000
5. Provincial Subsidy	<u>65 000</u>	<u>69 000</u>
	94 900	92 500
6. Less Scholarships, Bursaries + Allowances	<u>16 000</u>	<u>17 500</u>
Sub Total	<u>R78 900</u>	<u>R75 000</u>
7. Extra Subjects	36 500	37 000
8. Boarding Fees	117 000	142 000
9. Tuition Fees	<u>550 000</u>	<u>678 000</u>
Sub Total	<u>703 500</u>	<u>857 000</u>
<u>TOTAL</u>	<u>R782 400</u>	<u>R932 000</u>

EXPENDITUREGeneral

10. Catering	57 000	68 000
11. Domestic Charges	35 000	41 500
12. Administration	17 500	20 000
13. Class Materials	15 500	17 500
14. Interest	17 500	21 000
15. Insurance	8 500	12 000
16. Bad Debts	2 000	4 500
Motor Vehicle	1 000	1 200
Sports Requisites	900	1 100
17. Property Maintenance	18 000	19 000
18. Alteration at Hill	5 000	7 000
19. Security	3 300	4 500
20. Depreciation - Replacements	11 000	11 000
- New Buildings, Equipment	21 000	23 000
21. Contingency Allowance	-	10 000
Sub Total	<u>R213 200</u>	<u>R261 300</u>

Non Teaching Staff

22. Salaries - Administration	28 500	32 000
- Domestic	34 500	41 000
23. Wages	37 500	45 000
24. Pension, UIF, Provident	2 300	8 600
25. Provision Long Service Gratuities	<u>7 600</u>	<u>7 000</u>
Sub Total	<u>R110 400</u>	<u>R133 600</u>

Teaching Staff

26. Salaries	400 000	467 000
27. Long Leave	4 000	5 000
28. Pension, UIF, Provident	22 500	33 800
29. Extra Subjects	<u>29 000</u>	<u>29 000</u>
Sub Total	<u>R455 500</u>	<u>R534 800</u>
<u>TOTAL</u>	<u>R779 100</u>	<u>R929 700</u>

SURPLUS

R3 300	R2 300
--------	--------

NOT ADOPTED

B U D G E T 1982

Inflation is running at over 15% at present and where more definite information is not available this figure has been used in calculations.

REVENUE

1. Registration Fees remain unchanged at R20.
2. Lunches have been increased to R34 per term from R30. Lunch at school is meant to be a light meal, the main meal being the evening one. The increased charge means a lunch will cost 75c.
3. Rent will fall away at the end of 1981 when the Hill is converted back to a junior boarding house and pre prep.
4. Four Schools Trust income can only be used for scholarships and bursaries, but not allowances.
5. Provincial Subsidy is calculated at present rate of R140 per white pupil whose parents are resident in the Cape. It is estimated that there will be 493 eligible pupils.
6. Scholarships, bursaries and allowances have been allocated as follows :

Scholarships	2 400
Bursaries	8 000
Allowances	<u>7 100</u>
	<u>R17 500</u>
7. Extra subjects receipts may prove higher than shown if teachers of these subjects raise their rates, but in this case, there will be an increase in extra subjects salaries (Note 29).
8. Boarding Fees have been raised by 20% to R380 per term. Taken into account has been the R45 per annum the nightwatchman costs each boarder.
9. Tuition Fees shown are based on Table A, an increase of 15% over present fees.

EXPENDITURE

10. Catering costs have risen astronomically and allowance has been made for an increase of 20% over 1981 estimated expenditure.

11. Domestic Charges.)
12. Administration.) Increase of 15% allowed for.
13. Class Materials.)
14. Interest is calculated on an average overdraft of R25 000 @ 18% and Bonds of R100 000 at 16%.
15. Insurance premiums will be higher in 1982 to cover building escalation clause, increased All Risks cover (R20 000) and Public Liability (R1 000 000). An amount of R140 per month will be paid into an account to cover Personal Accident for which the school will be their own insurers.
16. Bad Debts. Fees and disbursements charged out will be over R875 000 during the year and R3 000 could well prove inadequate. This has been increased to R4 500.
17. Property Maintenance. The netball court fence posts are rusted through and a number are being propped up at present. The surface is in need of repair. The wiring of the administration, reception, Headmistress's flat needs repairing. These two items will cost at least R8 000.
18. Alteration at Hill. It is assumed that R5 000 will be required in 1981 and the balance, R7 000, in 1982.
19. Security Guard. The services of a security company has been retained.
20. Depreciation. This has been increased slightly in line with inflation.
21. Contingency Allowance. Unforeseen overexpenditure on a number of items (salaries was the largest) has more than utilised the R5 000 provided, so the budget has been increased for 1982.
22. Salaries, Administration and Domestic. Assumed increases of 12½% will be made on 1 April 1982.
23. Wages as salaries above.
24. Pension, UIF, Provident Contributions. The increase of R6 300 over 1981 contributions is due to two factors. First is the enforcement of the rule that all eligible members of staff must join the Pension Fund and second is the setting up of a "Provident" fund to which the school pays 7½% of the salaries of staff members who are ineligible to join the Pension Fund. This latter amounts to R4 300.

25. Provision for long service gratuities. This consists of R4 800 to be paid to the Pension Fund on behalf of Stewart and Doris to augment their pensions, and R2 200 to bring the "Provident" fund to the amount considered necessary at present.
26. Salaries, Teaching Staff. Allowance has been made for increases in 1982 at the times laid down in the government's present regulations. However, the Herschel salary scale remains as government less 10% and no thirteenth cheque. In addition, we have provided R10 000 for further increases which could be called for during the year.
27. Long Leave. ^{Three} Two teachers are expected to go on leave.
28. Pension, UIF, Provident. The reasons for the increase in these contributions are the same as above with the added one that Academic salaries were increased by 30% as a result of the government award and this naturally increases contributions by 30%. The "Provident" fund will benefit by R2 300.
29. Extra Subjects. This figure could be low. See note 7 above.

T U I T I O N F E E S

	No's	Fee (15%)	Total	Fees as from 01/07/81
Pre-prep	19	160	3 040	140
Sub A	34	160	5 440	140
B	38	165	6 270	145
Std 1	37	220	8 140	190
2	32	260	8 320	225
3	48	290	13 920	250
4	40	300	12 000	260
5	49	310	15 190	270
6	49	335	16 415	290
7	48	355	17 040	310
8	47	380	17 860	330
9	48	390	18 720	340
10	<u>70</u>	390	<u>27 300</u>	340
	<u>559</u>		<u>R169 655</u>	

Boarding Fees R380 per term
 94 boarders = R35 720 per term
 Tuition Fees = 4 x R169 655 = R678 620
 per annum

NOT
ADOPTED

1982 CASH FLOW (Summary)

Surplus year ending 31 December 1982		2 300
Depreciation shown in Budget		34 000
Replacements	11 000	
New Buildings & Equipment	<u>23 000</u>	
Herschel Appeal Receipts		<u>5 000</u>
		41 300
Capital Expenditure	11 000	
Reduction of Bonds	23 000	
Reduction Pan Anglican Education Loan	400	
Olivetti payments	<u>1 400</u>	<u>35 800</u>
		5 500
Overdraft at 1 January 1982		<u>52 100</u>
Overdraft at 31 December 1982		<u>R46 600</u>
<u>Short Term Objectives</u>	<u>Dec.'81</u>	<u>Dec.'82</u>
To reduce our borrowings to :-		
Overdraft/Short term loans	52 100	46 600
Bonds	<u>100 000</u>	<u>77 000</u>
	<u>R152 100</u>	<u>R123 600</u>

HERSCHEL SALARY SCALE (Effective 1/4/1981)

<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	551	6612	511	6132	430	5160	297	3564
2nd	592	7104	551	6612	470	5640	331	3972
3rd	632	7584	592	7104	511	6132	365	4380
4th	673	8076	632	7584	551	6612	399	4788
5th	723	8676	673	8076	592	7104	433	5196
6th	774	9288	723	8676	632	7584	478	5736
7th	825	9900	774	9288	673	8076	523	6276
8th	875	10500	825	9900	723	8676	568	6816
1982	926	11112	875	10500	774	9288	613	7356

FINANCE - TEACHERS' SALARIES

1. The substantial increases given to government school teachers earlier this year necessitated an almost equally substantial increase in the Herschel salaries. The likelihood of further increases in government scales, and the realisation that this trend would result in fees at Herschel having to be raised to levels which might in the long term become so prohibitive that parents might opt for a government school education for their children, prompted the committee to consider ways and means of limiting these future increases.

2. The headmistress, in conjunction with the chairman of the committee, reviewed the teaching requirements of the school and considered whether or not it would be possible to curtail expenditure in this area. This could obviously only be done if it did not put at risk the quality of the education which girls at Herschel receive. Attention was given to the scholastic needs of the girls, and the question whether or not the complement of teachers employed was unnecessarily large. The headmistress is convinced that Herschel is not overstaffed. The committee has no reason to doubt the soundness of her judgment in this regard. The committee has therefore had to rule out a reduction in the size of the teaching staff as a

possible method of curtailing further rises in the salary bill.

3. The next possibility which was considered was a grading of teachers by reference to their standard of performance, and rewarding those whose performance was superior more handsomely than those whose performance was inferior. Apart from the fact that it is hardly justifiable to retain a teacher whose performance is rated to be inferior, the headmistress was strongly opposed to the principle of discriminating between teachers in this way. She felt that there was a danger that such assessments might be unduly subjective, that they would give rise to considerable resentment amongst the staff, and that a sour atmosphere would result. The relationship between her and the staff would also become excessively strained. There appears to us to be substance in these fears. It may come strangely to those of us who are accustomed to the principle that the level of remuneration for services should bear a direct relation to the quality of those services, which implies an evaluation of them on a regular basis, that resentment of this kind should arise but one cannot apply the ordinary principles of the labour market, in undiluted form, to the teaching staff of a school. We think we must accept that no solution can be found in this direction.

4. The next possibility which was considered was a quantitative (as opposed to a qualitative) assessment of the workload of each teacher. The object of so doing was to identify any teachers whose workload was so light when compared with the average workload, that it might be legitimate to decline to simply match any increase which the government might in future grant to that particular grade of teacher. This did result in the identification of certain teachers whose workload is considerably less than that of most. But again, this "solution" is open to criticism. It is not the fault of teachers in this category that their workload is as light as it is. They may well feel aggrieved if they are expected to take less than others on that account.
5. A possible solution is to liase with other private schools which also employ, on a full-time basis, teachers who have a very limited number of pupils to teach, with a view to sharing the services of such a teacher. The practical difficulties in this are formidable but the idea is probably worth pursuing.
6. In the meantime, we have no effective solution to offer. It must therefore be accepted that, if

Herschel is to attract teachers of the requisite quality, it will have to match, or nearly match, whatever increases the government may award teachers in future. That means, in the absence of substantial endowments, that a steady and substantial rise in fees is unavoidable.

7. The Committee considered whether or not Herschel should attempt to match government salaries, or whether it should continue to pay 10% less. The Headmistress reported that the staff were content to be paid 10% less than the government pays its teachers because their working conditions were more favourable. It would appear therefore that it is neither necessary nor desirable to strive to attain parity and the Committee recommends that the present policy of paying 10% less than the government does, should continue to prevail. This obviously carries with it the implication that when government salaries are increased, Herschel salaries should be increased pro rata.
8. The Committee also decided to recommend that a teacher be compelled to retire at age 60, subject to the right of the Council to prolong her employment for a period of one year at a time. This will relieve the Head-

mistress of the invidious task of having to give notice to teachers who should retire, but do not. The Headmistress will obviously be expected to make an appropriate recommendation to Council whenever the need arises.

MATHEMATICS

9. The teaching of mathematics on both the higher grade and the standard grade in one and the same class in Standard 10 was considered. It was generally agreed that this was undesirable. The situation had arisen because of the unexpected departure of teachers. The Headmistress reported that steps had been taken to remedy the situation and that, as from the beginning of 1982, those taking higher grade mathematics in Standard 10 would be taught separately from those taking standard grade mathematics. Those concerned with the teaching of mathematics to the present Standard 10 class were of the view that any attempt to change the teachers now would do more harm than good. The Committee has no reason to doubt this view of the matter.

DISCIPLINE

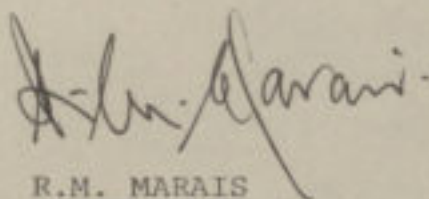
10. Reports have reached the Committee of unacceptable behaviour by Herschel girls in public places. These reports may well be exaggerated and they are difficult to verify. They may also emanate from people who are malevolently disposed towards private schools. But the mere fact that they are in circulation is upsetting. The indulgence and permissiveness shown by some parents towards their daughters may account for this kind of behaviour. The Committee suggests that consideration be given to circularising all parents of the need to ensure that their daughters observe decent standards of behaviour and of the serious view which will be taken of a failure to do so. We have in mind not only a general admonition, but concrete examples of behaviour that will not be tolerated, e.g. smoking, rowdy, uncouth and insulting behaviour, etc. The Committee does not recommend the adoption of an unduly censorious attitude towards the innocent exuberance and high spiritedness of young girls, and that is not the kind of behaviour about which we are concerned. But we are troubled by behaviour which, by any standards, is indicative of moral slackness and a lack of any social consideration. Herschel is the last place where such behaviour should be tolerated.

I should add that there was not complete unanimity in

the Committee about the extent to which the school should concern itself with the behaviour of the girls outside of school hours and on non-school occasions. But most members seemed to feel that, while parents are primarily responsible for ensuring acceptable behaviour beyond the school's boundaries, the school could not remain indifferent. This is a question of broad policy which is not solely the province of the Education Committee and the Council may wish to consider the question. In the meantime, steps are being taken to obtain copies of the circulars which the Bishops headmaster sends to parents in this connection from time to time.

PARTICIPATION IN SYMPOSIA

11. The Committee considers that it is essential that those who teach at Herschel should be vital and dynamic in their attitude towards teaching. They should be exposed, whenever it is feasible, to that which is new and stimulatory. To this end, we recommend that Council encourage the staff to attend symposia, refresher courses, etc. and to finance this attendance where appropriate.



R.M. MARAIS
CHAIRMAN

STATE OF THE APPEAL

Name of Campaign HERSCHEL APPEAL

State of Appeal as at 14th September 1981

	<u>No. of Gifts</u>	<u>Amount</u>
RECONCILED GRAND TOTAL FROM STATEMENT OF <u>18/5/81</u> (date)	521	350 771.33

PROGRESS LISTING Sheet No/s _____

521 \$ 350 771.33

RECONCILIATION

	<u>Increases</u>	<u>Decreases</u>		
Sheet No. <u>24</u>	<u>565</u>	<u>1601</u>	8	1 036.00

NETT INCREASE/DECREASE

<u>RECONCILED GRAND TOTAL</u>	<u>513</u>	<u>\$ 349 735.33</u>
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CASH

As at last statement 18 / 5 / 81 \$324 645.16

Since last statement \$ 458.00

TOTAL \$330 103.16

ARREARS DONORS

	1 Payment	2 Payments	3 Payments	4 Payments	5 Payments	Totals
Number of donors in arrears	1980	1979	1978	1977		
Value of gifts in arrears	\$ 675	\$ 600	\$ 200	\$ 100	\$	\$

PROGRESS LISTING SUMMARY SHEET

NAME OF CAMPAIGN: HERSCHEL APPEAL

DATE: 14th September 1981

PROSPECT AREA	PROGRESS LISTING SHEET NO.	NO. OF CARDS	AMOUNT	NO. OF SINGLE GIFTS: 27
PAST PUPILS				AMOUNT:
				69 832.00
	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:	377 065.87

PROGRESS LISTING RECONCILIATION SHEET

Page 14

Date 14/9/81

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
J.G. Kelly	90	28	
M.G. Mellish	570	50	
H.S. Stockwell	300	25	
C.A. Shonfeld	500	50	
R.C. Buckland	840	75	
D.H. Philip	1000	20	
P.J. Bendzulla	1000	17	
W. Bray	360	30	
J.V. Smuts	600	10	
W.H.B. Dean	300	10	
Juta & Co	1250	250	
M.V. Lashbrook	600		40
J.H. Newton	900		15
E.M. Minogue	130		1
W.G.M. Ross	1200		20
Mr & Mrs D.T. Terrill	125		25
Dr W.D. Bonner	200		100
L.G.O. Dicey	500		400
Mr Van Rooyen	2500		1000
<u>TOTALS:-</u>		565	1601

NFRC-CS10



The Board of Executors & fidelity bank group limited.



4 Wale Street, Cape Town 8001
P.O. Box 86, Cape Town 8000

Tel. 22-4721, 47-4360, 41-2211
Telegrams: "Board". Telex: 57-20363

TNC/mep

25th September 1981

L.C. Saxby Esq.
Secretary
The Herschel Association
Herschel Road
CLAREMONT
7700

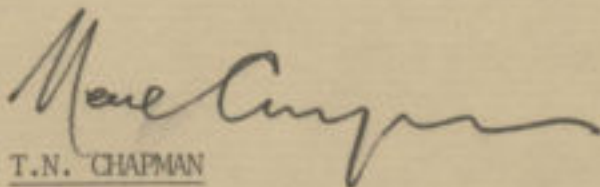
Dear Mr Saxby

MINUTES OF THE MEETING HELD ON MONDAY, 14TH SEPTEMBER 1981

Thank you for my copy of the minutes - I wonder whether you would be good enough to note also the suggestion which was made that teachers compile individual reports on children in the mode adopted by Bishops. You will recall that Mrs Heywood strongly endorsed this suggestion.

Kind regards

Yours sincerely


T.N. CHAPMAN

*Copy given to P.A. 11/10/81
- 11/10/81 -
- 11/10/81 -
- 11/10/81 -*



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD AT
HERSCHEL ON MONDAY 16 NOVEMBER 1981 AT 5.15 p.m.

AGENDA

- 1) Apologies.
- 2) Confirmation of minutes of the meeting held on 14 September 1981.
- 3) Matters arising.
- 4) Headmistress's report.
- 5) Reports from Committees.
- 6) Report back from the Chairman on A.P.S. meeting of 13 October.
- 7) Any other business.

HELD AT HERSCHEL ON MONDAY 16 NOVEMBER 1981

AT 5.15.p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Mr C J Bettison
Mr T N Chapman
Mr R L Gawith
Mrs B-L Hoffman
Mrs A Snvders
Mr P Kohler
Mr D J Loch Davis
Mrs M Loggie
Mr M J Longmore
Adv. R M Marais
Mr J Mudge
Mr G J van Zvl
Miss P A Geldard (Headmistress)
Mr J Campbell (Representative of Provincial Council)
Mr L C Saxby (Secretarv)

APOLOGIES. His Grace the Archbishop of Cape Town
Mrs J Heywood
Mr R H C Peters
Mr R K B Wilson

MINUTES

Minutes of the meeting held on 14 September 1981 were approved.

DONATIONS FROM LARGE CORPORATIONS

The Chairman had approached the larger corporations and confirmed that they were not interested in making donations to help finance major projects.

LETTER TO PARENTS

It was agreed that the circular regarding the standards of behaviour of Herschel girls outside the School bounds should be sent after the beginning of next term.

HEADMISTRESS'S REPORT

The report had been circulated. After a lengthy and contentious discussion as to whether there should be an extra class in Standard VI in 1983 it was decided that the matter be referred back to the Education Committee to consider the differing views of members of Council and to check whether the School's resources were adequate for the extra class and then to report their recommendation to Council.

It was agreed that a double door be fitted to the caterer's flat. The cost would not exceed R600.

The ceremony of induction of prefects which the Headmistress had introduced met with the members approval.

The Hill Nursery School will continue to occupy our premises to the end of the first term next year.

EDUCATION COMMITTEE'S REPORT

The report had been circulated.

It was agreed that:-

- (a) The Vice Principal's responsibility allowance be increased to R1600 per annum with effect from 1 January 1982.
- (b) Three teachers be granted long leave during 1982.

FINANCE COMMITTEE'S REPORT

The report had been circulated.

Mr Gawith suggested the Council reconsiders the School's capital projects in view of the changes in the Income Tax Act making donations for school buildings tax deductible. Mr Loch Davis agreed to keep Mr Gawith informed regarding further changes in the Act.

It was agreed that an appeal for funds for buildings should be launched when all the alterations to the Act were available.

It was also agreed that an Endowment fund be created and to use the resultant income for bursaries. It was decided to include a contribution to this fund in the fees and to appeal for bequests in wills.

wished

Mr Gawith to retire as Chairman of the Finance Committee. The appointment of Mr Peters to replace him was approved.

The Chairman suggested that the percentages given on quarterly accounts should show the variants between budget and actual.

BUILDING COMMITTEE'S REPORT

The Municipality were unable to include the half cost of the fence between Arderne Gardens and the School in their 1982 budget. It was resolved that the quotation of R3300 be accepted and the fence erected as soon as confirmation was received from the Municipality that they would pay half the cost in 1983.

The Chairman advised the meeting that the A.P.S. were negotiating with the Provincial Administration for the private schools to purchase goods from Government contractors. As there would be a delay in taking over the Hill Nursery School it might be possible to purchase some furniture and fittings from these contractors.

SCHOLARSHIPS

It was confirmed that scholarships were open to outsiders as well as to Herschel girls but due to the number both on the waiting list for Std VI and coming up from Std V they were not advertised in the press and only those high on the waiting list had been invited to write. It was resolved that the Education Committee should make recommendations as to who should be eligible to write the examinations.

ENTRANCE TO SCHOOL

With waiting lists for a number of standards it was often difficult to find places to offer daughters of Old Herschelians who applied late or to sisters of pupils already at the School. The Education Committee was asked to suggest entrance criteria.

HERSCHEL APPEAL

Mr Longmore reported that the grand total was expected to be R350 000 of which R337 000 had been received to date.

POLICY MEETING

It was resolved that a special policy meeting, that would not concern itself with routine matters, should be held next year in time to incorporate its findings in the 1983 Plan and Budget. Chairmen of the various committees would draw up an agenda for the meeting.

The meeting closed at 7.30 p.m.

.....
Chairman

15-2-82
.....
Date

HERSCHELHEADMISTRESS'S REPORTTO THE SCHOOL COUNCILMONDAY 16 NOVEMBER 1981Enrolment for 1982

There has not been much change since last I reported on this. The following is a summary of the position:-

	<u>Day girls</u>	<u>Boarders</u>	<u>Total</u>	<u>Waiting list</u>
Std X	48	22	70 (3 classes)	-
IX	38	11	49	-
VIII	40	9	49	6
VII	38	12	50	3
VI	37	13	50	19
V	40	9	49	waiting list for 1983 33
IV	34	7	41	-
III	38	8	46	-
II	30	1	31	-
I	34	1	35	4
				(non-whites)
Sub B	40	1	41	-
Sub A	37	1	38	-
Pre-Prep	21	-	- (1 class)	-

Senior Boarding House: 76 (Stds V - X)

Prep. School Boarding House: 19 (Sub A - Std IV)

Although I agree - as a general principle - that our enrolment should be kept to 2 classes per standard, I do think we could run one standard with 3 classes, as we are doing at present, without any loss in educational standards. I ask you therefore to consider again whether we should not have a third Std VI group in 1983 in view of the unusually high demand for places in that class. Many individual girls on the waiting list would certainly be an asset to the School; several have sisters already at Herschel and others are from families where relatives are Old girls of Herschel.

The Hill Nursery School

I received last month an urgent appeal from the Hill committee for the Nursery School to be allowed to occupy our premises till the end of the first term next year. In the Chairman's absence I consulted with the Heads of the Building and Education Committees and the Deputy Chairman, Mr Chapman. All of us agreed that we should grant this extension of time and the Committee were very grateful indeed for the concession.

This means, however, that our Pre-Prep department must remain where it is at present for the first term and also that as a temporary measure we must use the present play-room as a dormitory to accommodate the extra Junior boarders already accepted. This will need to be furnished and ready by January.

Prep. School

We are sorry to be losing three members of our Preparatory School staff at the end of the year - Mrs Sneddon, Mrs Carr, and Miss Hay. In their places the following appointments have been made, with one still to be made:-

Mrs Britton (Primary Teachers' Diploma, Grahamstown Training College - seven years' teaching experience)

Mrs Kidwell (Higher Primary Teachers' Certificate, Rhodes University - four years' teaching experience)

In Mrs Pryde's place in Std III at the beginning of this term, we welcomed Mrs Burke who has a teaching diploma from the Durban Training College and 11 years teaching experience. We were also pleased to welcome Mrs Shirley Eve as part-time Secretary and Mrs Brathwaite as part-time Librarian in place of Mrs Wimbush who held the combined post.

Senior School

I have appointed Miss Claire Mortimer (Physical Education Diploma, Johannesburg College of Education) to be our Senior Physical Education teacher from January, replacing Mrs Witchalls who has been holding the post in a part-time capacity since Mrs Goosen's departure in July. Miss Mortimer finished her training in 1980 and has been in America this year where she did some teaching. (Apart from this, Herschel will be her first teaching post.

Catering department

Mrs Plöner has been replaced by Mrs Mary Taylor, who has held a responsible position with the Red Cross for many years. She is at present working in a non-resident capacity but plans to move into residence together with her husband early next year. The caterer's flat at the Preparatory School Boarding House is fortunately suitable for a married couple. It will be necessary, however, for one of the present windows to be converted into a door so as to provide for a separate private entrance from the road. This was discussed previously at a Building Sub-Committee meeting and approved in principle, so I hope we shall be able to make the alteration without too much delay.

Prefects

In making my choice of School and Boarding House prefects I am guided by three factors: a) the vote of the School b) the advice of staff and c) the opinions of the outgoing Prefect body. The following have been appointed to hold office for the next year and were formally inducted at a School Assembly:-

HEAD GIRL:		Lynn Stamper
HEAD OF BOARDING HOUSE:		Tisa van der Hoorn
DEPUTY HEAD OF BOARDING HOUSE:		Karin Krone
HEADS OF HOUSES:	JAGGER:	Tisa van der Hoorn
	MERRIMAN:	Maggie du Toit
	ROLT:	Janice MacMillan
OTHER SCHOOL PREFECTS:		Jacqui Batchelor Monique Biebuyck Shona Commins Robyn Cooper Kathy Dower Cheryl Hemingway Karin Krone Rosemary Loch Davis Moirra Mannion Judith Richards
OTHER BOARDING HOUSE PREFECTS:		Lisa Beckerling Hillary Jooste Tanya Landless Margaret Orford Jacqui Rathfelder Kathy Smit

I have found their deep joy at having been selected and the earnestness with which they have commenced their responsibilities very moving: certainly I find their fresh enthusiasm a source of inspiration and encouragement at a time of the year when things might otherwise be winding down to a somewhat weary close!

For your interest I include here the words of the Induction Ceremony which I have used for the past three years, having adapted them from the one we had at Epworth. Following a hymn, prayer and reading from Scripture, the Headmistress says to the assembled School:-

"I shall now call out the names of our newly elected School Prefects. I ask each to stand as I read her name.

" You (naming each of the Prefects) have been worthy to be entrusted with a special degree of authority over your schoolmates that their well-being may be better ensured, and the traditions of the School in learning, in play and in fellowship may be worthily maintained. To you will be given certain privileges also, yet it is not to these that you must give your care, but rather to the general good of the School and all the members of it.

"This duty abides with you within the School bounds and beyond them, that on all occasions, both privately in our own surroundings, and in public, the credit of our School may stand firm and without blemish."

Then the Headmistress asks the following questions, and waits for the response:

The Question: 1. "Do you now, in the presence of the assembled School accept this Charge and this Authority whose purpose has been described to you?"

Answer: Each after the other: "Yes, I do."

The Question: 2. "Will you yourself set a high example at all times in conduct, in courtesy, in helpfulness to others, and in study?"

Answer: Each after the other: "Yes, I will."

The Question: 3. "Will you exercise your authority with firmness, with kindness, and with the purpose of helpfulness rather than showing self-importance?"

Answer: Each after the other: "Yes, I will."

These questions being satisfactorily answered the Headmistress then says:-

"I congratulate you on your appointment as School Prefects, and I give you the congratulations of our Staff also. I commit the honour and welfare of our School to your keeping in as far as it is in your power to cherish them"

The out-going Head Girl then addresses the new Prefects.

"On behalf of the School and the out-going Prefect body, I congratulate you and wish you a happy and successful year in office.

"I now ask you one by one to receive your badges from the out-going Heads of Houses."

"As you receive them from us we ask you to wear them with loyalty, courage and kindness, remembering the motto of our School
"Ad Dei Gloriam".

5.

Other girls to hold important positions of office in the School for the following year are:-

Head of Boarders' Representative Council:	Veronica Hommersom
Head Library Prefect:	Linda Bettison
Head Music Student:	Bridget Longmore
Choir Leader:	Belinda Pentz
Deputy Choir Leader:	Emily Morrissey
Chairman of Christian Union:	Lisa Lyhne
Chairman of Debating Society:	Veronica Hommersom
Chairman of Historical Society:	Hillary Marten
Secretary of Chapel Committee:	Kathryn Smit
Tennis Captain:	Jacqui Batchelor
Swimming Captain:	Monique Biebuyck
Diving Captain:	Tanva Landless
Hockey Captain:	Tisa van der Hoorn
Netball Captain:	Shona Commins
Squash Captain:	Jacqui Rathfelder
Badminton Captain:	Hillary Marten

J.M.B. Examinations and Matric Farewell

The J.M.B. examinations will be written in our School Hall, starting on 10 November. One girl (Amanda Rabie) has had to withdraw on account of illness (a virus encephalitis). We are asking permission for her to write the Supplementary examination in March. Of the remaining 44 candidates, 40 are entered for the full Matriculation certificate and 4 for the School Leaving certificate.

Apart from one occasion two weeks ago when I was not amused to have a "water bomb" disrupt the girls' lunch-time assembly(!), I have found this years Matriculants a really fine set of girls - sincere, delightful to teach and most responsible in their general attitude and behaviour. Both girls and staff enjoyed the Matric Farewell Concert held last Friday at which - following the traditional Herschel custom - each class in the School had to provide some item with a staff contribution as well. On the previous day we had a valedictory service in the chapel conducted by Rev. David Cook who has taken the girls for Divinty lessons since the second quarter.

In reality, however, we have not yet really said 'farewell' because I do expect all the Matrics to attend our Final Assembly at the end of term as well as the Carol Service and the Speech Day Prize-giving Ceremony which forms the climax to the year.

Speech Day

Dr I D du Plessis has accepted the invitation to be the Guest Speaker at the Senior School and Rev. Ian Eve at the Prep. School Prize-giving Ceremonies.

The Senior School Carol Service will be on Thursday 3 December at 8 p.m. The Prep. School is to have a more informal type of Carol Service on Thursday 26 November at 7 p.m.

Copying Machine

Staff are delighted with the new Nashua Plain Paper Copier which has been purchased for the School and installed in the Senior School Staff-room. Mrs Crosswell, Head of our Maths Department, has agreed to be in charge of this so as to control its use. We feel that it has already proved a great asset and a vast improvement on the old duplicator.

Clothing Shop

We are once more indebted to Mrs Di Mackenzie and her band of helpers for their faithful work in the Herschel Clothing Shop. A cheque for R1000 was received by the School last month from the profits made in the Clothing Shop during the past year.

P A GELDARD
9 NOVEMBER 1981

REPORT TO COUNCILFINANCE COMMITTEE

1. The Revenue and Expenditure summary for the first three terms of 1981 is attached from which it will be noted that the School showed a surplus of R7 609 for the three quarters against the Budget of R16 875. The main reason for this was the increase of teachers salaries on the 1 April which could only be recouped in higher fees from the beginning of the third term. Significant variances were the increased income from the Four Schools Trust and the Provincial Subsidy and the increase in tuition fees. On the Expense side Catering gives cause for concern but does not appear to be excessive in relation to the price increases of various ingredients such as meat, etc. The position is being closely watched and it is hoped that the appointment of a new Caterer may improve the position. Administration Charges are some R2 000 up chiefly due to R750 being spent on the hockey tour and R800 increase in bank charges. The apparent saving in class materials will be absorbed at the end of the year when various Library expenses are transferred to it from other accounts.

Insurance Cover has been increased and Property Maintenance was due to burglar bars and tennis court repairs which had not been budgetted. It will be noted that security cost R2 034 for the three terms.

R16 000 has been paid off the bond to reduce the total to R100 000.

2. A parent has requested that he should be allowed to pay now all fees for his children for the balance of their school career at current prices. It is suggested that this request be turned down as it seems unlikely that the benefit in reduced interest will offset the fee increases which may come about.
3. Attention was drawn to the changes in the Income Tax Act which now make it possible for donations to schools for the erection of new buildings and facilities to be tax deductible up to a limit of R500 or 2% of taxable income per annum. The Finance Committee recommends that this development should be exploited to fund new building projects for the School. It is also possible to use donations of this sort to repay the bonds which we have on our existing buildings. In addition, the Finance Committee feels that we should endeavour to raise funds to create an endowment fund

and to use the resultant income for bursaries to subsidise parents who cannot meet increased fees. This should give the School the ability to increase salaries above government scales and thereby further elevate the standards of the School, without the same degree of anxiety regarding withdrawals.

4. Mr Gawith would like to retire as Chairman of the Finance Committee and the Committee has elected Mr Peters to replace him. Council's approval of this appointment will be sought.
5. A revised Budget document incorporating the revised fees and teachers' salaries will be issued shortly.

R L GAWITH
1981-11-05

REVENUE AND EXPENDITURE

FIRST, SECOND AND THIRD TERMS 1981

	Budget 1981	%	Actual 1981	%	Actual 1980	%
REVENUE						
Registration Fees	1 500	.27	2 070	.35	1 714	.35
Sundry Revenue	2 250	.40	2 412	.40	4 637	.95
Lunches	6 375	1.15	9 149	1.53	8 351	1.71
Rent	2 925	.53	2 925	.49	2 925	.60
Four Schools Trust	5 925	1.07	8 758	1.47	6 616	1.36
Province Subsidy	37 500	6.76	47 660	7.97	25 900	5.31
	56 475	10.18	72 974	12.21	50 143	10.27
Less: Scholarships, Bursaries, Allowances	10 650		10 028		10 994	
Sub Total	45 825		62 946		39 149	
Extra Subjects	26 625	4.80	31 411	6.26	25 791	5.28
Boarding Fees	87 750	15.82	88 690	14.84	77 973	15.97
Admission Fees	384 000	69.20	404 545	67.69	334 193	68.47
Sub Total	498 375	89.82	524 646	87.79	437 957	89.73
TOTAL	R544 200		R587 592		R477 106	
EXPENDITURE						
General						
Catering	36 750	6.97	42 576	7.33	31 864	6.68
Domestic Charges	26 250	4.98	28 304	4.88	23 677	4.97
Administration	11 625	2.20	13 543	2.34	10 948	2.30
Class Materials	10 950	2.08	7 830	1.35	8 542	1.79
Interest	12 375	2.35	12 443	2.15	15 121	3.17
Insurance	6 450	1.22	8 181	1.41	4 500	.94
Bad Debts	1 500	.28	1 125	.19	1 125	.24
Motor Vehicles	750	.14	879	.15	427	.09
Sports Requisites	675	.13	616	.11	771	.16
Property Maintenance	12 000	2.28	15 531	2.67	18 725	3.92
Security Guard	-	-	2 034	.35	-	-
Alteration at Hill	3 750	.71	3 750	.65	-	-
Depreciation - Replacements	8 250	1.56	8 250	1.42	8 250	1.73
- New Buildings/Equipment	15 750	2.99	15 750	2.72	18 750	3.93
Contingency Allowance	3 750	.71	3 750	.65	-	-
Sub Total	150 825	28.60	164 562	28.37	142 700	29.92
Non Teaching Staff						
Salaries - Administration	21 375	4.06	20 854	3.60	18 324	3.84
Salaries - Domestic	25 125	4.76	25 220	4.35	21 459	4.50
Wages	29 025	5.50	26 256	4.53	21 900	4.59
Pension, UIF Contributions	1 725	.33	1 441	.25	1 188	.25
Provision Long Service Gratuities	3 750	.71	3 750	.65	6 375	1.34
Medical Aid Contributions	750	.14	-	-	-	-
Sub Total	81 750	15.50	77 521	13.37	69 246	14.52
Teaching Staff						
Salaries	255 000	48.36	295 123	50.88	233 880	49.05
Long Leave	2 625	.50	4 058	.70	1 390	.29
Pension, UIF Contributions	17 250	3.27	16 703	2.88	14 320	3.00
Extra Subjects	18 375	3.49	22 016	3.80	15 331	3.21
Medical Aid Contributions	1 500	.28	-	-	-	-
Sub Total	294 750	55.90	337 900	58.26	264 921	55.55
TOTAL	527 325		579 983		476 867	
SURPLUS	R16 875		R7 609		R 239	

HERSCHEL SCHOOL

REPORT OF EDUCATION COMMITTEE

1. A meeting of the Education Committee was held on Monday 21st September 1981 at 5.00 pm at the School.

2. MRS GILHAM

A request by Mrs Gilham that she be remunerated upon the same scale as that upon which a vice-principal at a government school is remunerated, was considered. After due deliberation the committee resolved to recommend to Council that the request be refused but that the responsibility allowance paid to Mrs Gilham be increased from R800 per annum to R1600 per annum with effect from the 1st January 1982.

3. LONG LEAVE

In view of the accumulated backlog of long leave for which certain members of the staff have qualified, it was resolved to recommend to Council that the number of teachers who may be granted such leave in any one year be increased from two to three and that the Finance Committee be asked to budget a sum of

approximately R3000 to cater for a replacement for such third teacher.

4. A THIRD STANDARD SEVEN CLASS

In the light of the large demand for places at Herschel next year, it was resolved to recommend to Council that the Headmistress be authorised to create a third standard seven class upon the clear understanding that this step is being undertaken as a matter of financial expediency, and that a third standard seven class will not be authorised every year.

5. JUNIOR SCHOOL STAFF ROOM

It was resolved that the furnishing requirements for the new staff room be ascertained by Mrs Hoffman and communicated to the Building Committee for such action as they consider appropriate.

6. ENTRANCE EXAMINATION

It was resolved to defer a consideration of this question.

7. Those present at the meeting were:

The Headmistress, Mrs B-L Hoffman,

Mrs M Loggie

Messrs J E Mudge, R L Gawith (by invitation) and

R M Marais.

A handwritten signature in dark ink, appearing to read 'R M Marais', written in a cursive style.

R M MARAIS

Cape Town

24th September 1981

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STATE OF THE APPEAL

Name of Campaign HERSCHEL APPEAL

State of Appeal as at 16th November 1981

	<u>No. of Gifts</u>	<u>Amount</u>
RECONCILED GRAND TOTAL FROM STATEMENT OF 14/9/81 (date)	513	349 735.33

PROGRESS LISTING Sheet No/s _____

	513	\$349 735.33
--	-----	--------------

RECONCILIATION

	<u>Increases</u>	<u>Decreases</u>	
Sheet No. 25	88		88.00
NETT INCREASE/DECREASE			
<u>RECONCILED GRAND TOTAL</u>			<u>\$349 823.33</u>

CASH

As at last statement	<u>14 / 9 / 81</u>	\$330 103.16
Since last statement		\$ 6 733.00
TOTAL		<u>\$336 836.16</u>

ARREARS DONORS

	1 Payment	2 Payments	3 Payments	4 Payments	5 Payments	Totals
Number of donors in arrears	1981	1980	1979	1978	1977	
Value of gifts in arrears	\$ 5725	\$ 475	\$ 400	\$ 200	\$ 100	\$

PROGRESS LISTING SUMMARY SHEET

NAME OF CAMPAIGN: HERSCHEL APPEAL
 DATE: 16th November 1981

PROSPECT AREA	PROGRESS LISTING SHEET NO.	NO. OF CARDS	AMOUNT	NO. OF SINGLE GIFTS: 274
PAST PUPILS				AMOUNT:
				69 882.00
	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	110 157.10
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

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Date 16/11/81

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
C.A. Shonfeld	550	20	
H.S. Stockwell	325	10	
M.G. Mellish	620	20	
R.C. Buckland	915	30	
J.G. Kelly	118	8	
<u>TOTALS:-</u>		R 88	

15 FEBRUARY	:	<u>COUNCIL MEETING</u> - 5 p.m.
22 MARCH	:	<u>COUNCIL MEETING</u> - 5 p.m.
26 APRIL	:	<u>COUNCIL MEETING</u> - 5 p.m. <u>AND A.G.M.</u>
2 AUGUST	:	<u>COUNCIL MEETING</u> - 5 p.m.
20 13 SEPTEMBER	:	<u>COUNCIL MEETING</u> - 5 p.m.
15 8 NOVEMBER	:	<u>COUNCIL MEETING</u> - 5 p.m.

2ND TERM 14/4 - 24/6
3RD - 21/7 - 23/9
4TH - 5/10 - 31/12

HERSCHEL COUNCIL MEMBERS

The Most Reverend P W R Russell, The Archbishop of Cape Town, Bishopscourt, Claremont 7700	71-2531
Mr W Marshall Smith, Drenagh, 4 Melbourne Road, Kenilworth 7700	Home: 77-6477
Mr C J Bettison, ~~P O Box 3622, Cape Town, 8000~~	Home: 74-3377 ~~Work: 71-7158~~
Mr T N Chapman, ~~Temple Chambers, 4 Wale Street, Cape Town 8001~~	Home: 64-1944 ~~Work: 22-4721~~
Mr R L Gawith, Bergendal, Lincoln Drive, Bishopscourt (P O Box 4854, Cape Town 8000)	Home: 71-2300 Work: 21-6500
Mrs B-L Hoffman, Long Cottage, Newlands Avenue, Newlands 7700	Home: 64-4194 Work: 64-3444
Mrs J Heywood, P O Box 117, Constantia 7848	Home: 74-1557 83-1742 Work: 69-8531 Ext. 342
Mr P Kohler, 52 Bowwood Road, Claremont 7700	Home: 61-8474 Work: 44-1155
Mr D Loch Davis, P O Box 1087, Cape Town, 8000	Home: 77-1338 Work: 45-1221
Mrs M Loggie, 14 Shirley Road, Claremont 7700	Home: 71-7285 86-1103
Mr M J Longmore, 19 Highwick Avenue, Kenilworth 7700	Home: 77-7517 Work: 64-1128
Advocate R M Marais, Chambers, 40 Queen Victoria Street, Cape Town 8001	Home: 71-7658 Work: 22-3636
Mr J E Mudge, Chiltern Farm, Elgin 7180	Home: 02252/70
Mr R H C Peters, P O Box 1604, Cape Town 8000	Home: 65-7502 Work: 41-2261
Mrs A Snyders, 37 Mountain Road, Claremont 7700	Home: 61-8732
Mr G J van Zyl, 45 Palmboom Road, Newlands 7700	Home: 69-5878 Work: 21-7146
~~Mr R K B Wilson, 8 Woodlands Road, Rondebosch 7700 P O Box 48, Cape Town 8000~~	~~Home: 69-5726 Work: 54-5111~~
Representative of Provincial Administration	
Mr J Campbell, 22 Lobelia Street, Milnerton 7405	Home: 52-4144



HERSCHEL
CLAREMONT 7700
CAPE

HERSCHEL COUNCIL MEETING

Please note that the Herschel Council meeting scheduled for Monday 8 February 1982 has been postponed to

MONDAY 15 FEBRUARY 1982 AT 5 P.M.



HERSCHEL
CLAREMONT 7700
CAPE

HERSCHEL COUNCIL MEETING TO BE HELD ON

MONDAY 8 FEBRUARY 1982 at 5.00 p.m.

AGENDA

1. Apologies.
2. Confirmation of Minutes of previous meeting held on 16 November 1981.
3. Matters arising.
4. Election of Council Members.
5. Election of Office Bearers.
6. Constitution of Committees.
7. Headmistress's Report.
8. Sub-Committees Reports.
9. Any other business.

HELD AT HERSCHEL ON MONDAY 15 FEBRUARY 1982

AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)

Mr C J Bettison

Mrs B-L Hoffman

Mrs M Loggie

Mr M J Longmore

Adv. R M Marais

Mr J E Mudge

Mr R H Peters

Mrs A Snyders

Miss P A Geldard (Headmistress)

Mr J Campbell (Representative of Provincial Administration)

Mr L C Saxby (Secretary)

APOLOGIES. His Grace the Archbishop of Cape Town

Mr T N Chapman

Mr P L Gawith

Mrs J Heywood

Mr P Kohler

Mr D J Loch Davis

Mr G J van Zyl

Mr R K B Wilson

The Chairman welcomed Mr Peters to the Council and thanked him for the services he had already rendered.

MINUTES

Minutes of the meeting held on 16 November 1981 were confirmed.

DONATIONS FROM LARGE CORPORATIONS

The Chairman had approached organisations such as Anglo American and the Molteno Trust for donations but had met with no success. Among other requirements the growing importance of computer sciences was emphasised and the need for a suitable laboratory or classroom in which to instruct pupils. A new Appeal to parents who had not been involved in the present Appeal was suggested.

It was agreed that the Chairman would consult the Chairmen of the Committees, members of Council involved with the present Appeal, and the A.P.S. to identify our needs and then to decide on our course of action.

LETTER TO PARENTS

The Headmistress considered the sending of the circular to parents regarding the standards of Herschel girls' behaviour was not desirable at this time. It was considered that the present time was not appropriate to send out the circular but resolved to do so at some future time if the need arises.

In the meantime members of Council were requested to advise the Headmistress immediately of any rumours or reports of bad behaviour.

ELECTION OF COUNCIL MEMBERS

Messrs Bettison, Gawith, Kohler and Longmore retired in accordance with the Articles and offered themselves for re-election. Being eligible and there being no other nominations they were duly elected.

ELECTION OF OFFICE BEARERS

The following elections were confirmed:-

CHAIRMAN	Mr W Marshall Smith
DEPUTY CHAIRMEN	Mr T N Chapman
	Mr P Kohler
SECRETARY/TREASURER	Mr L C Saxby

CHAIRMEN OF COMMITTEES

Finance/Administration	Mr R H C Peters
Building/Development	Mr G J van Zyl
Education	Mrs J Heywood
Public Relations	Mr P Kohler

Adv. Marais would continue as Chairman of the Education Committee until Mrs Heywood was available.

HEADMISTRESS'S REPORT

This had been circulated. The Chairman added his congratulations to the Headmistress's appreciation of Mrs Hoffman's and Mr van Zyl's efforts at the Hill.

There is the possibility that one or two teachers may not be eligible for membership of the S.A. Teachers' Council for whites, which is obligatory for government aided schools, and will have to obtain the necessary qualifications if they wish to continue teaching here.

The Headmistress expressed her concern at the school's not having a School Chaplain. The possibility of appointing a teacher that had been ordained and who could teach other subjects as well as Divinity was suggested. Miss Geldard said she hoped to discuss the problem with the Archbishop at some time.

Changing the day or time of the Annual prizegiving was discussed but it was decided that no change should be made. However Council members were asked to make every effort to attend and to advise whether or not they would attend. It was considered very inappropriate to have a row of empty chairs for Council members in an otherwise crowded hall.

The School has a Uniform Committee that meets once a term. There had been criticism of the school uniform, in particular the hat. Mrs Hoffman agreed to obtain the Old Herschelians views at their Annual General Meeting on 19 February.

FINANCE COMMITTEE

The Plan and Budget for 1982 was approved. The question as to whether we should move towards matching teachers' salaries with the Government scale would be considered later in the year.

EDUCATION COMMITTEE

There was considerable discussion as to whether there should be three standard VI classes in 1983 or not. It was decided to defer the matter until the next meeting when a definite decision would be made. In the meantime the Headmistress would ask each standard X pupil to answer a questionnaire as to what they consider, from their experience, have been the advantages and disadvantages of three classes.

Members of Council are asked to make every effort to attend the next meeting when the decision has to be made.

BUILDING COMMITTEE

It was agreed that Mr Jan Summs be co-opted to the Building Committee and form a Sub-Committee responsible for the grounds.

It was felt that the School should not pay the Hill Nursery School for the fixtures, fittings and modifications, but Mr Bettison would check his records for transactions carried out at the Nursery School before a reply was given to the claim.

The minor expenditure on the staff quarters, and electrical work there, was confirmed.

LETTER FROM A.P.S.

Council agreed with the recommendation of the Western Province Region of the A.P.S. that they should send a letter to the National Executive expressing support of Dr Saunders' speech, reported in the Argus of 9 February, regarding Section 6 of the Terrorism Act.

OLD HERSCHELIAN'S FEES

The Old Herschelians asked if a note could be put on the Standard Xs final school account suggesting they included the subscription for life membership of the Association when paying their accounts. This was approved.

ATTENDANCE AT CONFERENCE

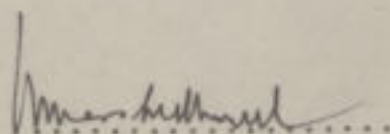
Mrs Feast had asked if the School would assist her with her expenses to attend a Science Conference in Johannesburg. Adv. Marais said the Education Committee had recommended that staff be encouraged to attend symposia and to finance this attendance where appropriate. It was envisaged however that the majority of these would be local courses.

After discussion it was resolved that as soon as information was available as to costs Mr Saxby would advise the Chairman who would decide on the contribution to be made by the School. The contribution was not to exceed R400.

The meeting closed at 7.50 p.m.

The next meeting is on Monday 22 March 1982 at 5 p.m.

22.3.82...
Date


Chairman

HERSCHELHEADMISTRESS'S REPORTTO THE SCHOOL COUNCILMONDAY 15 FEBRUARY 1982End-of-year Ceremonies, 1981

We were indeed grateful to Rev. Ian Eve for the valuable addresses he gave at both the Prep. and the Senior School Prize-giving Ceremonies last year. His warm-hearted enthusiasm, friendly humour and sound common sense enabled him to win an excellent response from his audiences, adults and schoolgirls alike. At Prep. School it was pleasant to have both the Carol Service and the Prize-giving in the open under cover of our beautiful plane trees. At the Senior School, the Carol Service and Speech Day, coming as they do right at the very end of term, form the climax to the school year and I was interested to observe this year how many of the Matrics in their farewell notes to me made particular mention of how much these functions had meant to them. In connection with the Carol Services we thank Mrs Davies Head of our Kindergarten, for undertaking responsibility for organizing this for the entire Prep. School, and of course Miss Sweet, whose training of the Choirs is outstanding.

1981 Joint Matriculation Board Results.

I am relieved that for the third consecutive year now we have had no outright failures and on the whole this year staff were pleased with the results. We were a little disappointed in Jane Yeats' symbols in spite of her A aggregate but I am pleased to report that she has been accepted for Medicine at U.C.T. and also that Kate Saunders, last year's Head Girl, who in spite of 3 subject distinctions missed an A aggregate, has been accepted for the Occupational Therapy course where entry is also very competitive.

There has once again been a slight increase in the total number of subject distinctions:

1979	-	20
1980	-	23
1981	-	25 (6 Biology, 6 Typing, 3 English, 3 Afrikaans, 3 French, 1 Physical Science, 1 Mathematics, 1 Art and 1 German studied externally).

Unfortunately one of these distinctions, namely Ashley Chapman's for Typing was unrecorded in the newspaper list. I was very sorry about this error.

It is interesting further to compare subject averages (percentages given)

	1979	1980	1981
English H.G.	58	63	64
Afrikaans H.G.	58	63	65
Maths H.G.	68	69	60
Maths S.G.	66	63	61
Biology H.G.	57	53	64
Biology S.G.	-	-	66
Physical Science	68	66	69
Latin H.G.	67	67	55 (3 candidates only)
French H.G.	63	69	66
Geography H.G.	54	51	54
History H.G.	59	60	55
Art H.G.	64	56	67
Music H.G.	65	65	75 (1 candidate only)
Home Economics H.G.	55	50	50
Speech and Drama	65	69	63
Typing S.G.	61	66	75

The Biology, Art and Typing results have shown a pleasing improvement since last year while Geography and History results remain disappointing. In Geography I think part of the weakness has been the attempt to cover the Matric syllabus in the final year (as one is theoretically supposed to do.) With our 1982 Matric class, however, Mrs Westgate was able to proceed to the Matric work half-way through their Standard IX year and I hope this will result in an improvement. History at Higher Grade (and all our candidates attempted Higher Grade) is a very demanding subject and I think there is a conflict between coaching purely for exam results and on the other hand providing a better and broader understanding of the subject. Mrs Stockwell, who is responsible, is one of our most experienced teachers and I do not think the fault lies in her teaching.

Internal examination results, 1981 (Senior School)

On the basis primarily of a 40% aggregate required for promotion in our Std VI - IX examinations, there were several girls who were not promoted to the next standard:-

- Std VI - 2 (both repeating Std VI at Herschel).
- Std VII - 2 (both have left to go to other schools).
- Std VIII 3 (2 are repeating Std VIII at Herschel while the third has left).
- Std IX - 3 (2 are repeating Std IX at Herschel while the third has left).

Boarding House Disciplinary action, 4th Quarter 1981.

I must record that I decided to expel a Matric girl (Inge Jones) from the Boarding House and to gate a Std VIII boarder (Beverley Kolbe) over a Free week-end following the discovery that they had bunked out for a couple of hours one Friday evening. I subsequently learnt that they had done the same thing on a previous occasion.

Enrolment for 1982.

<u>Std</u>	<u>Boarders</u>	<u>Day Girls</u>	<u>Total</u>
X	19	47	66
IX	10	36	46
VIII	9	41	50 (4 new girls)
VII	11	37	48 (7 new girls)
VI	12	40	52 (11 new girls)
Total	61	200	261
V	9	39	48 (5 new girls)
IV	8	33	41 (4 new girls)
III	6	37	43 (3 new girls)
II	2	29	31 (2 new girls)
I	1	35	36 (3 new girls)
Sub B	1	40	41 (1 new girl)
Sub A	1	29	30 (10 new girls)
Pre.Prep.	-	17	17 (all new)
Total	261	28	288
Combined Senior and Junior Schools			549

It will be seen that Stds VI and VIII are our fullest standards whereas in Stds I and II and in K.G. and Pre.Prep. we have several vacancies. I am hoping that the size of the Pre. Prep. will grow once we have moved up to the new accommodation next term.

The question of whether to have a third class in Std VI next year remains debatable and I shall honestly feel happy to be guided by Council in this. There are at present 43 on the waiting list, six of whom have had places already confirmed. From one point of view it would certainly be easier for us to operate without the additional class so that we can have a greater balance in numbers. From another point of view we shall be losing some good material and disappointing several children whose elder sisters are already at the School or who have other links with Herschel. Perhaps we should compromise by allowing 3 classes of 20 - 22 each making a total of 60 - 66 (instead of 75!)

Prep. School Boarding House

We opened the term with 19 Junior boarders (Sub A - Std 4), ten of whom are being temporarily accommodated in the large playroom area and are looking forward to moving to their new dormitories next term. The new beds and lockers look very attractive and the additional toilets and showers are in operation. My sincere thanks to Mr van Zyl and Mrs Hoffman for their help in this project.

A tentative approach was again made by the Hill Nursery School Committee about a further extension to their tenure of the property but I felt sure you would agree with me in saying that we could not delay our own move beyond Easter.

Staff.

We have started the year with four new staff members:

Miss C Mortimer (Phys. Ed.)

Mrs W Britton (Std 4)

Mrs Y Collins (Std 4)

Mrs H Kidwell (Std 2)

At the end of last year Mrs Jean Marr and Mrs Sandra Steytler, (who have both been teaching for several years without a professional qualification i.e. a teacher's diploma) successfully wrote the UNISA examination for the Higher Teachers' Diploma. Several other teachers did additional courses last year either through UNISA or U.C.T. (e.g. Mrs Gilbertson English 11, Mrs Beames History 111 and Mrs Thompson Latin Hons.)

Membership of the S.A. Teachers' Council for whites is now obligatory by law for government-aided schools and, since very few of the Herschel staff joined at the time this came into being, as government school teachers were forced to, the majority are now having to apply for membership.

Divinty.

I think it should be faced that we do not really have a School Chaplain in the sense that this is normally understood at Church schools. As the Rector of St Saviour's, Rev. Taylor has not the time to give Herschel much attention, although he takes our Communion Service on most Wednesday mornings and is arranging Confirmation classes again this year for the girls who wish to be confirmed. In addition Rev. John Cox at St Saviour's will be teaching the Matrics for Divinity lessons, and Rev. David Cook of Christ Church will be taking morning Chapel services for different standards every alternate Friday. I appreciate having this link with different clergymen but I do miss having the sense that there is one person who knows the girls and is primarily responsible for the spiritual life of the School. I realize that there is no easy solution to this but I want simply to share the problem with you.

I hesitate to report too definitely on spiritual matters. One is sometimes encouraged by the receptive atmosphere in an evening Chapel service, or heartened by news of growth in the Christian Union, or the keenness of last year's small Confirmation group to put faith into practice and to join with others from St Saviour's in meaningful fellowship; but then one is conscious too of flippancy, apathy, disbelief and the lack of understanding or biblical knowledge and I have been disappointed so far this term in the poor attendance at our voluntary Communion services, so much so that I have decided to make it obligatory for boarders who are confirmed to attend a certain number of these per term.

Calendar.

You will see from our Calendar that we have a good number of activities planned and many sporting fixtures for this term. I draw special attention to Founders' Day on the 19 February and the Service of Passiontide and Easter Music on the last day of term.

REPORT OF THE EDUCATION COMMITTEE

A THIRD STD. VI CLASS IN 1983

This question was reconsidered by the committee. There were two distinct schools of thought. There were those who felt that, quite irrespective of whether or not the school's facilities and teaching staff are such that a third class can be accommodated without prejudice to anybody, it is undesirable to have more than 50 girls in a class per year. Those who adopted this stance felt that a larger number made it difficult for the girls to come to know each other well and meant that each girl's chance of participation in school activities and teams would be diminished. There were those who felt that a class of 75 in any one year was not unduly large, that the chances are that there would be a greater number of above average girls in a class of 75 and that, provided the school's staff and facilities were not overburdened, there was no objection to a class of 75. They pointed to the very considerable additional revenue which would accrue from the extra class as it moved through the school and the extra facilities which this could provide.

Be that as it may, it was recognised by all that the school could not possibly cope with three standard VI classes every year and the question thus came to this: Is it sound policy to generate additional revenue by ad hoc decisions

to allow a third class now and then? This involves considering other questions. Is it fair to that particular generation of pupils and parents? What criteria should guide one in deciding when to allow a third class? Financial need? A bumper crop of applicants (irrespective of their quality)? A bumper crop of applicants of considerable quality? A majority of those present felt that only the lastmentioned criteria might justify the creation of a third class, but that the other criteria should not be considered. The majority's attitude can perhaps best be paraphrased in the following way. We are not geared to a permanent three class situation and do not plan to be. The ad hoc creation of a third class should therefore not be resorted to save in the most exceptional circumstances when it is plainly in the interest of the girls themselves to do so. The circumstances in which the school is likely to find itself in 1983 are not so exceptional as to warrant a departure from the usual policy of two classes per year.

One at least of those who felt this way was also prepared to recognise that dire financial need might justify the creation of a third class and that if it was plain that there was such a need, he would feel differently about the matter.

In all circumstances, I am unable to say that the committee is at one in the recommendation which it makes to Council but, as I have said, the majority felt that the

third class should not be created in 1983.

ADVERTISEMENT OF SCHOLARSHIP AND BURSARIES

It was unanimously agreed to recommend to Council that these be advertised in the press so that a wider spectrum of girls would know that they are available. The Headmistress should decide whether or not anyone who wishes to write the scholarship examination has shown a sufficiently high standard of attainment to warrant being allowed to write the scholarship examination.

CRITERIA FOR THE AWARD OF SCHOLARSHIPS AND BURSARIES

Scholarships

It was unanimously agreed that the only relevant criteria is academic excellence and good character and behaviour. Financial means are irrelevant.

Bursaries

It was unanimously agreed that financial need is a paramount consideration but a reasonable academic standard and good character and behaviour are also required.

CRITERIA FOR ADMISSION TO THE SCHOOL

It was agreed that no rigid rules can be laid down in this regard. The Headmistress has to be free to use her judgment with a view to having at the school an appropriately balanced and representative group of girls. Considerations such as family ties with the school and the contributions which may have been made to it are important but not necessarily conclusive. Prompt and timely applications are necessary to avoid possible disappointment.

CAPE TOWN
9th February 1982.

Herschel School Council

Building and Facilities Sub Committee Report

15 February 1982

1. Mr. Jan Sunns a junior school parent and experienced building and property developer has offered his services as grounds co-ordinator. He lives near the school and is semi retired. I propose that we accept his offer and create a separate grounds committee and that the building and facilities committee confines its activities to buildings only.
2. The City Council has agreed to pay half the cost of a fence to be erected between the school and the Arderne Gardens. The City Council will pay its share next year out of the 1983 estimates. In the meantime Mr Saxby has authorized Messrs Nedsteel to execute the work at an agreed price of R3267,75.
3. The modifications necessary to convert the Hill into a boarding house and pre-prep have been completed. Some partitioning and furnishing still needs to be attended to.

The following funds have been expended to date :

Builder to remove doors and install French door	R550.00
Plumbing	3481.00
Furniture	1185.80
Electrician	610.00
Curtains	103.48

The furnishings look most attractive and the users are reported to be very happy. Mrs Hoffman was very helpful as chief furniture selector. Thanks are due to her.

4. The Hill Nursery School committee have submitted a schedule of expenses incurred on fixtures, fittings and modifications by them during their tenure. They see these expenditures as being recoverable from Herschel. While I believe we should meet them in the matter of curtains, carpets and garden furniture, I don't believe we are under any obligation to pay for the following:

Installation of small W.C.'s	450.00
WCO complete with tiled walls	800.00
Window and partition wall	20.00
Childrens Basins	480.00
Sink in kitchen	100.00
Louvre windows	100.00
Retaining wall	500.00
Two sandpits	300.00
Concrete path	182.00
Verandah with covering	450.00

Do we offer to buy carpetted are 8' x 3' x 8' R145.00
and Novilon ? R547.50

5. The Headmistress has authorized certain minor expenditure on the domestic staffs' quarters. In particular, certain furniture is being replaced. Some electrical work is also being undertaken.

1982-01-11

TO: MEMBERS OF HERSCHEL COUNCIL

I attach hereto a draft Budget for 1982 prepared by Mr Saxby and myself. Unfortunately, owing to personal work pressures, I did not have the opportunity to discuss this with the Finance Committee or other Committee heads in any depth, and have accordingly had to make certain assumptions. The main point calling for special comment is that I have increased salaries by R10 000 above what our present scales will call for in order to have that figure available for use by the Education Committee should they feel that this is necessary for any good reason.

R L GAWITH

HERSCHEL SCHOOL

PLAN AND BUDGET 1982

HERSCHEL SCHOOLPLAN FOR 1982

This document is a statement of the objectives and plans for Herschel for 1982.

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 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.

PROGRESS AGAINST 1981 SHORT TERM OBJECTIVES1. Joint Matriculation Board or Senior Certificate Examination

No finality has been reached and this item will be carried forward into 1982.

2. Development Plan

(a) The following items, mostly of a minor nature, will be completed during 1981 or early 1982.

(i) The Hill Nursery School will close down at the end of the first term in 1982 and the space it occupied will be turned into extra boarding accommodation and space for the Pre Prep School for use from the first term of 1982 -
cost 1981 - R5 000
1982 - R7 000.

(ii) Bathroom and examination room for the sick bay in the senior school modification - cost R5 000.

(iii) The fence between the school and Arderne gardens will be replaced as soon as possible - cost R2 500 (our share).

(iv) Prep and Senior School Tennis Courts have been repaired - cost R6 900.

(b) Major Projects

It is agreed that the following are the major projects which the school might contemplate in future years.

(i) Science Lecture Theatre - 80 sq.metres - R48 000 at 1981 cost.

(ii) New school hall with 2 squash courts and changing rooms - courts R40 000, hall - R280 000.

(iii) Conversion of existing school hall into permanent gymnasium - not yet costed.

(iv) Hall for preparatory school - no drawings available yet.

(v) Chapel.

The Council has taken the view that the above projects could be financed by:

- (a) Grants from outside donors. This is most feasible in the case of the science room but is unlikely to be forthcoming in the case of other items.
- (b) An appeal to raise funds for a specific project.

The recent changes in the Income Tax Act which permit donations within certain limits to be made to schools for buildings enhance the prospects of being able to raise funds by a further appeal.

The policy of retaining funds each year by operating at a suitable surplus was felt to be inadequate to raise funds on the scale indicated above. It will therefore be necessary to decide how these projects are to be financed if they are to be proceeded with at all.

3. Longterm Financial Requirements

The objective of reducing the school's borrowings during the financial year will fall short of target because of extra expenses, particularly increased teachers' salaries to match the government scales on the one hand without a compensating increase in revenue on the other. The overall position will be that the school's finances have improved to the point where borrowings at the end of December 1981 are expected to be:

	<u>Budget</u>	<u>Actual</u>
Bank Overdraft	43 800	52 100
Short term loans	-	-
Bonds	100 000	100 000

4. Composition of Council

During the year the numbers of Council has been reviewed and the view is that the present size is correct. Criticism can however be levelled at Council on the grounds that:

- (a) projects take unduly long to investigate and implement;
- (b) communication with staff is poor;
- (c) regular meetings are often ill-attended;
- (d) ad hoc meetings are difficult to organise.

Further improvements can still be achieved.

5. Articles of Association

These have still not been brought up to date.

6. To Run The School At Full Capacity

Generally speaking, this has been achieved.

7. The timing of the draft Plan has again not been fully satisfactory.

8. To Improve Our Controls

Some improvement has been achieved but room remains for further tightening up.

9. Gratuities

A Provident Fund has been worked out by Council to provide:

- (a) Gratuities for staff members;
- (b) Compensation for staff suffering hardship as a result of personal accident.

SHORT TERM OBJECTIVES FOR 1982

1. Joint Matriculation Board or Senior Certificate Examination

To analyse available information and present a firm recommendation to Council.

Responsibility - Education Committee.

2. Development Plan

To assign priorities to the following major projects and to decide whether, when and in what sequence they should be implemented.

- (a) Science Lecture Theatre.
- (b) New school hall and 2 squash courts together with changing rooms.
- (c) Conversion of existing school hall into a permanent gymnasium.
- (d) Prep School hall.
- (e) Toilets, swimming area.
- (f) Work shop.
- (g) Chapel.
- (h) Additional storage space.

Responsibility - Building and Development Committee in consultation with other Committees as required.

3. Articles of Association

To be reviewed and updated.

Responsibility - Advocate Marais

4. To Improve Our Planning and Budgetting Procedures

To ensure that a draft Budget is presented to Council during August. Prior to this a special policy meeting of Council should be held to lay down policy matters for inclusion in the Budget.

Responsibility - Finance Committee

5. To Improve Our ControlsResponsibility - Finance Committee6. Short Term Financial Objectives

To reduce our borrowings:

	<u>December 1981</u>	<u>December 1982</u>
Overdraft/Short term borrowings	52 100	46 600
Bonds	<u>100 000</u>	<u>77 000</u>
Total	<u>R152 100</u>	<u>R123 600</u>

7. Teachers' Remuneration

To ensure that teachers' remuneration and terms of employment are sufficient to attract and motivate teaching staff of the calibre required by the school's longterm objectives.

Responsibility - Education Committee8. Analysis and Control of Expenses

With the escalation in expenditure of all types, it is becoming increasingly important to measure expenditure against objective criteria and ensure that we are getting value for money.

Responsibility - Finance Committee - Administrative expenses, supplies & services

- Education Committee - Teachers' salaries

9. Fund Raising(a) Buildings

The tax concession regarding donations for building should be used as the basis for a new building appeal but this can only be mounted when the requirements have been clarified. See 2 above. The timing and responsibility for this must therefore be established at a later date.

(b) Endowment Fund

It is wished to create an Endowment Fund to provide the school with an increasing income which can be used for scholarships and bursaries. The timing and organisation of this appeal must be set.

Responsibility - Chairman of Council

10. Sporting Facilities

We should establish whether the school's sports facilities are adequate and take steps to rectify any shortcomings.

Responsibility - Building & Development Committee.

11. Functioning of Council

We must continue to press for Committee Chairmen to submit written reports for distribution prior to Council meetings of matters which should be raised at those meetings.

Responsibility - Chairman of Council

B U D G E T 1 9 8 2

Inflation is running at over 15% at present and where more definite information is not available this figure has been used in calculations.

REVENUE

1. Registration Fees remain unchanged at R20.
2. Lunches have been increased to R34 per term from R30. Lunch at school is meant to be a light meal, the main meal being the evening one. The increased charge means a lunch will cost 75c.
3. Rent will fall away at the end of 1981 when the Hill is converted back to a junior boarding house and pre prep.
4. Four Schools Trust income can only be used for scholarships and bursaries, but not allowances.
5. Provincial Subsidy is calculated at present rate of R140 per white pupil whose parents are resident in the Cape. It is estimated that there will be 493 eligible pupils.

6. Scholarships, bursaries and allowances have been allocated as follows:

Scholarships	2 400
Bursaries	8 000
Allowances	<u>7 100</u>
	<u>R17 500</u>

7. Extra Subjects receipts may prove higher than shown if teachers of these subjects raise their rates, but in this case, there will be an increase in extra subjects salaries (Note 29).
8. Boarding Fees have been raised by 20% to R380 per term. Taken into account has been the R45 per annum the night-watchman costs each boarder.
9. Tuition Fees shown are based on Table A, an increase of 15% over present fees.

EXPENDITURE

10. Catering costs have risen astronomically and allowance has been made for an increase of 20% over 1981 estimated expenditure.

11. Domestic Charges.)
12. Administration.) Increase of 15% allowed for.
13. Class Materials.)
14. Interest is calculated on an average overdraft of R25 000 @ 18% and Bonds of R100 000 at 16%.
15. Insurance premiums will be higher in 1982 to cover building escalation clause, increased All Risks cover (R20 000) and Public Liability (R1 000 000). An amount of R140 per month will be paid into an account to assist or cover any Personal Accident to staff. The school will be their own insurers.
16. Bad Debts. Fees and disbursements charged out will be over R875 000 during the year and R4 500 could well prove inadequate.
17. Property Maintenance. The netball court fence posts are rusted through and a number are being propped up at present. The surface is in need of repair. The wiring of the administration, reception, Headmistress's flat needs repairing. These two items will cost at least R8 000.
18. Alteration at Hill. It is assumed that R5 000 will be required in 1981 and the balance, R7 000, in 1982.
19. Security Guard. The services of a security company has been retained.
20. Depreciation. This has been increased slightly in line with inflation.
21. Contingency Allowance. Unforeseen overexpenditure on a number of items (salaries was the largest) has more than utilised the R5 000 provided, so the budget has been increased for 1982.
22. Salaries, Administration and Domestic. Assumed increases of 12½% will be made on the 1 April 1982.
23. Wages as salaries above.
24. Pension, UIF, Provident Contributions. The increase of R6 300 over 1981 contributions is due to two factors. First is the enforcement of the rule that all eligible members of staff must join the Pension Fund and second is the setting up of a "Provident" Fund to which the school pays 7½% of the salaries of staff members who are ineligible to join the Pension Fund. This latter amounts to R4 300.

25. Provision for Long Service Gratuities. This consists of R4 800 to be paid to the Pension Fund on behalf of Stewart and Doris to augment their pensions, and R2 200 to bring the "Provident" Fund to the amount considered necessary at present.
26. Salaries, Teaching Staff. Allowance has been made for increases in 1982 at the times laid down in the government's present regulations. However, the Herschel salary scale remains as government less 10% and no thirteenth cheque. In addition, we have provided R10 000 for further increases which could be called for during the year.
27. Long Leave. Three teachers are expected to go on leave.
28. Pension, UIF, Provident. Academic salaries were increased by 30% as a result of the government award and this naturally increases contributions by 30%. The "Provident" Fund will benefit by R2 300.
29. Extra Subjects. This figure could be low. See note 7 above.

	Estimate 1981	Budget 1982
REVENUE		
1. Registration Fees	2 500	2 000
Sundry Revenue	3 000	3 000
2. Lunches	9 500	9 500
3. Rent	3 900	-
4. Four Schools Trust	11 000	9 000
5. Provincial Subsidy	<u>65 000</u>	<u>69 000</u>
	94 900	92 500
6. Less Scholarships, Bursaries & Allowances	<u>16 000</u>	<u>17 500</u>
<u>Sub Total</u>	<u>R78 900</u>	<u>R75 000</u>
7. Extra Subjects	36 500	37 000
8. Boarding Fees	117 000	142 000
9. Tuition Fees	<u>550 000</u>	<u>678 000</u>
<u>Sub Total</u>	<u>703 500</u>	<u>857 000</u>
<u>TOTAL</u>	<u>R782 400</u>	<u>R932 000</u>
EXPENDITURE		
General		
10. Catering	57 000	68 000
11. Domestic Charges	35 000	41 500
12. Administration	17 500	20 000
13. Class Materials	15 500	17 500
14. Interest	17 500	21 000
15. Insurance	8 500	12 000
16. Bad Debts	2 000	4 500
Motor Vehicle	1 000	1 200
Sports Requisites	900	1 100
17. Property Maintenance	18 000	21 500
18. Alteration at Hill	5 000	7 000
19. Security	3 300	4 500
20. Depreciation - Replacements	11 000	11 000
- New Buildings, Equipment	21 000	23 000
21. Contingency Allowance	-	<u>7 500</u>
<u>Sub Total</u>	<u>R213 200</u>	<u>R261 300</u>
Non Teaching Staff		
22. Salaries - Administration	28 500	34 500
- Domestic	34 500	41 000
23. Wages	37 500	45 000
24. Pension, UIF, Provident	2 300	8 600
25. Provision Long Service Gratuities	<u>7 600</u>	<u>7 000</u>
<u>Sub Total</u>	<u>R110 400</u>	<u>R136 100</u>
Teaching Staff		
26. Salaries	400 000	461 500
27. Long Leave	4 000	8 000
28. Pension, UIF, Provident	22 500	33 800
29. Extra Subjects	<u>29 000</u>	<u>29 000</u>
<u>Sub Total</u>	<u>R455 500</u>	<u>R532 300</u>
<u>TOTAL</u>	<u>R779 100</u>	<u>R929 700</u>
<u>SURPLUS</u>	<u>R3 300</u>	<u>R2 300</u>

T U I T I O N F E E S

	No's	Fee (15%)	Total	Fees as from 01/07/81
Pre-prep	19	160	3 040	140
Sub A	34	160	5 440	140
B	38	165	6 270	145
Std 1	37	220	8 140	190
2	32	260	8 320	225
3	48	290	13 920	250
4	40	300	12 000	260
5	49	310	15 190	270
6	49	335	16 415	290
7	48	355	17 040	310
8	47	380	17 860	330
9	48	390	18 720	340
10	<u>70</u>	390	<u>27 300</u>	340
	<u>559</u>		<u>R169 655</u>	

Boarding Fees R380 per term
 94 boarders = R35 720 per term
 Tuition Fees = 4 x R169 655 = R678 620
 per annum

HERSCHEL SALARY SCALE (Effective 1/4/1981)

<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	551	6612	511	6132	430	5160	297	3564
2nd	592	7104	551	6612	470	5640	331	3972
3rd	632	7584	592	7104	511	6132	365	4380
4th	673	8076	632	7584	551	6612	399	4788
5th	723	8676	673	8076	592	7104	433	5196
6th	774	9288	723	8676	632	7584	478	5736
7th	825	9900	774	9288	673	8076	523	6276
8th	875	10500	825	9900	723	8676	568	6816
1982	926	11112	875	10500	774	9288	613	7356

1982 CASH FLOW (Summary)

Surplus year ending 31 December 1982		2 300
Depreciation shown in Budget		34 000
Replacements	11 000	
New Buildings & Equipment	<u>23 000</u>	
Herschel Appeal Receipts		<u>5 000</u>
		41 300
Capital Expenditure	11 000	
Reduction of Bonds	23 000	
Reduction Pan Anglican Education Loan	400	
Olivetti payments	<u>1 400</u>	<u>35 800</u>
		5 500
Overdraft at 1 January 1982		<u>52 100</u>
Overdraft at 31 December 1982		<u>R46 600</u>

<u>Short Term Objectives</u>	<u>Dec. '81</u>	<u>Dec. '82</u>
To reduce our borrowings to :-		
Overdraft/Short term loans	52 100	46 600
Bonds	<u>100 000</u>	<u>77 000</u>
	<u>R152 100</u>	<u>R123 600</u>



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL SCHOOL COUNCIL
WILL BE HELD AT HERSCHEL ON
MONDAY 22 MARCH 1982 AT 5 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting held on 15 February 1982
3. Matters arising
4. A third Standard VI class in 1983
5. Headmistress's report
6. Reports from Committees
7. Any other business

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON MONDAY 22 MARCH 1982AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
 Mr C J Bettison
 Mr T N Chapman
 Mrs B-L Hoffman
 Mr P Kohler
 Mr D Loch Davis
 Mrs M Loggie
 Mr M J Longmore
 Adv. R M Marais
 Mr J E Mudge
 Mr R H C Peters
 Mrs A Snyders
 Mr G J van Zyl
 Mr J Campbell (Representative of Provincial Administration)
 Miss P A Geldard (Headmistress)
 Mr L C Saxby (Secretary)

APOLOGIES. His Grace the Archbishop of Cape Town
 Mrs J Heywood
 Mr R L Gawith

MINUTES

Minutes of the meeting held on 15 February 1982 were confirmed.

SCIENCE LABORATORY

It was resolved that a Senior Physical Science laboratory should be built on top of the present laboratory and that a science lecture hall was not at present required. The Chairman and science teachers had consulted Wynberg Boys' High, and St Cyprians and Rondebosch Boys' High would also be consulted.

TEACHERS COUNCIL

The S.A. Teachers Council for whites would accept "provisional members" and therefore teachers need not necessarily have Government recognised qualifications at this stage.

ANNUAL PRIZE GIVING

The secretary would contact Council members before the Prize Giving so that seats would not be reserved for members not attending. The Chairman would ask Prof. Saunders to speak at the Prize Giving.

A.P.S. LETTER

The A.P.S. had decided at their last meeting that as the letter supporting Dr Saunders' speech had not been sent it was now too late to do so.

HEADMISTRESS'S REPORT

The report included reports from the Pre-Prep. and Junior Schools as in the past the reports mainly referred to the Senior School. In view of the present emphasis in technological development and the growing number of girls taking science it was resolved that the Finance Committee be given a mandate to arrange the necessary finance for such a laboratory. Strict control of the equipment by the Senior Science Teacher was essential.

The Headmistress confirmed that parents were welcome to attend the Sociological Club's talks.

SCHOOL MAGAZINE

The Old Herschelians suggested that they should obtain sponsorship for the magazine at R50 a page thereby reducing the cost. It was decided that as the school would be trying to raise funds for major projects it would not be appropriate if the same people were also approached to sponsor the magazine. Mrs Hoffman would advise the Old Herschelians.

THIRD STANDARD VI CLASS IN 1983

The Headmistress in her report gave an analysis of the Standard X's answers to her questionnaire. There was again considerable discussion before it was finally resolved that a third Standard VI class be admitted in 1983.

APPEAL

Efforts were being made to finalize the Appeal. Mr Longmore was thanked for all he had done since the Appeal was launched.

BUILDING COMMITTEE

Mr Summs has agreed to form a Sub-Committee with responsibility for the grounds.

The Nursery School wants us to make an offer for the fixtures and fittings of theirs which we might require when they leave.

The Junior School fire escape was badly corroded and is being repainted at a cost of approximately P500.

New shelving and an issuing counter for R1700 had been ordered for the Junior School library.

A report on the inadequate gym facilities at the Junior School was tabled.

POLICY MEETING

Before the meeting could be held it was agreed that the Headmistress should ask for reports from the staff that would enable Committees to assess long term requirements. Mr Chapman would ask Mr Gawith to assist the Headmistress.

FUTURE COUNCILLORS

In the event of their being any vacancies on the Council Mr Kohler suggested Mr Roger Hendry should be considered. Mrs Hoffman requested Mrs Helen Newton Thompson should also be considered.

PUBLIC RELATIONS

A fete was to be held possibly on the second Saturday of the last term. Mr Hendry had agreed to act as Chairman. A formal dinner/dance for parents would also be held later in the year.

FINANCE COMMITTEE

The draft accounts for 1981 showed a surplus of R14490, after allowing for the amount of R25000 set aside for improvements. However the cash on hand was only R8478.

The next Council meeting and the A.G.M. will be held on Monday 26 April.

The meeting closed at 7.00 p.m.

26-4-82

.....
Date

Amarskullhust

.....
Chairman

HEADMISTRESS'S REPORTTO THE SCHOOL COUNCILMONDAY 22 MARCH 1982Pre-Prep., Sub A and Sub B Report

Mrs Davies, Head of our Pre-Preparatory and Kindergarten Department reports as follows:-

There are 18 lively girls in the Pre-Prep. class and we look forward to moving them into a more spacious and suitable environment this term. Mrs Potter is providing an interesting programme especially geared during this term to developing eye-hand co-ordination, position in space (I am up. I am under etc.) and body concept (This is my right hand etc.)

Mrs Butler and Mrs Beck each have 15 children in their Sub A classes. The girls have settled down quickly and good progress in reading and phonics is being made. The Sub A's are especially quick at word recognition this year. General hand co-ordination is not good and writing is going to need a great deal of attention and effort. Also the training in looking after personal possessions is needing great emphasis. Some Sub A pupils take part in extra tennis coaching, ballet and extra speech.

The Sub B classes have settled down quickly into their new routine and credit must go to the good grounding they received in Sub A. Reading and Mathematics are generally good and most pupils are neat, quick writers. Some Sub B pupils take part in extra tennis coaching, ballet, gym, speech and recorder.

As part of the theme "Summer" the K.G. went to St James by train. A parent, Mrs Martin, came with us and gave a short talk on the sea creatures the children found in the rock pools. But the train ride and the packed lunch were the highlights of this trip!

Sub B is busy with a project "Going on Holiday" and we were able to visit a Main line train to see the compartments, dining car kitchens etc. We found that many of the children had never seen or been on a "sleeping train". The railways were most helpful in arranging this outing. We are also planning to go on a launch trip around Cape Town Docks. We would have liked to have boarded the Q E 11 but, as she called on Cape Town during a week-end, this was not possible. We are hoping to show the children over a caravan, but I must still find someone who will tow one to school for us.

A meeting for Pre-Prep., Sub A and B parents takes place on Monday 15 March and we look forward to discussing their children's progress with them and showing them their books and art.

Preparatory School Report

Mrs Brown reports:-

"Herschel Highlights" - a newspaper to which all the girls are free to contribute - is an innovation this term. The competitions are very popular and the children are keen to have their articles and letters appear.

Book Education is given by Mrs Brathwaite to all the classes from Standard 1 - V and we feel that everyone is using the library far more. The Standard IV's and V's are doing a great deal of research which they are finding interesting and rewarding.

The Standard V's have visited the Cape Argus and have held a Valentine Day Cake Sale. The Music pupils have also held a cake sale. These are very popular with the girls.

Founder's Day was a very happy occasion and after the service at the Church, the girls gathered under the plane trees where a beautifully iced cake was on display. Six candles each representing a decade in the life of Herschel were lit by the following people: Mrs Popham Smith who is the member of staff with the longest service (on behalf of the past staff); Rachel Phillips, who has worked in the Boarding House since 1965 (on behalf of all the Domestic Staff); the three House Captains (on behalf of the School); and Elizabeth Nash - the smallest and youngest girl in the School (on behalf of the future generations).

A film on 'Stranger Danger' was shown to the girls from Standard 1 - V and staff felt that this had met a real need, and was very clearly put across.

Mrs Leith has made video tapes of Sports Day, Founders' Day and the Carol Service and the girls are all to see this after the Inter-Fouse Swimming Gala.

The Speech Department is busy working for the coming Fisteddfod.

Life Saving Awards have been gained by 78 of the girls. Many took part in the Big Swim to raise money for the Western Province Swimming Association and most of them were able to swim 40 lengths. Four galas have been held in conjunction with other Primary Schools in the area in preparation for the Inter-School's Gala. Three tennis teams have been playing in the league and matches have been held every week.

Senior School

Founder's Day and Old Herschelians' Reunion

I was once again grateful to Miss Sweet for the good lead given by the Choir at the service in St Saviour's. We were delighted with the birthday cake - so generously donated by Mrs Ann Snyders - with its beautifully iced school crest, and I think everyone enjoyed gathering beneath the ilex tree to hear Mrs Payne's brief talk about her memories of Herschel in the 1940's. Afterwards the Old Herschelians held their Annual General Meeting in the Library.

Sociological Club (Stds VIII - X)

The programme this term has been varied and interesting. We particularly enjoyed the excellent talk given by Mrs Mezzabotti of U.C.T. on Greek Tragedy and a very up-to-date and penetrating analysis of the current political situation by Dr Alex Boraine. In addition, the programme has included a film on chimpanzees, talks on the Homeric poems and the Arthurian legends, a visit from members of Rape Crisis, and an Inter-Form Debate.

Other extra-mural activities

Regular meetings have been held by the Christian Union, the Historical Society and the Debating Society. A new Bridge Club has been started by myself - with lessons for beginners! The Choir is preparing for the Service of Passiontide and Easter Music on the last day of term. Mrs McClurg has been rehearsing with her large cast for "The Insect Comedy".

The Mountain Club have had two week-end excursions this term, one on the Hout Bay mountain and one in the Bain's Kloof area.

In sport we have been proud of both our swimming and our tennis teams. Monique Biebuyck, the Swimming Captain, took part in the National Currie Cup Championship in Durban earlier this month. At the Inter-Schools' Gala Herschel came second: Rustenburg, having several Western Province swimmers this year, were definitely in the lead throughout but there was an exciting struggle for second place between Herschel and Springfield Convent. (Nine schools participated.)

Physical Education teacher

It is most disappointing that, after only one term, we should be losing Miss Mortimer who has won a bursary for further study in Switzerland. I deplore the fact that she did not give me any indication of this possibility at the time when she applied for the Herschel post and also the fact that she has not given me a term's notice. (I understand, however, that in the departmental schools a term's notice is usually waived in circumstances like these.) I am nevertheless glad to be able to report that, after advertising in Cape Town as well as in the Transvaal, Natal and the Eastern Province, I received three fairly good applications. I have decided to appoint from the start of next term a Miss Davies who has recently come to Cape Town from England, having taught for five years in a large comprehensive school in Dorset where she was in charge of girls hockey, gymnastics and swimming and was herself a County swimmer.

Senior Physical Science Laboratory

Further to the discussion at our last Council meeting, I wish to state that our Physical Science and Biology teachers all agree with me in feeling that the priority need in the Science department is for a new Senior Physical Science Laboratory. (We already have at the Senior School one small Senior P.Sc. Lab., one Biology Lab. of medium size and one Junior Science Lab. also of medium size.)

Science Lab. cont.

The reasons for this are as follows:-

- (i) Since science is now a requirement for many courses at universities and technikons, a greater demand for Matric science can be expected. There are at present 21 girls in the Standard 8 science class compared with 10 last year.
- (ii) With the present emphasis in technological development in this country, a well-equipped Science laboratory will bring prestige to the School.
- (iii) The present Senior Science lab. seats only 12 pupils comfortably and is thus unsuitable for future requirements. (The gas supply system and exhaust system of the fume cupboards also need overhauling.)
- (iv) The present small Science Lab. could be used instead as a second Biology Lab. to accommodate the Biology groups at present being taught by Mrs Martin in a classroom.
- (v) A Lecture Theatre was not seen as a priority need in view of the fact that we have adequate accommodation in the School Hall or other rooms for lectures or film shows.

Since clarifying these ideas Mrs Feast and Mrs Beames have been to see the laboratories at the new Wynberg Boys' High School and have also arranged to go soon to St Cyprians and to Rondebosch Boys' High for the same purpose.

Questionnaire set to present Matric class (as suggested at last Council meeting)

"You have been members of a 3-division class from Std VI to matric."

"The School Council is considering the possibility of introducing another 3-division class at Herschel to start in Std VI in the year after you have left but wish to be guided in their decision by your own reactions. Please answer thoughtfully and honestly."

"In your opinion has the size of your standard (about 70 instead of about 50 and 3 classes instead of 2) affected the following in either (i) an advantageous or (ii) an adverse way? If you think so, state how. If not write 'No difference'. Think both of yourselves as individuals and of the School as a whole."

The answers to this can be summarized as follows (not all girls answered every question):-

	<u>No difference</u>	<u>Advantageous</u>	<u>Adverse</u>
Sport	23	13 (1)	3
Schoolwork	22	8	7
Drama	26	9	2
Other extra-mural	29	5	0
Friendships	12	20 (2)	5
School, House, Form spirit	10	24 (3)	2
Discipline	23	3	10 (4)
Chapel	31	4	1
Boarding House	19	12 (5)	4
General facilities	24	0	12 (6)
Social Responsibility	<u>21</u>	<u>16</u>	<u>0</u>
Total	240	114	46

Comments (see previous page):

- (1) It was felt that school teams had gained in strength: some very valuable members of our present teams would not have been at Herschel today if there had not been the third division.
- (2) Most girls felt that it was good to have a larger number and therefore a wider variety of friends.
- (3) Many declared emphatically that their standard undoubtedly had the best School, House and Form spirit in the whole school (perhaps a biased viewpoint!)
- (4) It was felt that because the proportion of naughty girls was higher, their standard had gained an unfair reputation for being the naughtiest in the school (perhaps also a biased viewpoint!)
- (5) Most of the boarders themselves indicated that they had very much enjoyed being part of a bigger group.
- (6) Most of these referred either to the Matric cloakroom or to the Boarding House Matric rooms.

My own conclusion : In the light of these replies and in the special circumstances of our unusually long waiting list which includes good academic and sporting material, I feel we should plan for a third group in Standard VI next year, keeping the total number at not more than 70.

Signed: P.A. Jeldred.

MEMO TO MR VAN ZYL FROM MRS GRAY

Re: Reasons for requesting a gymnasium for the Preparatory School

The present school hall is inadequate for the following reasons:

1. The size of the hall is far too small to teach a subject where movement is involved.
2. The ceiling is too low to use the balancing beam and bars. No games can be played indoors because of the height of the ceiling. One side wall of the hall all glassed poses a danger.
3. In wet weather games have to be held indoors and as the facilities are poor, inferior lessons are taught or fill-in lessons are given which have no bearing on the games being taught.
4. No storage space is available for the large apparatus so this takes up valuable floor space in the hall. When concerts, meetings with parents and musical evenings are held this apparatus is left outside, unprotected. This treatment is not suitable for expensive apparatus.
5. There is no office for the Phys. Ed. teacher or storage for the small apparatus.
6. When ballet lessons are in progress and it is wet, games and sport are cancelled. The Phys. Ed. teacher then has to read to pupils in their classroom. Reading is not part of the Phys. Ed. programme.
7. Boarders at present have no recreation facilities. They could use a gymnasium in wet weather, over weekends and in the evenings.
8. The hall is at present not available to the rest of the school for drama, singing, films and general use.

I hope that the council will consider these proposals in a favourable light. I am well aware that nothing can be done this year but trust that the council will see fit to act on these proposals as soon as is practicable.



HERSCHEL
CLAREMONT 7700
CAPE

THE ANNUAL GENERAL MEETING OF THE HERSCHEL
SCHOOL COUNCIL WILL BE HELD AT
HERSCHEL ON MONDAY 26 APRIL 1982 AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirm Minutes of the A G M held on 16 March 1981.
3. Annual Financial Statement at 31 December 1981.
4. Fix Remuneration of the Auditors and appoint them for the ensuing year.
5. Confirm election of Council Members.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL ASSOCIATION(INCORPORATED ASSOCIATION NOT FOR GAIN) HELD ONMONDAY 26 APRIL 1982 AT 5.00 p.m.

PRESENT. Mr W Marshall Smith
 Mr T N Chapman
 Mr P L Gawith
 Mrs M Loggie
 Mr M J Longmore
 Adv. P M Marais
 Mr J E Mudge
 Mr R H C Peters
 Mr G J van Zyl
 Miss P A Geldard (Headmistress)
 Mr L C Saxby (Secretary)

APOLOGIES. His Grace the Archbishop of Cape Town
 Mr C J Bettison
 Mrs J Heywood
 Mrs B-L Hoffman
 Mr P Kohler
 Mr D Loch Davis
 Mrs A Savders
 Mr J Campbell

MINUTES

The minutes of the Annual General Meeting held on 16 March 1981, having been circulated, were taken as read and signed as an accurate record.

ANNUAL FINANCIAL STATEMENTS

The Annual Financial Statements for the year ended 31 December 1981 were tabled. It was agreed that the Accounts be adopted.

Mr Saxby will contact the South African Mutual regarding the cancellation of the general notarial bond for R6000, collateral security for the mortgage bonds. A detailed breakdown of the food purchased as shown in the Income Statement under "Provisions" was considered unnecessary.

AUDITORS

It was agreed that the Auditors remuneration should be fixed at R2690 for the year.

ELECTION OF COUNCIL MEMBERS

The election of office bearers and council members made at the Council meeting on 15 February 1982 were confirmed.

There being no further business the meeting closed at 5.20 p.m.

.....
 Date

W Marshall Smith

 Chairman

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
ANNUAL FINANCIAL STATEMENTS
AT DECEMBER 31 1981

MEMBERS OF THE COUNCIL

His Grace the Archbishop of Cape Town
C J Bettison
T N Chapman
D Loch Davis
R L Gawith
Mrs J Heywood
Mrs B Hoffman
P Kohler
Mrs M Loggie
M J Longmore
Advocate R M Marais
W Marshall Smith
J E Mudge
R C H Peters
Mrs A Snyders
G J Van Zyl
R K B Wilson

AUDITORS

Arthur Young & Company

BANKERS

Barclays National Bank Limited, Claremont

REGISTERED OFFICE

21 Herschel Road
Claremont, Cape
7700

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Report of the Council	3
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Balance sheet	5
Source and application of funds statement	6
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Supplementary schedule (not forming part of the annual financial statements)	
Detailed income statement	13 - 14

ARTHUR YOUNG & COMPANY

CHARTERED ACCOUNTANTS (S.A.)

MAIN TOWER CAPE TOWN CENTRE
HEERENGRACHT CAPE TOWN 8001P.O. BOX 4807 CAPE TOWN 8000
TELEPHONE (021) 214620 TELEX 57-27068
TELEGRAMS "ARTHYOUNG"

April 26 1982

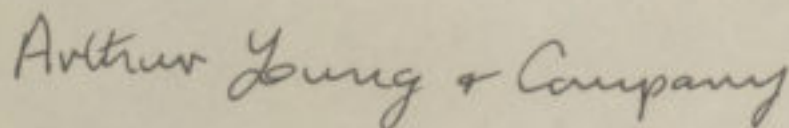
REPORT OF THE AUDITORS TO THE MEMBERS OF
HERSCHEL ASSOCIATION

We have examined the annual financial statements set out on pages 3 to 12.

In view of the voluntary nature of donations received, we have not been able to verify that all donations, other than those donated in respect of pledges made to the Herschel Appeal Fund, have been brought to account, although we have no reason to suppose that there are any omissions.

In our opinion, except for the effect of any adjustments which might have been required had we been able to verify donations received, the statements fairly present the results of operations for the year ended December 31 1981 and the financial position of the Herschel Association at that date in the manner required by the Companies Act.

We do not express an opinion on the statement set out on pages 13 and 14 because some of the information is in excess of that required by the Companies Act and has not been audited in detail.



CHARTERED ACCOUNTANTS (S A)

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
COUNCIL'S REPORT
FOR THE YEAR ENDED DECEMBER 31 1981

NATURE OF BUSINESS

To maintain a school for girls.

STATE OF AFFAIRS

For the year under review the Association reports net retained income of R14 409,05 (1979 - R926).

EVENTS SUBSEQUENT TO THE YEAR END

Since the date of the balance sheet no events have occurred which are material in their effect on the affairs of the Association.

MEMBERS OF THE COUNCIL

During the year Rev I H Eve resigned and Messrs D Loch Davis and R H C Peters were appointed as members of the Council.

FINANCIAL STATEMENTS

The council has approved the financial statements set out on pages 3 to 14.

CHAIRMAN OF EXECUTIVE COMMITTEE

MEMBER OF COUNCIL

April 26 1982

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

INCOME STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1981

		1980
SCHOOL FEES	<u>R707 245,85</u>	<u>R574 952</u>
RETAINED INCOME/(DEFICIT) for the year	<u>R 14 490,05</u>	<u>R 926</u>
After taking into account the following:		
Income items -		
Subsidy received from the Department of Education	65 090,00	38 600
Expense items -		
Provision for depreciation of fixed assets	8 510,16	10 300
Provision for unfunded retirement benefits	7 600,00	8 500
Auditors' remuneration		
Audit fee - current year	2 300,00	1 800
- previous year	300,00	60
Fee for other services	240,00	200
Interest on loans and bank overdraft	15 110,28	19 178
Transfer to reserve -		
Amount set aside to reserve for improvements and new developments	25 000,00	25 000

NOTE: Income and expenditure, including the result of the Herschel Appeal, credited or debited direct to reserves, amounted to R53 592 (1980 - R65 320) and R29 361 (1980 - R20 858) respectively (see note 2).

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

BALANCE SHEET AT DECEMBER 31 1981

	Note		1980
Capital employed			
PAID UP GUARANTEE FUND		516,30	516
NON-DISTRIBUTABLE RESERVES	2	<u>748 397,49</u>	<u>684 676</u>
		748 913,79	685 192
PROVISION FOR UNFUNDED RETIREMENT BENEFITS		16 100,00	8 500
TRUST FUNDS	3	4 650,00	4 650
SECURED LONG-TERM LIABILITIES	4	97 831,14	116 745
FOUR SCHOOLS' TRUST LOAN	5	<u>80 676,90</u>	<u>80 677</u>
		<u>R948 171,83</u>	<u>R895 764</u>
Employed as follows			
FIXED ASSETS	6	931 047,17	931 610
INVESTMENTS	7	4 650,00	4 650
CURRENT ASSETS			
Debtors	8	32 974,57	38 556
Cash on hand and at bank		8 478,92	3 830
Cash on special deposit		<u>157,55</u>	<u>-</u>
		<u>41 611,04</u>	<u>42 386</u>
CURRENT LIABILITIES			
Creditors		26 065,92	16 341
Fees received in advance		3 070,46	970
Bank overdraft		<u>-</u>	<u>65 571</u>
		<u>29 136,38</u>	<u>82 882</u>
NET CURRENT ASSETS/(LIABILITIES)		<u>12 474,66</u>	<u>(40 496)</u>
		<u>R948 171,83</u>	<u>R895 764</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
SOURCE AND APPLICATION OF FUNDS STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1981

SOURCE OF FUNDS

		1980	
Retained surplus/(deficit) for the year	14 490		926
Items not involving a flow of funds			
Provision for depreciation of fixed assets	8 510	10 300	
Transfer to reserve for improvements and new developments	25 000	25 000	
Provision for unfunded retirement benefits	7 600	8 500	
New linen and curtains written off	508	-	
Loss on disposal of fixed assets	144	163	
	<u>41 762</u>		<u>43 963</u>
Funds derived from operations	56 252		44 889
Income from Four Schools' Trust less bursaries and scholarships	3 183		647
Proceeds on disposal of assets	56		170
Donations received, less applied	3 463		2 869
Net income from Herschel Appeal	17 586		40 945
Loan on suspensive sale	-		6 299
	<u>R80 540</u>		<u>R95 819</u>

APPLICATION OF FUNDS

Fixed assets purchased - new buildings, furniture and equipment, linen and curtains	8 654	16 550
Repayment of long-term loans	18 914	1 312
	<u>R27 568</u>	<u>R17 862</u>

INCREASE/(DECREASE) IN WORKING
CAPITAL

R52 972 R77 957

Represented by

Increase/(decrease) in cash resources	70 378	65 332
Increase/(decrease) in other items	(17 406)	12 625
	<u>R52 972</u>	<u>R77 957</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1981

1 ACCOUNTING POLICIES

The accounts have been prepared on the historic cost basis and the Association has adopted the following accounting policies

1.1 Fixed assets

Fixed assets are stated at cost less depreciation as described below.

Depreciation has been provided as follows

Land and buuildings - not depreciated

Furniture and equipment - 20% per annum on reducing balance

Pianos - not depreciated

Motor vehicles - 20% per annum on straight line basis

Tools, linen, curtains, cutlery, crockery and glassware - no depreciation is provided but replacements are written off against revenue as and when incurred.

2 NON-DISTRIBUTABLE RESERVES

1980

2.1 Amounts received to date in connection with the
acquisition or sale of fixed assets

Endowment account	48 451,53	48 451
Donations	105 354,06	105 250
Grant from the industrial fund for assistance to private schools in South Africa	10 800,00	10 800
Surplus on sale of staff residence	3 443,10	3 443
Jubilee fund	21 443,64	21 444
	<u>R189 492,33</u>	<u>R189 388</u>

2.2 Herschel Appeal

Appeal fund donations received to date	338 744,16	321 086
Additional funds raised during the appeal	1 846,30	1 846
	<u>340 590,46</u>	<u>322 932</u>
Less administration expenses incurred to date	41 532,47	41 460
	<u>R299 057,99</u>	<u>R281 472</u>

The state of the Herschel Appeal at
December 31 1981 was as follows

Total monies pledged	349 901,33	353 741
Less donations received to date (before deducting expenses incurred)	338 744,16	321 086
Pledges outstanding	<u>R 11 157,17</u>	<u>R 32 655</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS

AT DECEMBER 31 1981 (CONTINUED)

2 NON-DISTRIBUTABLE RESERVES (CONTINUED)	1980	
2.3 The Four Schools' Trust		
Share of trust income received for the year	11 678,00	8 822
Less bursaries and scholarships for the year	8 495,00	8 175
Less transfer to accumulated surplus	<u>3 183,00</u>	<u>647</u>
	<u>R -</u>	<u>R -</u>
2.4 Sundry donations		
- opening balance	32 358,42	29 489
- received during the year (net)	<u>3 358,70</u>	<u>2 870</u>
	<u>R 35 717,12</u>	<u>R 32 359</u>
2.5 Reserve for improvements and new developments	<u>R 50 000,00</u>	<u>R 25 000</u>
2.6 Retained income		
Opening balance	156 457,00	154 884
Retained surplus/(deficit) for the year	14 490,05	926
Transfer from The Four Schools' Trust		
- current year	<u>3 183,00</u>	<u>647</u>
	<u>R174 130,05</u>	<u>R156 457</u>
TOTAL NON-DISTRIBUTABLE RESERVES	<u>R748 397,49</u>	<u>R684 676</u>
3 TRUST FUNDS		
Trust funds consist of the following		
W Duncan Baxter Trust Fund	2 000,00	2 000
Bursary Fund	2 000,00	2 000
Sundry Prize Funds	<u>650,00</u>	<u>650</u>
	<u>R 4 650,00</u>	<u>R 4 650</u>
4 SECURED AND LONG-TERM LIABILITIES		
4.1 Consisting of the following		
o Secured -		
Mortgage bonds from the South African Mutual Life Assurance Society		
Loan 13058	11 150,00	11 150
Loan 6168	4 000,00	4 000
Loan 41134	25 722,25	42 003
Loan 62525	54 756,37	55 976
Less current portion included in creditors	<u>1 288,54</u>	<u>1 779</u>
	<u>53 467,83</u>	<u>54 197</u>
Forward	<u>R 94 340,08</u>	<u>R111 350</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS

AT DECEMBER 31 1981 (CONTINUED)

4 SECURED AND LONG-TERM LIABILITIES (CONTINUED)

1980

4.1 Continued

Brought forward	94 340,08	111 350
Nedfin Bank Limited	3 980,98	5 354
Less current portion included in creditors	1 423,56	1 260
	2 557,42	4 094
o Long-term unsecured - Pan Anglican Education Fund	933,64	1 301
	<u>R 97 831,14</u>	<u>R116 745</u>

4.2 Details are as follows

- (i) Secured - loans from South African Mutual Life Assurance Society secured as follows

Loan number	Mortgage bond	Mortgage bond number	Repayable	Repayment commenced
13058	3rd	3730	On three months notice	
6168	1st	5001	On three months notice	
	2nd	8792	On three months notice	
41134	1st	9073	On three months notice	
62525	4th	18145	On an annuity basis over 30 years	1974

Interest on the above mortgage bonds is payable at a rate of 16% per annum.

The mortgage bonds are secured over land and buildings having a book value of R892 994.

- (ii) Secured - the loan from Nedfin Bank Limited is secured by a suspensive sale agreement for the purchase of an Olivetti accounting machine. The loan is repayable in quarterly instalments of R355,89.
- (iii) Long-term - The Pan Anglican Education Fund loan is an unsecured interest free loan repayable over approximately 4½ years in half-yearly instalments of R183,00.

5 THE FOUR SCHOOLS' TRUST LOAN

This unsecured, interest-free loan is repayable on demand should the trustees of the Four Schools' Trust so decide.

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1981 (CONTINUED)

6 FIXED ASSETS

	Cost	Accumulated depreciation	Net book value
6.1 Freehold land and buildings at cost (mortgaged see note 4.2)	892 994,17	-	892 994,17
Furniture and equipment	99 342,64	65 289,64	34 053,00
Motor vehicle - bus	5 287,44	5 287,44	-
Pianos	4 449,95	899,95	3 550,00
	<u>R1 002 074,20</u>	<u>71 477,03</u>	<u>930 597,17</u>
Cutlery, crockery and glassware at nominal value			200,00
Linen and curtains at nominal value			250,00
			<u>R931 047,17</u>
		1980	
Freehold land and buildings at cost (mortgaged see note 4.2)	891 770	-	891 770
Furniture and equipment	93 929	57 189	36 740
Motor vehicle - bus	5 288	5 288	-
Pianos	3 550	900	2 650
	<u>R994 537</u>	<u>63 377</u>	<u>931 160</u>
Cutlery, crockery and glassware at nominal value			200
Linen and curtains at nominal value			250
			<u>R931 610</u>

6.2 Details of the Association's land and buildings are as follows

(a) Land and school buildings known as Herschel School, Herschel Road, Claremont		
Cost in 1939		85 455,17
Additions since - 1940		14 841,85
1944		844,51
1945		233,50
1946		6 192,54
1947		1 071,56
1961		796,00
1962		14 014,39
1963		10 460,58
1966		809,98
1967		10 610,06
1973		33 428,19
1974		10 981,09
1975		2 806,91
1976		105 468,42
1977		89 722,38
1978		144 903,05
1979		91 374,74
1980		4 212,44
1981		1 224,00
		<u>R629 451,36</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1981 (CONTINUED)

6 FIXED ASSETS (CONTINUED)

8.2 Continued

- (b) Land and school buildings known as The Hill, Kenmar Crescent, Claremont. The land and buildings were purchased in 1954

Cost	57 000,00	
Additions since - 1955	25 189,53	
1956	1 648,34	
1958	34 520,03	
1959	3 402,94	
1960	211,69	
1964	2 000,00	
1965	14 991,54	
1968	133,00	
1969	39 392,00	
1972	1 209,23	
1973	1 845,12	
1974	63 349,08	
1975	16 723,23	
1976	1 811,00	
1977	116,08	
	<u>R263 542,81</u>	
TOTAL COST		<u>R892 994,17</u>

- 6.3 The movables of the association have been secured by general notarial bond for R6 000 as collateral security for the mortgage bonds.

7 TRUST FUND INVESTMENTS 1980

7.1 Listed investments - at cost

- 1 000 5½% cumulative preference shares
in Rennies Consolidated Holdings

Market value

<u>R2 000,00</u>	<u>R2 000</u>
<u>R 770,00</u>	<u>R 850</u>

7.2 Unlisted investments - at cost

60 paid-up indefinite period shares in South African Permanent Building Society	600,00	200
3 paid-up indefinite period shares in South African Permanent Mutual Building and Investment Society	-	300
1 paid-up indefinite period share in Allied Building Society	50,00	50
R100 special deposit at Cape of Good Hope Savings Bank	-	100
R1 000 Syfisa Participation Bonds	1 000,00	1 000
R1 000 Board of Executors Participation Bonds	1 000,00	1 000
	<u>R2 650,00</u>	<u>R2 650</u>
Council's valuation	<u>R2 650,00</u>	<u>R2 650</u>
TOTAL INVESTMENTS	<u>R4 650,00</u>	<u>R4 650</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS

AT DECEMBER 31 1981 (CONTINUED)

1980

8 DEBTORS

There is a provision for
irrecoverable debts of

R4 000,00R1 950

9 TAXATION

Provision has not been made for taxation as the income
of the Association is exempt from tax.

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1981

NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

			1980
INCOME			
Fees			
Tuition and board	664 937,60		541 004
Extra subjects	<u>42 308,25</u>		<u>33 947</u>
		707 245,85	574 951
Registration fees		2 630,00	2 134
Lunches		11 900,00	10 860
Rent received		4 000,00	3 900
Subsidy - Department of Education		65 090,00	38 600
Sundry revenue		6 055,18	7 313
Bad debts recovered		119,07	207
Interest received		<u>989,34</u>	<u>-</u>
		798 029,44	637 965
EXPENSES			
Salaries of staff	496 839,90		393 758
Teaching	<u>403 169,40</u>		<u>320 016</u>
Non-teaching	35 025,00		28 856
Office staff	29 028,75		24 832
Special subjects and services	<u>29 616,75</u>		<u>20 054</u>
Wages of domestic staff and gardeners	36 426,12		29 615
Provisions	53 694,35		41 230
Bread	<u>1 362,18</u>		<u>2 700</u>
Butter	1 889,93		1 600
Fish, fruit, vegetables	11 187,49		9 133
Eggs, cheese, bacon	7 024,85		7 236
Groceries	10 988,88		6 419
Meat	14 131,52		8 579
Milk	<u>7 109,50</u>		<u>5 563</u>
Domestic charges	35 096,50		32 188
Electricity, gas, coal and oil	<u>16 973,60</u>		<u>14 861</u>
General maintenance	6 318,24		6 152
Laundry	3 727,10		4 118
Miscellaneous supplies	5 042,36		4 150
Water	<u>3 035,20</u>		<u>2 907</u>
Sport requisites	708,96		911
Property charges	26 810,08		26 126
Grounds	<u>2 401,21</u>		<u>2 807</u>
Hockey field and tennis courts	8 823,39		757
General maintenance	8 089,91		4 791
Rates and municipal services	841,42		723
Swimming pool expenses and improvements	2 013,15		17 048
Alterations to junior boarding house	<u>4 641,00</u>		<u>-</u>
Carried forward	R649 575,91	R798 029,44	R523 828 R637 965

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON MONDAY 26 APRIL 1982AT 5.20 p.m.

PRESENT. Mr W Marshall Smith
 Mr T N Chapman
 Mr R L Gawith
 Mrs B-L Hoffman
 Mrs M Loggie
 Mr M J Longmore
 Adv. R M Marais
 Mr J E Mudge
 Mr R H C Peters
 Mr G J van Zyl
 Miss P A Geldard (Headmistress)
 Mr L C Saxby (Secretary)

APOLOGIES. His Grace the Archbishop of Cape Town
 Mr C J Bettison
 Mrs J Heywood
 Mr P Kohler
 Mr D Loch Davis
 Mrs A Snvders
 Mr J Campbell

MINUTES

Minutes of the meeting held on 22 March 1982 were approved.

COUNCILLORS

The Chairman had received a letter of resignation from Mr Wilson. A vote of thanks was carried unanimously for all the work done by Mr Wilson, particularly during his years as Chairman of the Council. The Chairman would write him a letter of appreciation for his years of service.

It was agreed that the Chairman should approach Mrs Helen Newton-Thompson to fill the vacancy.

POLICY MEETING

It was decided that the Policy meeting should cover the whole of the school's spectrum and that details of requirements and suggestions should be circulated to members well before the meeting. Mr Gawith and Mr Chapman would meet to discuss the organisation of the meeting and make recommendations.

TAX DEDUCTABLE DONATIONS

A letter had been written to the Receiver of Revenue.

HEADMISTRESS'S REPORT

The Headmistress presented her report. The finance agreed to by the Council for Mrs Feast to attend a Physical Science Teachers' Conference was not required at present as the Conference had been postponed until next year.

Headmistress's report cont.

Mrs Feast and Mrs Crosswell had attended a Conference on Computers and were now attending a course at SACS. Members considered it vital to bring computers into schools and both Teaching with Computer and Teaching Computer Science must be considered at the Policy Meeting.

The Diamond Jubilee Fête would be held on Saturday 16 October. As the girls would be organising various stalls instead of their usual fund raising activities for charity this year, it was agreed that Council should make a suitable donation to charity from the proceeds of the fête. Possibly an amount equal to 15% more than that collected by the classes in 1981 would be donated.

BUILDING COMMITTEE

Of the R10 000 allocated for the Junior Boarding House, R7390 had been paid out. Still outstanding was R1400 for fittings etc. purchased from the Hill Nursery School, the cost of four tables and curtains for the cupboards.

The cost of moving the Prep.School Staff room and Secretary's office should not exceed the R2000 allowed.

Alterations to the sick room would be carried out during the July holidays. The estimated cost of the new Science Room would be about R65 000 and the final cost R70 000, which figure did not include the apparatus. To date the school was committed to 2% of the cost of the sketch plan - R1300. Council approved an amount of not more than R2000 for the Quantity Surveyor to produce a miniature Bill of Materials and 4% - R2600 - for the Architects to draw up a Working Plan and have it approved by the City Council. Before proceeding further Mr van Zyl would consult the Chairman for Council approval.

FINANCE

Mr Peters reported that School Teaching Salaries had been increased in line with the new Government scales and as a result tuition fees would have to be raised in the third term. Mr Bettison had contacted the Chairman to express his concern at the increase in fees as it could possibly lead to the loss of pupils. He also felt strongly that the school should reward teachers according to their availability. Mr Gawith said that, though he agreed with Mr Bettison, the staff had been consulted and the Education Committee had made a thorough investigation. Teachers wanted to be paid in accordance with a scale and avoid discrimination. Mr Chapman warned of the danger of stirring up a hornet's nest if a differential scale was used.

STAFF LETTER

The Academic Staff from the Senior School had addressed a letter to the Chairman requesting a meeting with Council. It was agreed that the Chairman, Mrs Heywood, Adv. Marais and the Headmistress should meet a deputation of teachers but that it should be made quite clear that all communications must be addressed to the Headmistress and not direct to the Council.

3.

Staff letter cont.

The Headmistress reminded the Council that it had promised to have more meetings with the staff but that this had not materialised.

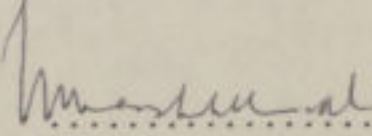
DATES OF MEETINGS

The dates of the following Council meetings have been changed:-

That of 13 September to 20 September
and 8 November to 15 November.

The next meeting is on Monday 2 August at 5.00 p.m.

2.8.81
.....
Date


.....
Chairman

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 26 APRIL 1982

End-of-term

The service of Easter Music at St Saviour's Church on the last day of term was attended by all Senior School pupils and staff and also by many more parents than came last year. The singing was beautiful and there was a lovely spirit of quiet reverence and devotion which made it a spiritually meaningful and valuable time.

Matric Dance

For many of the Matrics most of the holiday period was spent in painting or preparations of some sort for their Dance on the first Friday of term. This proved a truly delightful evening when the Hall was transformed into a Venetian landscape complete with bridges, canals and gondolas and the Standard IX waitresses were dressed as gondoliers in striped shirts and straw boaters. Apart from waitresses and the band, there were 180 people in the Hall, with the outside patio being used as well as the central floor area for dancing.

The Insect Comedy

The school play The Insect Comedy opens this week at the Civic Centre and we are hoping for good audiences. This has been a major undertaking for Mrs McClurg as there are so many girls involved: I admire her tenacity of purpose and wish her a successful run.

Bishops/Herschel Choral Society

Rehearsals for the Pauré Requiem have been held on Wednesday evenings since early last term. Our Senior Choir are thoroughly enjoying the experience and we look forward to the performance on Friday 7 May in the Diocesan College Chapel.

Educational outings

Since our last Council meeting the following excursions have been arranged:-

Matric Biology pupils to St James

Matric Art pupils to the Frank Joubert Art Centre

Standard VIII Geography class on field trip to study rock types

Standard IX Geography class on coastal study excursion

Standard VI visit to the Shell exhibition of Wild Life Photographs by Peter Johnstone

Senior Physical Science students to lectures at U.C.T.

Matrics to U.C.T. for Careers Day

Arrangements are being made to take the Standard VI's and VII's to the National Gallery this term

Conferences

Mrs Steytler will be taking a party of ten Herschel girls (in our School car) to Grahamstown to attend the English Festival in the July holidays.

The conference for Physical Science teachers which Mrs Feast was planning to attend in the Easter holidays was unfortunately postponed till next year.

Mrs Feast and Mrs Crosswell attended two days of the Conference on Computers held at Stellenbosch University at the beginning of term.

Disciplinary action : One of our Boarding House prefects (Margaret Orford) bunked morning school on the last day of term and has been temporarily demoted from office.

Staff

Miss Davies whom I mentioned in my last report did not in the end take up the appointment as Physical Education teacher this term as she was very unhappy in Cape Town. I have now appointed Miss Helen McKenzie from Zimbabwe who taught for the past two years at the Queen Elizabeth School in Salisbury and comes with excellent testimonials from there.

Mrs Martin (Biology) and Mrs McCormick (French) have given notice to leave at the end of this term or this year respectively. I have already started advertising the Biology post, so far, without success. The French post will be filled by Mrs Steytler who is at present teaching English and in charge of the Senior School Library. This means that we shall be needing in her place an English teacher who is also a trained librarian.

Mrs Gillham our Vice-Principal, is away on Long Leave this term. Her Vice-Principal's duties are being shared by our three House Tutors Mrs McCormick, Mrs Stockwell and Mrs Thompson while her Standard VII-VIII English classes are being taken by Mrs Dunleavy.

We have been greatly saddened by the very serious illness of Mrs Gilbertson, our Typing teacher. Her husband has indicated to me that she will not be able to return to teaching and I have asked Mrs Newsome who came to us in a temporary capacity, to carry on.

Preparatory School Report

Mrs Brown reports:-

"The alterations and improvements to the boarding house are almost complete and both staff and girls are very pleased with the new arrangements. Mr Park has been most helpful and is now busy with the study cubicles which will give the girls a quiet place to work at their assignments.

"The secretary's office has been moved to the old staff room and the Physical Education teacher is gratefully using the corner under the stairs for much of her equipment. When the redecorating and refurnishing of the office is complete, Mrs Eve should be very comfortably housed. Her office is really the "front of the School" so it is especially important for this room to be presentable. The staff room is airy and light and we shall be pleased when the new furniture arrives and the decorating is completed.

Preparatory School Report cont.

"Mrs Britton one of the new Standard IV teachers and Miss Flint one of the Speech and Drama teachers will be leaving us at the end of the term.

"The Staff would like the Council to know how much they appreciate the new salary increases."

Kindergarten Report

Mrs Davies reports:-

"The Pre-Prep. have settled down very happily in their new quarters and are enjoying all the space. Mr Park will be fitting shelving above the new sink and once hat pegs, pin board, vinyl flooring, some furniture for the staff room/office and some paint work has been seen to they will be very comfortable. I should like to see a sign e.g. "Herschel Pre-Prep." up at the entrance gate on Kenmar Crescent as a small form of advertising for the Pre-Prep. class. This term the Pre-Prep. will be concentrating on shapes - triangles, circles, squares etc. and will also be working towards a big exhibition of work at the end of the term.

"The Sub A and B pupils will be taking home their first reports this year towards the end of the term. The parents will then be given an opportunity, after studying the reports, to consult the staff re their daughters' progress before the term ends. The K.G. is just beginning work on the concert which will be about children of other lands and this year the cast will consist of Standard 1, Sub A and B and Pre-Prep. We hope to stage it in the middle of the third term."

Herschel Diamond Jubilee Fête. Saturday 16 October

Great plans are being formed for a Grand all-day Fête later in the year. An initial steering committee of pupil representatives from each class has allocated the various stalls and entertainments to the different classes in the school under a system whereby one Prep. School class is to be linked with one Senior School class. Pupil committees have already been elected and we plan to hold a meeting of parents on 3rd May to organize Parent committees and elect convenors. Mr Roger Hendry is to be the overall convenor. The Secretary of the Old Herschelians' Association has agreed to convene the Cake Stall. Entertainments we hope will include a gymkhana and a vintage car display!

Our main aim in planning a Fête of this sort is, as I see it, to provide the opportunity for parents, teachers and pupils and friends of the School or Old Girls to become involved in a united project - partly for School funds and partly for charity - and to enjoy the fellowship and sense of unity that come from working together.



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 2 AUGUST 1982 AT 5 00p.m.

AGENDA

1. Apologies.
2. Confirmation of minutes of the meeting held on 26 April 1982.
3. Matters arising.
4. Headmistress's report.
5. Reports from Committees.
6. Policy meeting.
7. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON MONDAY 2 AUGUST 1982AT 5.00 p.m.

PRESENT

Mr W Marshall Smith (Chairman)
 Mr C J Bettison
 Mr T N Chapman
 Mr R L Gawith
 Mrs B-L Hoffman
 Mrs J Heywood
 Mrs M Loggie
 Mr M J Longmore
 Adv. P M Marais
 Mr J Mudge
 Mrs A Snyders
 Mrs H Newton Thomson
 Miss P A Geldard (Headmistress)
 Mr J Campbell (Representative of Provincial Administration)
 Mr L C Saxby (Secretary)

APOLOGIES

His Grace the Archbishop of Cape Town
 Mr P Kohler
 Mr D J Loch Davis
 Mr P H C Peters
 Mr G J van Zyl

The Chairman welcomed Mrs H Newton Thomson to the Council.

MINUTES

Minutes of the meeting held on 26 April 1982 were confirmed.

BUILDING CONTRACT

As the Chairman had been away on leave, Mr van Zyl had consulted the two Vice Chairmen before proceeding further with the building contract.

It was resolved that Mr van Zyl be authorised to sign, on behalf of the Council, the contract with Cabion and Son (Pty) Ltd to build the New Science Laboratory at a cost of R68,806.

HEADMISTRESS'S REPORT

The report had been circulated. The Chairman referred to the death of Mrs Gilbertson who was the School Typing teacher and expressed the Council's sorrow and regret.

The Headmistress reported that she had had to ask the parents of six boarders to remove them from the boarding house as the girls had broken out of the boarding house at night. The Council unanimously approved the Headmistress's action especially as the boarders had been warned of the gravity of such an offence on a previous occasion. It was agreed that there would be no refund of third term boarding fees. Fourth term boarding fees for the six girls would not be charged.

Headmistress's report cont.

The Librarian at the Prep. School has submitted a memorandum to the Headmistress. It was decided that a levy should not be made but that the Education Committee should identify the need.

Mr Bettison pointed out that when re-building of the Senior Library took place provision had been made to accommodate a Resources Centre. Mr Campbell advised that schools were moving towards such facilities. It is however a very specialised field and a fully qualified full-time librarian was required with the ability to control and develop all facilities.

The most suitable Medical Aid Scheme for Herschel would appear to be the Tafelberg Medical Aid Society which could be joined through membership of the Private Schools Medical Group Scheme. It was resolved that the school join the Private Schools Medical Group Scheme.

APPEAL

A further R1800 had been collected but it was extremely doubtful whether any further payments would be made. The total received to date is R342,998.

BUILDING

The Quantity Surveyor's estimated cost of the new laboratory is R78,000, which does not include the cost of equipment.

FINANCE

The surplus at the end of the second term amounted to R10,500.

FETE

The Headmistress reported that regular meetings were being held.

POLICY MEETING

Mr Gawith tabled a memorandum that he had prepared with Mr Chapman with suggestions as to the planning procedure to be followed. It was resolved that the Special Meeting of the Council should be held on Tuesday 31st August at 5.00 p.m. and the only items on the Agenda would be those contained in the memorandum together with any others which might be put forward by the principal or by the committee Chairmen.

Mr van Zyl and Mr Saxby would make an inspection of the school buildings and grounds and list the replacements and repairs required.

PARENTS' ASSOCIATION

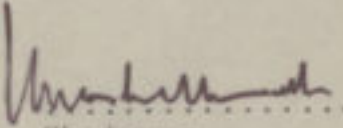
It was considered that a Parents Association could be beneficial to the school. Mr Saxby would contact St Andrews in Johannesburg for information regarding their Parents Association.

STAFF/COUNCIL PARTY

It was resolved that a party should be held on Thursday 28 October at 5.30 p.m. in the Library to enable the combined staffs of the Senior and Junior Schools to meet the Council.

The meeting closed at 7.00 p.m.

.....
Date


Chairman

HERSCHEL

HEADMISTRESS'S REPORT

TO THE

SCHOOL COUNCIL

MONDAY 2 AUGUST 1982

Enrolment

Enrolment figures are very much the same as they were when last I reported on this. Totals at present stand as follows:-

Prep. School: 27 Boarders, 260 Day Scholars (287)

Senior School: 64 Boarders, 197 Day Scholars (261)

Total: 91 Boarders, 457 Day Scholars

Overall Total: 548 pupils

Of these 5 are Black, 43 Coloured or Asian and 500 White. As yet very few letters have been received giving notice for the end of the year. There are waiting lists for 1983 in all Senior and some Preparatory classes. To date I have accepted 64 pupils for Standard VI next year which means that I can take approximately 6 - 8 more from the 15 names still on the list. The Scholarship examination will be advertised shortly and will be arranged later this term.

Sport

I am delighted with the work being done by our Physical Education teacher, Miss McKenzie, who you will remember started at Herschel last term.

Our hockey teams are maintaining a high standard and morale is good. In the Open section the 2nd, 3rd and 4th teams have won or drawn nearly all their matches while the 1st XI have won more than they have lost. The Under 15 teams have been struggling but there has been a very marked improvement in their play since the beginning of the season.

At the Prep. School Mrs Grey is continuing to do excellent work and we shall be very sorry to lose her at the end of this year.

Our special congratulations go to the following girls who were chosen to play for Western Province teams during the June-July holiday period:-

Hockey A team:	Cecily Littleford
	Tisa van der Hoorn
B team:	Alison McMillan
Squash Under 19:	Sarah Cross
	Nicola Newton-King
	Jacqueline Rathfelder
Under 13:	Nicola Ekstein
Badminton Under 19:	Sarah Cross

J.M.B.: March supplementary examination

We were pleased to hear that Amanda Rabie (who was unable to write in November because of illness) passed the March supplementary examination with satisfactory results. Her B for Afrikaans and C's for English and Home Economics all at the Higher Grade were particularly pleasing.

Mrs V. Gilbertson

It is still hard to believe that we have lost our dearly loved Typing teacher, Mrs Vi Gilbertson, who was taken ill towards the end of the first quarter and died of cancer about two months later. In remembering her we give thanks for her patience and caring as a teacher, for her mischievous sense of humour and her lovely Scottish accent, for her serenity and beauty, and for her firm Christian faith and strong sense of duty. She was certainly someone who made an impact on the School and enriched our lives as we came to know her.

New Typing teacher

Mrs B. Newsome, who trained in London as a Secretary and held a secretarial position for several years before then proceeding to take a B.A. degree in History and a teachers certificate last year, has seemed an ideal person for the vacant post. She came to help out in a temporary capacity when Mrs Gilbertson first took ill but has now been appointed on a permanent basis. She is well-liked by her pupils and by staff. In addition to the Typing, she has undertaken responsibility for the control of the Book-room and our text book orders which was previously an important part of Mrs Gilbertson's work.

Staff illness

Mrs Hall, our Matric English and Standard VI Maths teacher, had to have a major operation of a critical nature near the end of the second quarter. We were very worried at the time but it seems hopeful that she will soon be fully recovered and able to return to work at the beginning of August. In her absence I was fortunately able to employ an experienced English teacher, Miss Sue Nicholls, from when Mrs Hall was first absent for the three Matric classes, and this term a retired Maths teacher, Mrs Hodgson, for the Standard VI Maths.

Rank-Xerox English Festival in Grahamstown

I am most grateful to Mrs Steytler and Mrs Feast who escorted the following ten Senior girls to the English Festival in Grahamstown this year:

Standard X: Diane Dixon, Emily Morrissey, Lorna Steytler and Wendy Wilson.

Standard IX: Sarah Ashley, Elizabeth Baker, Kate Hudson, Joanne McFarlane, Britt Schrauwen and Julie Walker.

The girls have all spoken most enthusiastically about the conference and I think it has certainly been a beneficial experience for them. I am glad to be able to report that the School car gave no trouble on the journey!

Society meetings

The Sociological Club, the History Society and the Christian Union have all held regular meetings since last I reported. The Bridge Club has continued to flourish and although the Debating Society has had only a few official meetings Mrs Saffery has held a weekly training session in public speaking for the younger members which has been well attended.

Bishops - Herschel Choral Society

In addition to their regular afternoon practices our Senior Choir rehearsed together with the Bishops Choir last term in preparation for the Faure Requiem at the Diocesan College Chapel on Friday 7 May. This was well received by an appreciative audience.

Prep. School Music

Two delightful evenings of Music (for Stds 1-3 and Stds 4-5) were held in the School Hall at the end of last term. Both were well-attended and, I think, enjoyed by all. the programme in each case seemed well-chosen and was wisely kept reasonably short which ensured a good standard of presentation.

Herschel Fête

Mr Hendry has organized two general meetings for parent conveners so far with another planned for this Wednesday evening. I think the response has been reasonably good on the whole and the conveners certainly seem committed to making the effort a success.

New Science Laboratory

The builders began work on this in the holidays and are continuing now - so far, I am happy to report, with very little distraction being caused as far as school work is concerned.

Prep. School Boarding House

The new colour scheme and furnishings chosen for the Prep. School Boarding House have made a tremendous difference to the general appearance of this part of the School and both staff and girls are delighted with the change. My thanks again to Mrs Hoffman for her imaginative planning and to Mr van Zyl for his overall supervision of the project.

Library

Mrs Brathwaite has submitted a memorandum to me in which she states that she feels the Herschel Prep. School Library "is still far behind the average school library in this country" and then lists various needs. A copy of this has been sent by Mr Saxby at my request to members of the Finance Committee. (Mrs Brathwaite herself had previously sent copies to two other members of Council which I felt she ought not to have done. She also reported to me that at a recent parents' meeting a suggestion had been made of a voluntary R5.00 levy per child per term for one year. I pointed out to her that at a previous Council meeting, Council had rejected in principle the idea of additional levies of this sort over and above the already increasing school fees. She has now asked me to approach you again in this regard as some parents have asked again about this and I think she is becoming dissatisfied with the limited amount allocated to the library (R1.50 per child per term).

While I do not agree that the additional levy is a good idea, I would like to suggest that in addition to the annual book allowance that exists at present there should be an annual maintenance allowance specifically allocated to the library so that maintenance items do not need to be deducted from the book allowance as happens at present and so that the librarians both at Senior and at Prep. Schools can have the freedom to spend a certain amount on maintenance as and when they wish to do so. Bearing in mind the steep increase in the cost of books in recent years I feel our present allocation is perhaps unrealistic and I would certainly therefore support Mrs Brathwaite in her basic request for an increase in library funds.

Medical Aid

Several members of staff have asked me again to enquire about the possibility of introducing a Medical Aid scheme for staff at Herschel. I should be glad to be able to give a positive response.

Conference on Gifted Children

Mrs Purcell, one of our Standard V teachers, represented us at the recent Conference organized by the Faculty of Education at U.C.T. to discuss the education of gifted children. She is planning to share the ideas put forward with other staff members at a staff meeting.

Bokomo Baking Competition

This was held recently at the Preparatory School for entrants in Stds 3 - 5. The winners in each section will be participating in the final at Cavendish Square on 27 August.

Conference of Headmasters and Headmistresses of Private Schools

This will be held in Cape Town this year - at St Cyprians in the September holidays.

2 August 1982

Herschel Plan 1983

Set out hereunder are some suggestions upon the objectives which Council should consider for the 1983 plan, arising from discussions between T N Chapman and R L Gawith.

1. Junior School

It is felt in some quarters that there is not a close enough awareness in the Council of the position in the Junior school and this should be investigated. A suitable machinery should be recommended, for instance a sub-committee of Council to attend to the affairs of the Junior school.

2. Preserving the Leading Position of Herschel

It is felt that over the past five to ten years the reasonable physical requirements of the school for teaching, sport and cultural activities, have been adequately catered for. This is not to suggest that further improvements cannot be made, as is suggested below. In terms of its education and school spirit, the school meets the required standard, but further action may be necessary to achieve and maintain a leadership position amongst private schools. Doubt exists as to whether all our staff have the necessary standard to do this, and also whether with our existing service conditions, we can attract the best staff. Clearly, the Principal must be in a position to offer the best employment conditions, if she is able to select and hold the best staff. This may only be achieved by improving salaries to government level or better, or by providing fringe benefits in the form of housing etc., which are superior to those available in government service. Either route involves increased expenditure and therefore, either increased fees or increased endowments. It is believed that this subject requires investigation with regard to its nature and extent, and to suggest means of solving it. It is suggested that a special committee, either as a Council committee, or alternatively, as a sub-committee of the Education committee, should be formed to address this problem.

3. Articles of Association

These still require to be brought up to date, but this is a substantial and time consuming task. Advocate Marais will attend to it over the Christmas holidays.

4. Development Plan

Major items which could be developed, are set out below, with a very approximate indication of cost.

Squash Courts	- R 36 000 per court
Assembly Hall	- R300 000
Hall for the prep school	- R180 000

In addition to this, Council has approved the building of a science classroom for R80 000. Of the uncommitted items above, only the prep school hall can be regarded as a necessity and the question of how any or all of these items should be funded, would in itself present a major problem to Council.

5. Maintainence and Minor Capital Expenditure

It is always a difficult problem to prevent last minute crises arising under this heading. This is due to two things:

- (a) certain items of maintainence are not anticipated, (eg. rot in the oak trees, tennis court poles) and no provision is made for them.
- (b) certain low profile objects suddenly become high profile, for example, quality of domestic staff accommodation, junior school library.

It was suggested that the following procedure be adopted:

- (i) The development committee and business manager should carefully inspect all the physical facilities of the school and list maintainence item expenditure which appears necessary during 1983 or shortly thereafter, with cost estimates. Clearly this job requires to be done thoroughly.
- (ii) The development committee and business manager and Principal should look very carefully at all expenditure, which might be called for in respect of developments on teaching or other equipment.
- (iii) The requirements in order of priority should be set out as a guide to the sum to be voted in the plan for expenditure under this heading.
- (iv) The sum voted should be observed during the coming year on the principle that any unanticipated items which arise, and which are considered important, can be given priority over the approved items and less important items moved down in priority and therefore deferred until the following year.

6. Cost of Education

Although the whole question of fringe benefits is still under review with government, it may be possible to find means of making parents fee payments tax deductible, and it is suggested that the finance committee should look very carefully at this. Also it might be possible, directly and through the APS to lobby for some tax deductibility of private school fees, now that the government has recognised the principle of accepting some responsibility for private schools.

7. Endowment Fund

The question of having an endowment fund to try and raise meaningful capital sums, which could be invested and the income used for various purposes has been raised in the past, but not proceeded with. On the fund-raising side,

it appears that it would require an exceptional situation to get funds from business, but it might be possible to motivate this on the grounds of the unique position offered by private schools, in that they are within reason, non-racial. Apart from that, a very much greater effort might be directed at parents to bequeath monies to the school.

It appears that an appropriate campaign to raise an endowment fund should be considered. If this were done, the funds raised, or rather the income from them, could be devoted to a number of alternative purposes.

- (a) Giving bursaries.
- (b) Adding to school revenues in order to reduce the overall level of fees.
- (c) Provide accomodation or other fringe benefits to staff to enable the Principal to call for the highest possible quality of staff.

Again, if funds were forthcoming, their dissemination would have to be decided upon. This calls for a decision as to whether action should be taken, and if so, how and by whom.

8. Vice Chairmen

It is suggested that there should be two vice chairmen of Council (as at present) one of whom should always be selected for his business or financial qualifications, and the other for his educational qualifications. The feeling is that there may be a tendency for the business side of the school to predominate over the educational side.

9. Planning

It is suggested that the following planning procedure should be followed:

- (a) A special meeting of Council, attended by all members should take place to consider the above items and any others which might be put forward by the principal, or by the committee chairmen.
- (b) At this meeting future action in respect of the items should be decided upon.
- (c) The plan should then be developed by the Business manager and the Finance committee.
- (d) Report back by the responsible committee to Council on a regular basis on progress on approved items should be a feature of Council meetings.

STATE OF THE APPEALName of Campaign HERSCHEL APPEALState of Appeal as at 2nd. AUGUST 1982

	<u>No. of Gifts</u>	<u>Amount</u>
RECONCILED GRAND TOTAL FROM STATEMENT OF <u>24/5/82</u> (date)		351 007.33

PROGRESS LISTING Sheet No/s _____

\$ 351 007.33

RECONCILIATION

	<u>Increases</u>	<u>Decreases</u>
Sheet No. <u>28</u>	<u>288</u>	<u>-</u>

288.00

NETT INCREASE/DECREASE

RECONCILED GRAND TOTAL

\$ 351 295.33

CASHAs at last statement 24 / 5 / 82

\$ 341 150.16

Since last statement

\$ 1 848.00

TOTAL

\$ 342 998.16

ARREARS DONORS

	1 Payment	2 Payments	3 Payments	4 Payments	5 Payments	Totals
Number of donors in arrears	1981 11	1980 6	1979 5	1978 3	1977 2	
Value of gifts in arrears	\$ 4920	\$ 1345	\$ 1600	\$ 1200	\$ 1100	\$ 10 165

PROGRESS LISTING SUMMARY SHEET

NAME OF CAMPAIGN: HERSCHEL APPEAL

DATE: 2nd.AUGUST 1982

PROSPECT AREA	PROGRESS LISTING SHEET NO.	NO. OF CARDS	AMOUNT	NO. OF SINGLE GIFTS: 274
PAST PUPILS				AMOUNT:
				69 882.00
	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

No. 28

Date 2/8/82

142

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
H.S. Stockwell		10	
M.G. Mellish		20	
J.G. Kelly		8	
Juta & Co		250	
<u>TOTALS:-</u>		288	

NFRC-C510

Balance, continuing as at 2/8/82

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	1981	1980	1979	1978	1977	
P.A. Eckstein	300		300			600
T. Elvin Jensen	500					500
B.P.M. Fletcher	300					300
C.A. Eolding	100	100	100	100	100	500
H. Hammond		50				50
W.H. Holmes.	2000					2000
G. Kohler	300	75				375
R. Kowley	100	100	100			300
E. Le Roux	20					20
J. L.M. Malherbe	1000	1000	1000	1000	1000	5000
S.T. Robins.	200					200
G.M. Smir	100		100	100		300
G.R. Winston		20				20
	4920	1345	1600	1200	1100	10,165



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD

AT HERSCHEL ON TUESDAY 31 AUGUST 1982

AT 5.00 p.m.

AGENDA

To decide on future action in respect of:-

1. Items contained in Memorandum tabled by Mr Gawith and Mr Chapman at the Council meeting on 2 August 1982.
2. Items put forward by the Principal or by Committee Chairmen.

HELD AT HERSCHEL ON TUESDAY 31 AUGUST 1982

AT 5.00 p.m.

PRESENT. Mr W Marshall Smith
Mr C J Bettison
Mr T N Chapman
Mrs J Heywood
Mr P Kohler
Mr D J Loch Davis
Mrs M Loggie
Adv. R M Marais
Mr J Mudge
Mrs A Snyders
Mrs H Newton Thompson
Mr G J van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. Mr R L Gawith
Mr M J Longmore
Mrs B-L Hoffman
Mr R H C Peters
Mr J Camobell

JUNIOR SCHOOL

It had been proposed that the Junior School become an autonomous body with its own Headmistress who would sit on the Council. It was resolved that this be discussed at the Council meeting on 15 November prior to the ordinary business. Members would forward their views to Adv. Marais in time for the Education Committee to consider them and circulate their recommendations prior to the meeting.

PRESERVING THE LEADING POSITION OF HERSCHEL

There was a lengthy discussion as to whether with the existing service conditions the school can attract the best teaching staff. The Headmistress did not consider salary was an issue as other conditions compensated for the 10% differential. The number of applications for a teaching post depended on the subject. She assured Council that there were no quality gaps and she was happy with the present Mathematics and Science teachers.

It was agreed that the employment of staff was the Headmistress's responsibility and that there was no necessity to change the service conditions at this time. A suggestion was made that a brief report on teaching staff should be given to Council each year. It was agreed that the balance of the Council be adjusted by increasing the number of educationists who could give practical assistance to the Headmistress, if required.

RESOURCES CENTRE

It was considered important that a Resources Centre be established but it was appreciated that it would be difficult to find a specialist to control it and that the equipment was expensive. It was resolved that Mrs Heywood and Mr Bettison should get advice on the subject and report back to Council. Possibly someone experienced in Resources could give a talk to members. A librarian should be employed to teach pupils to use a library for research.

DEVELOPMENT AND MAINTENANCE

Mr van Zyl tabled his report and it was decided that he, together with Mr Bettison would list the requirements in order of priority. The revenue shown in the proposed budget for 1983 would be inadequate and adjustments would have to be made. These would have to be approved before the end of term so that parents can be advised of the new fees scale before the beginning of next term.

HERSCHEL FOUNDATION

The Chairman reminded members that approaches had been made to Commerce and Industry for donations without success. He understood from Professor Saunders, however, that interested organisations from overseas might be willing to help if it was emphasized that the school supplies the same facilities for Blacks. He would follow this up and asked other members, particularly those going overseas, to do the same.

VICE CHAIRMEN

It was agreed that there should continue to be two vice chairmen, one of whom should be selected on business or financial qualifications and the other on educational qualifications.

The meeting closed at 7.45 p.m.

.....
Date

.....
Chairman

1. JUNIOR SCHOOL

Suitable organisation structure should be developed which will enable the Council to exercise closer and independant supervision of the Junior School with the head Mistress of the Junior School reporting upon its affairs, either to Council or some other properly appointed body.

Action

Arrangements to be implemented by the Chairman.

2. PRESERVING THE LEADING POSITION OF HERSCHEL

A school is as good as its staff. It is felt that over the past five to ten years the reasonable physical requirements of the school for teaching, sport and cultural activities, have been adequately catered for. This is not to suggest that further improvements cannot be made, as is suggested below (Item 5). In terms of its education and school spirit, the school meets the required standard, but further action may be necessary to achieve and maintain a leadership position amongst private schools. Doubt exists as to whether all our staff have the necessary standard to do this, and also whether with our existing service conditions, we can attract the best staff.

Clearly, the Principal must be in a position to offer the best employment conditions, if she is able to select and hold the best staff. This may only be achieved by improving salaries to government level or better, or by providing fringe benefits in the form of housing, etc, which are superior to those available in government service. Either route involves increased expenditure and therefore, either increased fees or increased endowments. It is believed that this subject requires investigation with regard to its nature and extent, and to suggest means of solving it. Required benefits to be defined and costed.

Action

- (i) Conditions of service of teaching staff (both salaries and fringe benefits) to be identified, which will ensure that we are able to attract the best staff.
- (ii) This Committee to present final recommendations to Council.

3. RESOURCES CENTRE

The view has been expressed that if the school is to maintain its claim to being a prime teaching institution, it needs to have a Resources Centre where gifted children are able to carry out high level self study programmes and where additional education can be made available to all children. The accommodation and equipment required for such a centre have not yet been identified but are likely to be substantial.

Action

During the coming year our objective should be to define our requirements; to establish whether our accommodation is adequate and, if not, to decide whether it might be provided; how they might be funded.

Responsibility: Education Committee

4. ARTICLES OF ASSOCIATION

These still require to be brought up to date, but this is a substantial and time consuming task.

Advocate Marais will attend to it over the Christmas holidays.

5. DEVELOPMENT PLAN

Major items which could be developed are set out below, with a very approximate indication of cost.

Squash Courts	R36 000 per court
Assembly Hall	R300 000
Hall for the Prep School	R180 000

In addition to this, council has approved the building of a science classroom for R80 000. Of the uncommitted items above, only the Prep School hall can be regarded as a necessity and the question of how any or all of these items should be funded would in itself present a major problem to Council. Funds will be required to equip and perhaps to house a Resources Centre (See item 3). Council to decide on priority and funding.

Action

The Building & Development Committee to submit full report to Council.

6. MAINTENANCE & MINOR CAPITAL EXPENDITURE

It is always a difficult problem to prevent last minute crises arising under this heading. This is due to two things:

- (a) certain items of maintenance are not anticipated, (e.g. rot in the oak tress, tennis court poles) and no provision is made for them;
- (b) certain low profile objects suddenly become high profile, for example, quality of domestic staff accommodation, Junior School library.

It was suggested that the following procedure be adopted:

- (i) The development Committee and Business Manager should carefully inspect all the physical facilities of the school and list maintenance item expenditure which appears necessary during 1983 or shortly thereafter, with cost estimates. Clearly this job requires to be done thoroughly.
- (ii) The Development Committee and Business manager and Principal should look very carefully at all expenditure, which might be called for in respect of developments on teaching or other equipment.
- (iii) The requirements in order of priority should be set out as a guide to the sum to be voted in the Plan for expenditure under this heading.
- (iv) The sum voted should be observed during the coming year on the principle that any unanticipated items which arise, and which are considered important, can be given priority over the approved items and less important items moved down in priority and therefore deferred until the following year.

7. HERSCHEL FOUNDATION

The question of providing a substantial fund has been raised on a number of occasions. The potential uses for such a fund are:

- (a) to provide additional revenue to the school, thus enabling it to charge fees which do not recover the full cost of running the school;
- (b) to provide more and higher bursaries for talented children who cannot otherwise afford to attend the school, particularly suitably qualified non white children.

No priority has been allocated between the above objectives.

Turning to the question of how such a foundation might be funded, the following points have been raised:

- (a) The APS should be asked to prepare a general campaign to overcome prejudice at government and business level against private schools, and thus improve the climate for concessions and assistance.
- (b) A fund-raising campaign might be carried out amongst the Herschel family, although there is some doubt as to whether this would be viable without a more specific objective.
- (c) It might be possible to approach major business houses using the rationale of education to be provided to black children who need:
 - (i) to enjoy the higher level of education offered;
 - (ii) to meet and to fraternise with their white opposite numbers.
- (d) We should ask members of the school family to make bequests to the Herschel Foundation.
- (e) Every method should be sought to find tax free means of paying school fees or making donations to the school.

Action

The Finance Committee should be asked to clarify objectives and to submit a programme for achieving them.

8. VICE CHAIRMEN

It is suggested that there should be two Vice Chairmen of Council (as at present), one of whom should always be selected for his business or financial qualifications, and the other for his educational qualifications. The feeling is that there may be a tendency for the business side of the school to predominate over the educational side.

PLANNING

It is suggested that the following planning procedure should be followed:

- (a) A special meeting of Council, attended by all members, should take place to consider the above items and any others which might be put forward by the Principal, or by the Committee Chairman.

- (b) At this meeting future action in respect of the items should be decided upon.
- (c) The Plan should then be developed by the Business Manager and the Finance Committee.
- (d) Report-back by the responsible Committee to Council on a regular basis on progress on approved items should be a feature of Council meetings.

R L GAWITH

Herschel School

Report on Building and Facilities

1. The High School Science Block is on schedule and will be completed at the end of November 1982. The contract was concluded with Messrs Cabion at R68 804. Final completed building cost including all professional fees should not exceed R80 000. Council members must please take note that this new laboratory will require equipment. An amount of around R10 000 should be provided here.
2. Mr. Gawiths "Herschel Plan 1983" sets out the major capital items that are deemed desirable. The costs quoted are approximate and will grow at around 18% per annum. The prep School hall requirement is probably the most urgent. On the other hand the high school squash court is also very desirable and a readily achievable target for the finance raisers. Perhaps we should go for this one for completion during 1983.
3. Both the High School and Prep need to have considerable sums of money spent on building improvements / maintenance. Mr. Park and his team are not staying abreast of the demands being placed on him. We will thus have to undertake the following works with outside contractors. All the work set out hereunder will have to be completed within 3 years.

1.	<u>Urgent work or work already comitted</u>	<u>Cost Estimate</u>
a.	Prep School Staff room (committed)	
	(i) Waterproofing	1400
	(ii) Painting	192
	(iii) Soundproofing	80
	(iv) Furniture	1000
	(v) Doors	102
	(vi) Carpet	870
	(vii) Wash Hand Basin	148
b.	Prep School Library	
	(i) Shelving cupboards etc (committed)	1700
	(ii) Catalogue cabinet (committed)	400
	(iii) More shelves required(estimate	500

c.	Prep New Classroom block	
(i)	Roof leak estimate	500
(ii)	Fix Plaster estimate	150
d.	High School Library	
(i)	Shelving (committed)	800
e.	Prep School Kindergarten	
(i)	Build cupboards to relieve congestion in Prep Staff room (urgent)	876
(ii)	Roof leak needs attention estimate	300
g.	High School Boarding House (urgent not committed)	
(i)	Bathroom modification to ensure privacy (estimate) of matron and sick bay patients	8000
(ii)	Roof leaks - especially on flat roof areas (estimate)	5000
h.	Pool	
(i)	Change room doors need replacing (estimate)	1000
(ii)	Toilet facilities must be built in the pool area (estimate)	7000
i.	High School Roof	
(i)	All flat roof areas need to be resurfaced. Also the Cloak Room, Classes 1 - 8 and the Science and Home Economics classes have leaking roofs (estimate)	10 000
TOTAL		40 000

2. Work which should be completed within 30 months

a.	Poles for netball court also (est) resurfacing of court	5000
b.	Maintenance to Tennis Court surfaces (est)	1000
c.	Brickwork in bay windows of library needs repairing	1000
d.	Pool filter will require replacement or major maintenance (est)	1500
e.	The squash court floor is unsound and requires comprehensive attention.	3000
f.	Both the Prep and the High School will need to have all exterior wooden windows and doors re-varnished. (Part of this work is done by Mr. Park on an on going basis but he is not staying ahead)	5000
g.	The back of the prep needs repainting	2000

h. The music and drama Centre needs repainting

R1000

TOTAL

R 36 000 19500

3. The following items are desirable but not essential at this stage.

- a. Spectator area for tennis court
- b. Increase height of Pool wall
- c. Entrance and office space allocation in high school.



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 20 SEPTEMBER 1982
AT 5.00 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting held on 2 August 1982.
3. Matters arising.
4. Headmistress's report.
5. Reports from Committees
6. Any other business

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 20 SEPTEMBER 1982

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AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Mr C J Bettison
Mr T N Chapman
Mr R L Gawith
Mrs B-L Hoffman
Mr P Kohler
Mr D J Loch Davis
Mrs M Loogie
Mr M J Longmore
Mr J E Mudge
Mrs H Newton Thompson
Miss P A Geldard (Headmistress)
Mr J Campbell (Representative of Provincial Council)
Mr L C Saxby (Secretary)
Mr R Hendry (Convener of the Fête)

APOLOGIES. Mrs J Hewwood
Adv. P M Marais
Mr P H C Peters
Mrs A Snijders
Mr G J van Zyl

MINUTES

Minutes of the meeting held on 2 August 1982 were confirmed.

PARENTS' ASSOCIATION

This would be discussed further after the fête had been held when it would be possible to assess to what degree parents might involve themselves.

HEADMISTRESS'S REPORT

The Headmistress included reports from Mrs Davies on Pre-Prep., Sub A and B and from Mrs Brown on the Prep. School in her report.

Mrs McCormick was retiring at the end of the year and a presentation to the value of R200 would be made on Speech Day. Miss Geldard and Mr Saxby to arrange a suitable present. The Finance Committee would consider the amount to be given to Mrs McCormick as a gratuity from the Provident Fund.

The Headmistress pointed out that Donnie Pelston had given 47 years service to the School and it was agreed that a presentation to the value of R100 be made to him on Speech Day. Mr Saxby would find out whether he would prefer cash or a present he could retain.

Scholarships for 1983 had been increased to R500 per annum, but in view of the present fees this was considered inadequate. The Education Committee was asked to re-assess the position of scholarships and bursaries and make their recommendations to Council for awards in 1984.

FÊTE

Mr Hendry joined the meeting at this point. He reported that the main object in holding the fête was to mark an occasion - the School's 60th Anniversary - but also if possible to raise funds for the School and its Charities. It was agreed that the Headmistress would supply Mr Hendry with the names of the principle charities. Mr Hendry hoped the fête should raise P10,000 but pointed out that it was very difficult to forecast the proceeds of this first time effort. On behalf of the Council the Chairman expressed admiration of Mr Hendry's courage in undertaking the fête while Mr Kohler thanked him for his enthusiasm. Mr Hendry then left the meeting.

FINANCE COMMITTEE

Mr Longmore presented the proposed budget for 1983. In view of the unsatisfactory cash flow during 1983 the necessity to undertake all the additions or alterations to buildings and equipment listed during the year was questioned and such items as the swimming pool toilet and the spot lights it was suggested could be postponed.

It was agreed that the building and maintenance items be investigated by the Building Committee and the academic items by Mr Saxby to decide what economies could be made and what items postponed.

Increases in the tuition fees of 12½% and the boarding fees of 10% effective from the first term 1983 were approved.

EDUCATION COMMITTEE

Mr Kohler reminded the Council members that comments on the Prep. School should be sent to Adv. Marais as soon as possible to enable the Education Committee to submit a report to the meeting of 15 November 1982.

HERSCHEL APPEAL

Mr Longmore reported that very little was being received now in spite of his having sent a letter to all those whose pledges had not been paid in full advising them of the tax relief benefits they could receive on payment of donations to the Appeal.

FEES

Mr Kohler asked that consideration be given to "gimmicks" that would encourage early payments of fees, such as a discount for a year's fees paid in advance.

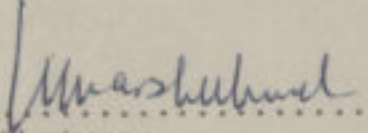
BUS

A new bus had been ordered to replace the one stolen. At present the Insurance Company only valued the stolen bus at R3200 but it was hoped that this figure would be increased to R3600. Mr Bettison would assist Mr Saxby in arranging a safer parking area for the new vehicle.

The meeting closed at 7.00 p.m.

14.7.83

.....
Date


Chairman

HERSCHEL ASSOCIATION

TO: MEMBERS OF THE SCHOOL COUNCIL

RE: BUDGET 1983

SEPTEMBER 10th 1982

The original budget which was tabled at a recent Meeting provided for a surplus for the year ended 31st December 1983 of R7 600,00 based on increasing fees by 10% and teaching salaries by 15% and administrative salaries and wages by 12½%.

A revised budget is now enclosed, which provides for a surplus of R9 200,00 based on increasing fees by 12½% (except Boarding Fees, which are increased by only 10%). The salary and wage budgets remain unaltered. The new scale of School Fees for 1983 is also enclosed.

The reasons for changing the budget is the report tabled by the Building Committee, which showed that an amount of R24 000,00 was not going to be sufficient to meet maintenance, which was essential. The amount budgeted for maintenance has accordingly been increased to R35 000,00. Further changes to the budget are:

- (a) an extra R1 000,00 for Class Materials
- (b) an extra R4 400,00 for wages for an additional painter/handyman.

CAPITAL EXPENDITURE

I am given to understand that the following Capital Expenditure will be necessary during the coming year.

Equipment for new Laboratory	10 000,00
Shelves for Prep and Senior Libraries	1 000,00
2 Overhead Projectors - Prep.	800,00
2 Easy Chairs and table for Prep. reception	300,00
Carpets for Prep.	800,00
Anatomical Model of human head and torso - Biology	1 000,00
Lawn Mower and Weedeater	700,00
5 Microscopes (there are three between the 3 present Laboratories)	2 500,00
Gym Mats	800,00
Chart Cabinet - Prep.	200,00
C/fwd:	18 100,00

	B/fwd:	18 100,00
Cupboard		200,00
Toilet (Swimming Pool area)		7 000,00
Spotlights, Floodlamp for Drama		2 000,00
Sundry		2 700,00
		<u>R30 000,00</u>

In addition, we will need to finance part of the cost of building the new Science Laboaratory for which an estimated amount of R30 000,00 is suggested, and the replacement of the School Bus will cost approximately R8 000,00 more than the probable amount to be received from the Insurance Company.

CASH POSITION

If we look at the likely cash flow, the figures are not very encouraging and clearly we must continue to exercise restraint on all expenditure. We are all well aware of this because it is a permanent problem with Private Schools, and the problem will never go away unless either the Government provides funds for Capital Expenditure or some substantial fund is established as outlined by Mr. Gawith in his report.

The overdraft at the end of December 1983 is likely to be R46 900,00 compared with the estimate of the end of December 1982 of R15 100,00. That is, we may spend R31 800,00 more than we generate unless we can spread our expenditure over a longer period or cut out expenditure, which is non-essential. It is a vexing problem because with inflation we know that what we don't spend this year will cost more next year. However, unless interest rates come down, which is not very likely in the near future, it costs at least 20% to borrow the money and it is possible that the increased cost in the following year may not be more than 16%.

The increased overdraft is calculated as follows:

Cash Guaranteed

(1) Budgeted surplus for the year	9 200,00
(2) Depreciation (not a cash item)	<u>34 000,00</u>
C/fwd:	43 200,00

	B/fwd:	43 200,00
<u>Cash Spent</u>		
(1) Capital Expenditure outlined above	30 000,00	
(2) Payment on account of Science Laboratory	30 000,00	
(3) Balance of Cost of new Bus	8 000,00	
(4) Provident Fund payments	7 000,00	75 000,00
Excess of Cash Spent over Cash generated		31 800,00
Overdraft Estimate At December 31st 1982		15 100,00
Estimated Overdraft at December 31st 1983		<u>R46 900,00</u>

Insofar as the Provident Fund is concerned I am not entirely satisfied that we are treating the Fund in the correct way. Each year we set aside in our Budget an amount for the provision of lump sum payments to staff, who retire but who are ineligible (now) to join the Pension Fund.

The amount set aside and not yet paid out is left in the School Funds and is, theoretically, available when needed. By virtue of the fact that it has not yet been disbursed it has the effect of reducing the overdraft and, therefore, saves the School interest of 20% per annum on the funds not disbursed.

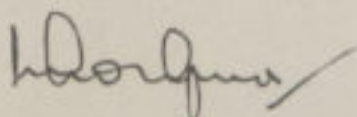
In the cash flow I have allowed for the full amount of R7 000,00 being disbursed this year because Mrs. McCormick will be leaving and she is not on the Pension Fund, and an amount of R4 800,00 has apparently already been agreed for additional Pension Benefits for Doris and Stewart, which has to be paid over to the Southern Life.

However, if we continue to spend more cash than we generate and continue to keep the Provident Fund cash as part of the School Funds, we are in danger of finding one day that we may have reached the limits of our borrowings and when we come to pay out some of the Provident Fund, the ability to do so will be just not there.

There is obviously no immediate problem, but it becomes a problem as the Provident Fund account grows and this is an aspect which must be reconsidered by the Finance Committee in the coming year.

With an expenditure of R35 000,00 on maintenance, which presumably will be done by outside contractors, I am surprised to find we need a handyman/ painter as well. Is this expenditure really necessary?

I do not wish to burden Council with excessive detail, which can be dealt with by the Finance Committee but it seems to me that we have a new budget only at the end of every year and it behoves us to give considerable thought as to how we are going to manage our finances in the coming year.

A handwritten signature in dark ink, appearing to read 'M.J. Longmore', with a long, sweeping horizontal stroke extending to the right.

M.J. LONGMORE

HERSCHEL ASSOCIATION

REVENUE		1982 Budget	1983 Budget
1.	Registration Fees	2 000	2 000
2.	Sundry Revenue	3 000	2 000
3.	Lunches	9 500	10 500
4.	Four Schools Trust	9 000	11 500
5.	Provincial Subsidy	69 000	66 000
		<u>92 500</u>	<u>92 000</u>
6.	LESS: Scholarships, Bursaries and Allowances	17 500	18 000
	Sub Total	<u>75 000</u>	<u>74 000</u>
7.	Extra Subjects	37 000	51 000
8.	Boarding Fees	142 000	144 000
9.	Tuition Fees	678 000	860 000
	Sub Total	<u>857 000</u>	<u>1 055 000</u>
	<u>TOTAL</u>	<u>932 000</u>	<u>1 129 000</u>
EXPENDITURE			
GENERAL			
10.	Catering	68 000	73 000
11.	Domestic Charges	41 500	45 000
12.	Administration	20 000	22 000
13.	Class Materials	17 500	22 000
14.	Interest	21 000	25 700
15.	Insurance	12 000	14 000
16.	Bad Debts	4 500	5 000
17.	Motor Vehicle Expenses	1 200	1 200
18.	Sports Requisites	1 100	1 100
19.	Security Guard	4 500	4 000
20.	Property Maintenance	21 500	35 000
21.	Property Maintenance - Alter. Hill	7 000	-
22.	Depreciation - Replacements	11 000	11 000
	- New Buildings/Equip.	23 000	23 000
23.	Contingency Allowance	7 500	7 500
	Sub Total	<u>261 300</u>	<u>289 500</u>
NON-TEACHING STAFF			
24.	Salaries - Administration	34 500	42 000
	- Domestic	41 000	47 000
25.	Wages	45 000	54 400
26.	Pension, UIF Contributions, Provident	8 600	10 700
27.	Medical Aid Contributions	-	1 000
28.	Provision - Long Service Gratuities	7 000	-
	Sub Total	<u>136 100</u>	<u>155 100</u>
TEACHING STAFF			
29.	Salaries	461 500	581 000
30.	Long Leave	8 000	7 000
31.	Pension, UIF Contributions, Provident	33 800	45 200
32.	Extra Subjects	29 000	40 000
33.	Medical Aid Contributions	-	2 000
	Sub Total	<u>532 300</u>	<u>675 200</u>
	<u>TOTAL</u>	<u>929 700</u>	<u>1 119 800</u>
	<u>SURPLUS</u>	<u>2 300</u>	<u>9 200</u>

HERSCHEL ASSOCIATION

SCHEDULE OF FEES FOR 1983

EST. NOS.			1982		1982 + 10%		1982 + 12½%	
TOTAL	BOARDERS		FEES	REV	FEES	REV	FEES	REV
			PER TERM		PER TERM		PER TERM	
PRE PREP	20		185	3 700	205	4 100	210	4 200
SUB A	30		185	5 550	205	6 150	210	6 300
SUB B	30	1	190	5 700	210	6 300	215	6 450
STD 1	42	1	255	10 710	280	11 760	285	11 970
STD 2	38	3	300	11 400	330	12 540	340	12 920
STD 3	33	2	335	11 055	370	12 210	375	12 375
STD 4	46	7	345	15 870	380	17 480	390	17 940
STD 5	42	9	355	14 910	390	16 380	400	16 800
STD 6	67	17	385	25 795	425	28 475	435	29 145
STD 7	53	13	410	21 730	450	23 850	460	24 380
STD 8	49	12	440	21 560	485	23 765	495	24 255
STD 9	50	10	450	22 500	495	24 750	505	25 250
STD 10	46	11	450	20 700	495	22 770	505	23 230
TUITION	546			191 180		210 530		215 215
BOARDING		86	380	32 680	420	36 120		36 120
TOTAL PER TERM				223 860		246 650		251 335
TOTAL PER ANNUM				R895 440		R986 600		R1 005 340

FOR EVERY FURTHER INCREASE OF R10,00 PER PUPIL PER TERM OUR INCOME WOULD BE INCREASED BY R21 800 PER ANNUM.

IT IS ASSUMED THAT NUMBERS WILL NOT DROP BELOW THOSE QUOTED ABOVE.

HERSCHEL SCHOOL

PLAN AND BUDGET 1983

H E R S C H E L S C H O O L

PLAN FOR 1983

This document is a statement of the objectives and plans for Herschel for 1983.

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 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.

SHORT TERM OBJECTIVES FOR 1983

1. JUNIOR SCHOOL

A suitable organisation structure should be developed which will enable the Council to exercise a close supervision of the Junior School.

Responsibility - Chairman of the Council

2. HIGH QUALITY OF TEACHING STAFF

A school is as good as its staff. After careful review the Council accepts that the present conditions of service are not an obstacle to engaging the best staff. This will be kept in mind continually and if any changes to our service conditions are called for the matter will be brought to the attention of the Education Committee. In addition a brief report on staff will be presented to Council each year.

Responsibility - Headmistress & Education Committee

3. RESOURCES CENTRE

The view has been expressed that if the school is to maintain its claim to being a prime teaching institution, it needs to have a Resources Centre where gifted children are able to carry out high level self study programmes and where additional education can be made available to all children. The accommodation and equipment required for such a centre have not yet been identified but are likely to be substantial.

In addition the School needs advice on the staffing and use of such a centre. Our needs will be identified and recommendations submitted to Council.

Responsibility - Mr Bettison & Mrs Heywood

4. ARTICLES OF ASSOCIATION

These have still not been brought up to date.

Responsibility - Adv Marais

5. DEVELOPMENT OF THE SCHOOL'S BUILDINGS AND FACILITIES

The following needs for new facilities have been identified as desirable but these are not altogether essential nor can they all be afforded. Our objective in 1983 should be to establish priorities and to initiate action, including the funding of approved projects.

.....|continued

1982 Cost

Resources Centre	Unknown
Junior School Hall	R180 000
Squash Court	R 36 000 per court
Assembly Hall	R300 000

Responsibility - Building & Development Committee

6. MAINTENANCE

The buildings and grounds have been thoroughly inspected (August/September 1982) and it is believed that most items requiring attention have been identified and listed in order of priority. They are listed in pages 10-12 and urgent requirements will be attended to in 1983.

Increased funds have been budgeted and outside contractors will be employed to supplement the capability of the school staff.

Responsibility - Building & Development Committee

7. HERSCHEL FOUNDATION

During 1983 we will keep under consideration the possibility of creating a substantial fund with large donations or bequests from members of the School family which will be invested to yield an independent income to assist the School's operations in the way deemed by Council at the time to be most appropriate.

Responsibility - Chairman of the Council

8. FINANCIAL ASSISTANCE FOR BLACK AND BROWN PUPILS

Efforts will be made to solicit support from international companies and organisations for paying the fees of deserving Black pupils who would otherwise be unable to go to Herschel.

Responsibility - Chairman of the Council

9. SENIOR CERTIFICATE

Investigations will continue into the question of whether pupils should write the Cape Senior Certificate or the JMB Matriculation Certificate with a view to reaching finality on this matter.

Responsibility - Education Committee

10. COMPOSITION OF COUNCIL

It is suggested that there should be two Vice Chairmen of Council (as at present), one of whom should always be selected for his business or financial qualifications,

...../continued

and the other for his educational qualifications. The feeling is that there may be a tendency for the business side of the school to predominate over the educational side. An endeavour should be made to appoint a number of educationalists to Council so that they can give practical assistance to the Headmistress.

Responsibility - Chairman of the Council

11. FINANCIAL RELIEF FOR PRIVATE SCHOOLS

We should consider motivating, through the A.P.S., means of winning from Government financial concessions which would facilitate the running of private schools. Two possible courses of action would be :

- (a) increased subsidies
- (b) tax relief on school fees.

In addition we should investigate whether there are any means within the present tax legislation whereby parents would be afforded tax relief on fee payments.

Responsibility - To be assigned by Chairman

12. PARENTS ASSOCIATION

To decide whether a Parents Association was desirable and if so, to establish it.

Responsibility - To be assigned by Chairman

22. Depreciation. As 1982.
23. Contingency Allowance. As 1982.
24. Non Teaching Salaries.) Assumed increases
) from 1 April 1983
25. Wages.) of 12,5%.
27. Medical Aid Contributions. Membership of Tafelberg Medical Aid Society is being negotiated. Also Item 33.
28. Provision for Long Service. No longer necessary. Amount equal to 7,5% of salaries of staff not eligible for pension fund is credited to provident fund.
29. Teaching Staff Salaries. Increases of 15% from 1 April 1983 are allowed for.
30. Long Leave. Two teachers going on long leave.
32. Extra Subject Salaries. These vary with extra subjects revenue. (Item 7)

HERSCHEL ASSOCIATION
REVENUE AND EXPENDITURE

<u>REVENUE</u>	<u>1982 Budget</u>	<u>1982 Est</u>	<u>1983 Budget</u>
1. Registration Fees	2 000	2 200	2 000
2. Sundry Revenue	3 000	5 750	2 000
3. Lunches	9 500	10 500	10 500
4. Four Schools Trust	9 000	15 500	11 500
5. Provincial Subsidy	69 000	67 000	66 000
	<u>92 500</u>	<u>100 950</u>	<u>92 000</u>
6. LESS : Scholarships, Bursaries and Allowances	17 500	16 000	18 000
SUB TOTAL	<u>75 000</u>	<u>84 950</u>	<u>74 000</u>
7. Extra Subjects	37 000	58 000	51 000
8. Boarding Fees	142 000	135 000	144 000
9. Tuition Fees	678 000	718 000	860 000
SUB TOTAL	<u>857 000</u>	<u>911 000</u>	<u>1 055 000</u>
<u>TOTAL</u>	<u>932 000</u>	<u>995 950</u>	<u>1 129 000</u>
<u>EXPENDITURE</u>			
<u>General</u>			
10. Catering	68 000	64 000	73 000
11. Domestic Charges	41 500	41 000	45 000
12. Administration	20 000	22 500	22 000
13. Class Materials	17 500	16 000	22 000
14. Interest	21 000	21 000	25 700
15. Insurance	12 000	11 500	14 000
16. Bad Debts	4 500	4 000	5 000
17. Motor Vehicle Expenses	1 200	600	1 200
18. Sports Requisites	1 100	1 200	1 100
19. Security Guard	4 500	3 500	4 000
20. Property Maintenance	21 500	25 000	35 000
21. Property Maintenance - Alter. Hill	7 000	8 000	-
22. Depreciation - Replacements	11 000	11 000	11 000
- New Buildings/Equipment	23 000	23 000	23 000
23. Contingency Allowance	7 500	-	7 500
SUB TOTAL	<u>261 300</u>	<u>252 300</u>	<u>289 500</u>
<u>Non Teaching Staff</u>			
24. Salaries - Administration	34 500	36 600	42 000
- Domestic	41 000	41 700	47 000
25. Wages	45 000	44 000	54 400
26. Pension, UIF Contributions, Provident	8 600	8 500	10 700
27. Medical Aid Contributions	-	200	1 000
28. Provision - Long Service Gratuities	7 000	7 000	-
SUB TOTAL	<u>136 100</u>	<u>138 000</u>	<u>155 100</u>
<u>Teaching Staff</u>			
29. Salaries	461 500	505 000	581 000
30. Long Leave	8 000	8 000	7 000
31. Pension, UIF Contributions, Provident	33 800	33 800	45 200
32. Extra Subjects	29 000	40 500	40 000
33. Medical Aid Contributions	-	200	2 000
SUB TOTAL	<u>532 300</u>	<u>587 500</u>	<u>675 200</u>
<u>TOTAL</u>	<u>929 700</u>	<u>977 800</u>	<u>1 119 800</u>
<u>SURPLUS</u>	<u>2 300</u>	<u>18 150</u>	<u>9 200</u>

HERSCHEL ASSOCIATION
SCHEDULE OF FEES FOR 1983

	ESTIMATE TOTAL	NUMBERS BOARDERS	1982 FEES PER TERM	1982 REV PER TERM	1982 + 12½% FEES PER TERM	1982 + 12½% REV PER TERM
PRE PREP	20		185	3 700	210	4 200
SUB A	30		185	5 550	210	6 300
SUB B	30	1	190	5 700	215	6 450
STD 1	42	1	255	10 710	285	11 970
STD 2	38	3	300	11 400	340	12 920
STD 3	33	2	335	11 055	375	12 375
STD 4	46	7	345	15 870	390	17 940
STD 5	42	9	355	14 910	400	16 800
STD 6	67	17	385	25 795	435	29 145
STD 7	53	13	410	21 730	460	24 380
STD 8	49	12	440	21 560	495	24 255
STD 9	50	10	450	22 500	505	25 250
STD 10	46	11	450	20 700	505	23 230
TUITION	546			191 180		215 215
BOARDING		86	380	32 680		36 120
TOTAL PER TERM				223 860		251 335
TOTAL PER ANNUM				R895 440		R1 005 340

CAPITAL EXPENDITURE 1983

Equipment for New Laboratory	R 10 000
Shelves for Prep and Senior Libraries	R 1 000
2 Overhead Projectors - Prep	R 800
2 Easy Chairs and Table for Prep Reception	R 300
Carpets for Prep	R 800
Anatomical Model of Human Head and Torso	R 1 000
Lawn Mower and Weedeater	R 700
5 Microscopes (there are 3 between the 3 present laboratories)	R 2 500
Gym Mats	R 800
Chart Cabinet - Prep	R 200
Cupboard	R 200
Toilet (Swimming Pool Area)	R 7 000
Spotlights, Floodlamp for Drama	R 2 000
Sundry	R 2 700
	R 30 000

CASH FLOW AND BORROWINGS 1983

Overdraft at 1.1.1983		43 900
Written back		
Depreciation - Replacements	11 000	
Depreciation - New Buildings & Equipment	<u>23 000</u>	<u>34 000</u>
		9 900
Provident Fund Payments	7 000	
Capital Expenditure	<u>30 000</u>	<u>37 000</u>
Overdraft 31 December 1983		<u>R46 900</u>

In addition the school will be borrowing R26 500 from the Provident Fund and will have a bond of R95 000. .

NOTE : With total unsecured borrowings at R73 400 the school is exceeding the target of R50 000 set in 1981.

REPORT ON BUILDING AND FACILITIES

1. The high school science block is on schedule and will be completed at the end of November 1982. The contract was concluded with Messrs Cabion at R68 804. Final completed building cost including all professional fees should not exceed R80 000. Council members must please take note that this new laboratory will require equipment. An amount of around R10 000 should be provided here.
2. Mr Gawith's "Herschel Plan 1983" sets out the major capital items that are deemed desirable. The costs quoted are approximate and will grow at around 18% per annum. The prep school hall requirement is probably the most urgent. On the other hand the high school squash court is also very desirable and a readily achievable target for the finance raisers. Perhaps we should go for this one for completion during 1983.
3. Both the high school and prep need to have considerable sums of money spent on building improvements/maintenance. Mr Park and his team are not staying abreast of the demands being placed on him. We will thus have to undertake the following works with outside contractors. All the work set out hereunder will have to be completed within 3 years.

3.1 Urgent work or work already committed Cost estimate

3.1.1 Prep school staff room (committed)

(i)	Waterproofing	R1 400
(ii)	Painting	R 192
(iii)	Soundproofing	R 80
(iv)	Furniture	R1 000
(v)	Doors	R 102
(vi)	Carpet	R 870
(vii)	Wash hand basin	R 148

3.1.2 Prep school library

(i)	Shelving cupboards etc (com)	R1 700
(ii)	Catalogue cabinet (committed)	R 400
(iii)	More shelves required (est)	R 500

3.1.3 Prep new classroom block

(i)	Roof leak (estimate)	R 500
(ii)	Fix plaster (estimate)	R 150

3.1.4 High school library

(i)	Shelving (committed)	R 800
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3.1.5 Prep school kindergarten

(i)	Build cupboards to relieve congestion in prep staff room (urgent)	R 876
(ii)	Roof leak needs attention (estimate)	R 300

.... / continued

3.1.6 High school boarding house (urgent not committed)

(i)	Bathroom modification to ensure privacy of matrol and sick bay patients (estimate)	R8 000
(ii)	Roof leaks - especially on flat roof areas (estimate)	R5 000

3.1.7 Pool

(i)	Change room doors need replacing (estimate)	R1 000
(ii)	Toilet facilities must be built in the pool area (estimate)	R7 000

3.1.8 High school roof

(i)	All flat roof areas need to be resurfaced. Also the cloakroom, classes 1-8 and the science and home economics classes have leading roofs (estimate)	R10 000
TOTAL		<u>R40 018</u>

3.2 Work which should be completed within 30 months

3.2.1	Poles for netball court, also resurfing of court (estimate)	R5 000
3.2.2	Maintenance to tennis court surfaces (estimate)	R1 000
3.2.3	Brickwork in bay windows of library needs repairing	R1 000
3.2.4	Pool filter will require replacement or major maintenance (estimate)	R1 500
3.2.5	The squash court floor is unsound and requires comprehensive attention	R3 000
3.2.6	Both the prep and the high school will need to have all exterior wooden windows and doors revarnished. (Part of this work is done by Mr Park on an ongoing basis but he is not staying ahead)	R5 000
3.2.7	The back of the prep needs repainting	R2 000
3.2.8	The music and drama centre needs repainting	R1 000
TOTAL		<u>R19 500</u>

.... / continued

3.3 The following items are desirable but not essential
at this stage

3.3.1 Spectator area for tennis court

3.3.2 Increase height of pool wall

3.3.3 Entrance and office space allocation in
high school

HEADMISTRESS'S REPORTTO THE SCHOOL COUNCILMONDAY 20 SEPTEMBER 1982Pre-Prep., Sub A and B Report

Mrs Davies, Head of our Pre-Preparatory and Kindergarten Department reports as follows:-

This term has been a busy one for everyone in the Kindergarten. The highlight was the "concert". Our theme was People of other Lands and we had items on the Eskimos, Holland, China and South Africa. The girls from the Pre-Prep., Sub A, Sub B and Standard 1 classes took part in the hour long performances. Standard 1 girls, most ably trained by Mrs Tyson, sang and provided the accompaniment on the percussion instruments. The younger children acted out the stories, songs, dances and movements. A gym display organized by Mrs Gray was also part of the concert. From comments it seems that the entertainment was a success and much enjoyed by both parents and children. The staff had some anxious moments when, due to the flu, seven children had to double up on their parts on the day of the first performance. Each performance saw more girls falling victim to the flu bug, but we managed to keep "on with the show".

Two very pleasant and helpful students from Cape Town Training College came to do their teaching practice with us for two weeks - Miss Abrahamson with Mrs Butler in Sub A and Miss Stickells with Mrs Davies in Sub B. Miss Barber from Barkly House is to spend the next two weeks with Mrs Beck in Sub A also doing student teaching practice.

The K. G. staff attended a Workshop at U.C.T. for Junior Primary Teachers. The theme was "Looking in at the Junior Primary Child" - through Art, Movement and Music and at the teacher - her task responsibilities and efforts. We came away feeling motivated, encouraged and very aware of the responsibility that Sub A and B teachers have in the education system and how much care, thought, energy etc. is needed in the K.G. Department of any school if the rest of the school is to succeed in its aims for the educational, emotional and social development of its pupils.

We plan to take the girls to visit to Bellville Fire Station to fit in with the theme "People who help us" being studied in Sub A. This visit will take place on the second last day of the term.

Preparatory School Report

Mrs Brown reports:-

Excitement is gaining momentum as the Fête approaches. Every girl in the School is involved in the Fête as we are running a class competition to see which class can contribute the most. Each week a different stall has had a turn and lists of "raw materials" and other requirements have been roneod and sent home and everybody has had an opportunity to donate whatever they could to each stall. In this way the mothers who are experts at, for instance, knitting or needlework, have been able to use their talents to the full even though their children were not in the class concerned. We feel that we are tapping all our resources and my only anxiety is that we may not be able to sell all that has been-brought! Mrs Burke has an enthusiastic band of girls training as drum majorettes and their performance should be well-worth seeing.

Bokomo arranged a baking competition at Herschel last term and the winners in each Standard were invited to take part in the Semi-finals a fortnight ago. This was held at Cavendish Square and our Standard IV couple came second. Many of our Staff and girls went down to Cavendish Square in the course of the afternoon to show their support for our School, and we were very proud of the way our pupils conducted themselves.

Mrs Jean Purcell, one of our Standard V teachers attended a symposium at the beginning of the term on gifted children. We have devoted a good deal of our free time to discussing various aspects of this challenging study and Mrs Purcell has guided our thinking by the knowledge and understanding she has gained. The number of actually "gifted" children is not very high but we have adapted many of the ideas in our teaching. In the past we have tried to "stretch" the bright pupils by giving them extra work of interest and I feel we were fairly successful here.

At all levels and in all our classes we are now working on a differentiated system. The slower pupils are being taught the basics, those of average intelligence are being given tasks to stimulate them to apply what they have learnt and the bright girls are challenged to interpret, create, analyse and evaluate. This approach is very much in keeping with modern teaching patterns and we are very aware of our responsibility to give each girl a chance to develop her potential. We need to look to our resource material in the library and ensure that we are able to meet our needs. Council members are most welcome to come and visit us and see what we are doing at the Preparatory School.

We invite outside speakers from time to time and Miss Tremble came to speak to the Standard V's on "Wartime Britain". This was sparked off by the project on, "When my Mother or Grandmother was young". The Standard V Health Programme includes a section on Smoking and its Dangers and Mrs Louw from the National Cancer Association kindly came to address the girls on the effects of smoking on lung cancer. After class discussions on the subject, Professor Opie spoke to the Standard III's and V's on "The Use of Animals in Medical Research".

Preparatory School cont.

We find that the older girls thrive on being given leadership responsibilities and our Prefect system which was an innovation last year has become part of the school routine and is working admirably. The editors of our newspaper, "Herschel Highlights", select and display suitable articles, competitions, puzzles and letters and are entirely responsible for its production.

A sponsored spelling competition was held by the Standard V's as part of their on-going efforts to raise funds for their present to the School, and over R400 was raised by this venture.

Outings have included visits to the Cultural Museum and the South African Museum. These are planned in conjunction with our teaching and pupils gain a tremendous amount from meaningful and thought-provoking questionnaires.

A staff meeting is held every morning before school and on Fridays at break time. Here we are able to discuss the running of the School, its discipline, problems which staff are experiencing and new ideas. In this way we are all able to express our opinions and some very good suggestions for improving our methods have come out of these sessions together. We are not teaching our classes in isolation and have an interest in what others are doing. We are fortunate in having a dedicated staff who are so loyal to their profession and the children and school they serve.

Senior School

Physical Science

- A. Report by Mrs C. Feast (our Senior Phys. Sci. teacher) on
The H.M.C. Physical Science Teachers' Conference.
 (University of the Witwatersrand 3 - 7th September 1982
 organized by D.Finnemore of St John's College.)

The conference, having been postponed from April, was timed to coincide with the Transvaal Private Schools' vacation and the British summer vacation. This enabled Graham Hill a distinguished Chemistry teacher and author of a bestselling Chemistry textbook in Britain to come. In both formal lectures and discussions he shared with us his experience in and enthusiasm for Science teaching and his ideas for making Science more relevant to the non-scientist.

During the very full programme we heard several interesting lectures on a variety of subjects such as "Alternative transport fuels in South Africa," "Audiovisual aids", running a Science club and objective testing. Brother Colussi, a J.M.B. examiner, ran a symposium on the role of the examination and a workshop on compiling an examination paper, in which we were given valuable insight into how examinations are set and marked.

On Sunday the theme was "Microcomputers in Physical Science teaching" and, apart from lectures, we had the opportunity to use computers and try out various programmes. Even our tea breaks were usefully occupied by browsing around the book display and manufacturers' exhibition. This was particularly useful to me in view of the new equipment that will be needed for the new Science laboratory.

Physical Science Conference cont.

Altogether I found the conference very well organized and professionally of great value. It was an opportunity to meet colleagues, and to share ideas, experience and resource material and one came away with renewed enthusiasm for Science teaching.

B. Standard VI-VII Science Projects

An exhibition of project work done by all Standard VI and VII pupils was held in the School Hall on Monday 13th September. Mrs Beames is to be congratulated on the standard achieved. Exhibits included the following:-

- a hot air balloon
- an electric chair (!)
- a model of Vesuvius
- a water-wheel
- a distillation plant for separating alcohol from fermented apple pulp
- a model of Table Mountain with cable cars
- security alarm systems
- electric circuits adapted for games of skill.

Botanical collections included collections of sea-weed, leaves, herbs, indigenous barks, crystal formations, birds' eggs, corals and seed-pods.

We were pleased that so many parents showed interest and that the Argus photographer could be there.

C. Standard VIII entry in A.E.C.I. Contest

Three Standard VIII girls, Nicola Caine, Stephanie Dutkiewicz, and Nicola Newton-King recently entered a national Science contest in which they submitted the design of a Solar Pump. Their entry was one of twenty winning entries chosen and they have now been asked to build a model from their design and submit this for final judging. We are at present awaiting the results!

- D. The building of the new Physical Science Laboratory seems to have proceeded with a minimum of noise and inconvenience to the School and we are looking forward to being able to use it next year.

ChapelA. Confirmation

Rev. Cox held weekly confirmation preparation classes at school from the start of the second quarter. On Sunday 12th September the following girls were confirmed at St Saviour's by the Right Reverend G A Swartz, Suffragan Bishop of Cape Town:-

Wilhemina Bray
Vanessa Clark
Sally Dicev
Susan Gatt
Kim Jameson
Margaret Malherbe
Wendy Perold
Sonja Petrus
Juliet Poslethwaite
Hillary Tasker

- B. Sunday Chapel services have been taken for us by Rev. Cook (Christ Church), Rev. Cox (St Saviour's) and Rev. Kirk (Diocesan College).
- C. Our weekly Communion services on Wednesday mornings are conducted by Rev. Taylor, Rev. Young or Rev. Cox who consult together in planning a theme for the term. Last term the theme was Prayer and this term Old Testament stories. The short sermons given in each service have in my opinion been very helpful and we are grateful for the care shown.
- D. Christian Union

Christian Union meetings this term have included a slide-show on Oberamagau, a film on the Leprosy Mission and a talk by a University student on the relevance of Christianity today.

Debating Society

Mrs Saffery is continuing to get a good response for her weekly training sessions in debating and public speaking. A new Committee for the Oral Communication and Debating Society has been elected with Sandra Newton Thompson as Chairman. A successful meeting with Westerford was held at Herschel recently at which there was opportunity provided for both debating and Forum discussion. One of the Westerford parents took the trouble to write me a letter after this, congratulating our Chairman on the way she had conducted this meeting!

Sociological Club

Talks have been given on a variety of topics - D.H. Lawrence, Responsible Parenthood, courses offered at the Technicon and archaeological work in South Africa. The films "To Kill a Mocking Bird" and "The World at War" (Part VIII) have been shown.

The Herschel Fête

Mr Roger Hendry has suggested that he make a brief report at the start of this Council meeting which will enable you to meet him and hear of progress. Some pre-Fête fund-raising functions have been organized by several of the Stall Conveners and attended by mothers, Old Herschelians and friends. These have included a Garden-Party, a demonstration of Patchwork by Mrs Elvin-Jensen, a talk on Flower Arranging with a demonstration by Mrs Joan Pare and the Truworths' Fashion Show Salute to Summer presented by Mrs Lloyd-Roberts with Standard VIII or IX girls as models.

Latin Pupils' Evening

A team of Standard VI and VII girls entered an Inter-Schools' contest held at St Cyprian's earlier this term in which each group had to present a play written by themselves (in English) based on a Greek or Roman myth. Our play was written by Alison Moultrie and was about Orpheus and Eurydice. The evening proved enjoyable for both audience and participants.

Staff

Mrs Thompson is on Long Leave this term and her place has been taken by Miss Josephine Frater, who matriculated at Herschel in 1978.

Mrs McCormick is retiring at the end of this year after 24 years on the Herschel staff. I should like to suggest that a special presentation from the Council be made to her on Speech Day.

Mr Donny Pelson, our School gardener, has been at Herschel for 47 years and I would like to see some recognition made of this outstanding record of service, possibly also on Speech Day.

Matriculation Oral and Practical Examinations

The following schedule of Oral and Practical examinations has been given as:-

Afrikaans Oral - Monday 20 September
 French Oral - Tuesday 21 September
 Home Economics Practical - Friday 24 September
 Speech and Drama Practical - Friday 29 October

The full J.M.B. time-table has not yet been published but we have been given Monday 8th November as the starting date and Thursday 3rd December as the date of the last examination.

Sport

The Inter-Schools' Hockey and Netball Tournaments (Open and Under 15) were held this month although the Open Netball had to be cancelled because of rain.

In the Hockey, our 1st XI won every match in their section but lost to Rustenburg in the Finals after a very exciting game (according to one parent spectator a "real nailbiter"!). The Under 15 team lost one, drew one and won one match in their section and so did not succeed in getting through to the Finals. I think Miss McKenzie is to be congratulated on the overall standard.

To round off the season a Parents' match and a staff match have been planned for near the end of term.

Herschel Scholarship Examination

This is scheduled for Saturday 18th September. Of the 20 candidates who have entered this year, 11 are Herschel pupils, 7 are already booked to come next year, 1 is on the waiting list, and only 1 applied in response to our advertisement in the Cape Times and Argus. This is disappointing but I feel it is probably because the amount of R500 is too small a percentage of today's high school fees to attract attention. It also seems regrettable that the cost of the two single advertisements (275) should be so high (over 1/7th of the amount of the Scholarship).

Conference of Headmasters and Headmistresses of Private Schools

This is to be held at St Cyprian's this year during the September holidays. Mrs Brown and I will both be attending.

School Magazine

Mrs Gillham is working hard at present to collect and edit material for the School Magazine.

Mr William Barker (on the staff of 'Fairlady') is acting as adjudicator of this year's Inter-House Magazine Contest.

"Laggan"
Meadow Lane
CONSTANTIA
7800

11 November 1982

Chairman of Council
Herschel School
Herschel Road
CLAREMONT
7700

Dear Mr Marshall-Smith

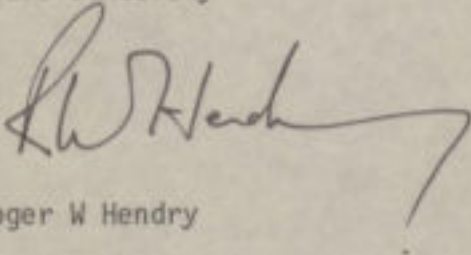
REPORT TO COUNCIL : HERSCHEL JUBILEE FÊTE

Enclosed herewith is a comparatively detailed report on the Jubilee Fête prepared by myself. While much of the content is by this time common knowledge, it represents a record of the activities pre-event, during the event and post-event.

The aspects of the report which it is requested are considered by Council as soon as possible are contained in Sections 4 and 5.

I leave this with you for your records and consideration.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'R W Hendry', with a long, sweeping horizontal stroke extending to the right.

Roger W Hendry

Encls

REPORT TO COUNCIL

HERSCHEL JUBILEE FÊTE

16 OCTOBER 1982

1.0 INTRODUCTION

With the advent of the Jubilee year of Herschel School it was decided by Mr Patrick Kohler of Herschel Council, the Headmistress Miss Geldard and the undersigned, that the 60th birthday of the School should be commemorated with a special event. During discussions, going back in time to the end of 1981 and the early weeks of 1982, alternative forms of a celebration were considered. Ultimately, towards the end of March 1982 a decision was taken to celebrate the Jubilee year by means of a comprehensive fête. The fête was to incorporate trading stalls of a conventional nature, together with entertainments and sideshows. The idea was to involve pupils, parents and to a lesser extent staff in an event which would not only realise funds for a commemorative school project but would also constitute a high point in the Jubilee year. The undersigned accepted the position as Convener of the fête.

On 3 May a meeting of parents and staff was called at which it was intended volunteers would be appointed to convene the various stalls, entertainments and sideshows. The meeting was reasonably well attended and sufficient people volunteered to organise and convene 19 stalls.

2.0 PREPARATION

The stalls which it was planned would constitute the bulk of the trading were baby stall and decorations, health foods, arts and crafts, hotdogs and hamburgers, accessories and T-shirts, candy floss and ice cream, boutique, pancakes, tombola, plants and flowers, white elephant, sweets and fudge, gifts and novelties, a tea garden, toys, a coffee stall, books and records, produce and delicatessen and a cake stall. Each class in the school under the control of a stall convener was responsible

for assisting in the provisioning of a particular stall. Parents of the pupils in the appropriate classes were also encouraged by the stall conveners to become involved in the preparation and provision of saleable goods for the stalls. To assist in raising funds for the purchase of stall items as required and to add to any profits which each stall might make on the day, pre-fête functions such as a flower-arranging demonstration, a fashion show, a disco-thèque, etc were held. An additional responsibility of each class and ultimately each stall convener, was the organisation of a particular sideshow or entertainment associated with each stall.

For six months stall conveners worked unceasingly at getting provisions and items of work for sale on their stalls by means of work parties over weekends with pupils and during the week with parents. Pupils were also encouraged to bring all manner of items to school which could either be sold directly from a stall or be incorporated in the manufacture of an item for sale.

A form of class competition was held whereby points were awarded to each class as items for sale were brought. In a similar way an overall competition was introduced by Miss Geldard involving the various stalls. The class and stall convener whose stall was responsible for producing the highest net profit on the day would be rewarded with an outing sometime after the fête.

By kind permission of Miss Geldard, stall convener meetings were held in the school library on a regular basis. At these meetings, stall conveners reported on their progress towards the event and information and preparation experiences were swapped across the table. The Committee developed a congenial working relationship.

3.0 THE EVENT

Two days before the event the erection of stalls commenced. Enthusiasm amongst pupils and parents increased as the day approached

and the final setting for what could be more accurately described as "an English Country Fair" was established.

With the weather well in our favour, after sincere prayers, stalls opened at 8.30 a.m. and stayed open until 4.30 p.m.

The list of stalls, entertainments and sideshows was detailed in the programme of events prepared for the day. A copy of this programme is attached as an Appendix to this report.

At 9.15 a.m. the fête was officially opened by a short address from the Chairman of the Council, Mr Bill Marshall-Smith.

The event was well patronised by pupils' parents and friends and stalls in general were sold out by the end of the day. Ongoing sideshows and entertainments kept visitors of all ages occupied throughout the day between their various stall-spending sprees.

Takings from each stall and sideshow was collected on a regular basis and counted and 'banked' in the school administration offices.

Security guards were in attendance throughout the day and apart from one or two incidents of 'over enthusiastic' bargain seeking, which did cause considerable distress to those involved, the day was delightfully free of any serious disturbances.

4.0 FUNDS REALISED

As of the 28 October 1982, the total amount realised from the event as a whole including pre-fête fundraising events was R24 828,06. From this grand total was subtracted stall convener expenses, bank charges and other sundry expenses amounting to R6 174,76. This left a net total of R18 653,30. There are ongoing items for sale such as the school staff recipe book, commemorative mugs, etc which will contribute

to the above amount over the next several months and possibly years. At the same time some additional minor expenses will require to be paid out. It would appear however that at this stage, the amount of R18 653,30 represents a reasonably accurate figure of the Jubilee Fête.

5.0 ALLOCATION OF FUNDS

On completion of the assessment of fête funds, a report back meeting of stall conveners was held in the school library on 1 November 1982. The several purposes of the meeting included a discussion on the success of the fête, where, if at all, things could have been done differently to greater advantage, and also a discussion on the allocation of the monies realised.

With regard to the latter, it was decided that initially a certain portion of the money would be allocated to charity. For the remainder it was decided that certain recommendations for the allocation of the money would be made to the Herschel Council for consideration and approval.

5.1 Charities

The Committee decided that the charities which Herschel normally support should continue to benefit from a portion of the fête funds. It was recommended that approximately one-tenth of the funds should be donated.

The institutions and the donations which have been made to each institution are listed hereunder:

Cape Peninsula Welfare Organisation for Care of the Aged	R300
" " School Feeding Association	R200
African Scholars' Fund	R200
St Anthony's School, Langa	R150
Child Welfare Society	R150
Dept of Mission (Church of the Province)	R150
St John's Hostel	R150
Tear Fund	R150
World Vision	R150
St Michael's Childrens' Home	R150
Build-a-Better Society (BABS)	R150
People's Dispensary for Sick Animals	R100
	R2 000

5.2 School Project

The remainder of the funds realised, it was suggested, should be spent on a specific 'project', item or items which would benefit all those currently at school (the present Matrics excepted) and for many pupils and staff to come. The project should be divorced from any aspect which would be catered for under normal school expansion or development programmes. It should be a Jubilee commemoration item on its own. From a wide range of ideas it was finally concluded that the following items would satisfy the 'project' that people had in mind.

- 1 A computer (Senior and Prep. School)*
- 2 Photostat machine (Prep. School)
- 3 Audio-visual equipment
- 4 A public address system

*Mrs Crosswell of the Maths. Department has since submitted a memorandum on the proposal for the acquiring of a computer. A copy of this memorandum is enclosed herewith. It is recommended that a sub-committee be formed within Council which committee would include staff members, for the purpose of investigating the merits or otherwise of the purchase of a computer(s).

In order that the above items might be considered in greater depth and supply firms consulted, it is requested that Council give consideration for approval as soon as possible.

6.0 CONCLUSIONS

In spite of instilling into pupils and parents the merits of celebrating the School's Diamond Jubilee in this manner, enthusiasm for making a success of the venture was held by, it is estimated, 5% of those parents presently connected with the School. Those on whose shoulders the burden fell of encouraging pupils and other parents, organising events and work parties, laboured uphill for six months against apathy, disinterest and in some instances, outright rebuff. However, faithful to the end, these few, together with the generous spending of many parents and friends, made the event the remarkable success it was.

7.0 ACKNOWLEDGEMENTS

To complete the record of the Jubilee Fête, the final section of this report acknowledges those directly and indirectly responsible for the success of the event.

Herschel Council and Headmistress for granting permission to hold the event

All parents, staff and pupils who worked throughout

Stall Conveners: Mrs Deirdre Jones
Mrs Tanis Robins
Mrs Carolyn Code
Mrs Marian Carlyle
Mrs Pam Cotteril
Mrs Lilith Wynne
Mrs Marylin Schulze
Mrs Becky Dean
Mrs Di Stuart-Finlay
Mrs Patty Petyt
Mrs Mary Rogers
Mrs Lavinia Crawford-Browne
Mrs Diana van Rijswyk
Mrs Jane Kohler
Mrs Tinka Haldane
Mrs Jenny Lock-Davis
Mrs Marguerite Davies
Mrs Ann Schneides
Mrs Jean Marr

School Office Staff: Mr L Saxby
Mrs V Devis
Mrs D Smith
Mrs M Browne
Mrs A Alves
Mrs S Eve

Groundsman: Mr B Park & Staff

Stall construction: Mr R Cotteril

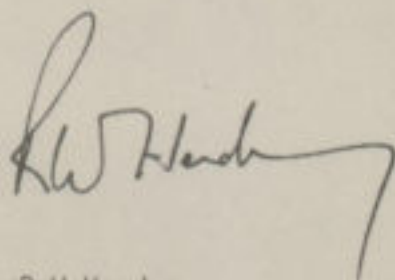
Finances: Mr K Gilliland

Drum Majorettes: Mrs S Burke

Invaluable assistance was obtained from:

Murray & Roberts	:	Stall construction material
Defence Force	:	Stall tables
St John's Ambulance	:	First Aid
BP	:	Public Address system and Poster advertising

A special mention of thanks to all parents and friends of the School who generously supplied items for sale on the various stalls and thus contributed to the success of the event.



R. W. Hendry
Fête Convener

ALL DAY

SIDESHOWS AND ENTERTAINMENTS

<u>WHAT</u>	<u>WHERE</u>
Photographic Memories	Above top tennis court
File of Cents	Top Tennis Court
Funny Make-up	Stall on lawn
Trampoline	Lawn behind Class 8H
Wacky Rides	South end of Cabbage Patch
Fortune-telling	Caravan near Hall
Paint-a-Picture	Classroom 8H
Miniature Gold	Between tennis courts and road
Push Halfpenny	Lawn behind Class 8H
Lost Train	Outside Language Room (upstairs)
Story Times	Drama Room (other side of Hall)
Films	History Room 10S
Patchwork Demonstration	Boarders' Sitting Room

FIRST AID

: Headmistress' Sitting Room

HERSCHEL

DIAMOND JUBILEE FÊTE

SATURDAY 16TH OCTOBER 1982

PROGRAMME OF EVENTS

<u>WHEN</u>	<u>WHAT</u>	<u>WHERE</u>
8.30 a.m.	Stalls open	
9.00 a.m.	Drum Majorettes	Main entrance
9.15 a.m.	Official Opening - Chairman of Herschel Council	Public address
10.00 a.m.	Highland Dancing	Under Ilex tree
11.00 a.m.	Gym Display	below tennis courts
11.45 a.m.	Demonstration of Dog-Training	below tennis courts
12.30 - 2 p.m.	Lunches served	Dining Room
2.00 p.m.	Bishops Brass Band	Under Ilex tree
3.00 p.m.	Vintage Car Display	Main entrance
4.00 p.m.	Landing of Parachutists	Below tennis courts
4.15 p.m.	Announcement of Winners	Public address
4.30 p.m.	Departure of Drum Majorettes	Circle
5.00 p.m.	Stalls close	

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LOCALITY PLAN

AND

KEY TO STALLS AND ENTERTAINMENTS

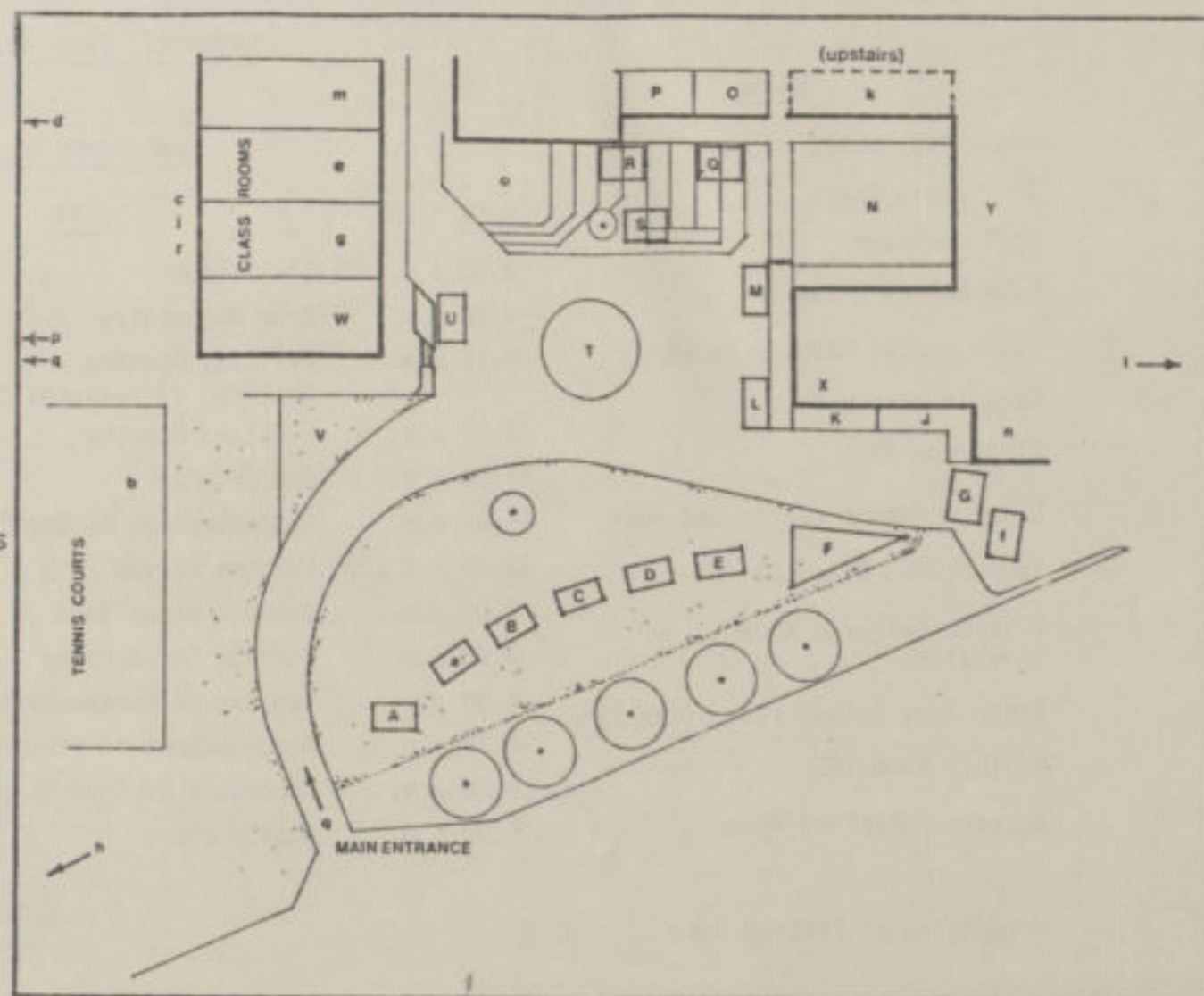
STALLS

- A Public Address
- B Gifts and Novelties
- C White Elephant
- D Sweets and Fudge
- E Arts and Crafts
- F Produce, Delicatessen and Pepsi
- G Accessories, T-Shirts
- J Ice Cream, Candy Floss
- K Pancakes
- L Health Foods
- M Baby Stall, Decorations
- N Tea Garden
- O Coffee Bar
- P Books and Records
- Q Toys
- R Cakes
- S Staff Kitchen Stall
- T Tombola
- U Hotdogs, Hamburgers
- V Plants and Flowers
- W Boutique
- Y Lunches

X FIRST AID

SIDESHOWS AND ENTERTAINMENTS

- a Funny Makeup
- b Mile of Cents
- c Trampoline
- d Pony Rides
- e Photographic Memories
- f Fortune-Telling
- g Parcel Depot
- h Miniature Golf
- j Push Halfpenny
- k Ghost Train
- l Story Times
- m Films
- n Patchwork Demonstration
- o Highland Dancing
Bishops Band
- p Gym Display
Landing of Parachutists
Dog-Training
- q Vintage Cars
Drum Majorettes
- r Paint-a-Picture



PURCHASE OF COMPUTER

We must consider the following:

1. Do we have a specific need for a computer in - computer science
 - computer assisted learning
 - computer based learning
 - remedial work
 - administration
 - playing around i.e. comp. club
2. As the initial cost is high (+R6 000 for basic equipment with one screen and no "frills") we must investigate
 - makes of computer
 - maintenance and back-up services
 - chance of obsolescence in short time
3. Programmes suitable for JMB syllabus are very limited at present and those available are costly (also, only one child can use the basic set up at a time)
4. Lack of trained personnel - NO-ONE in the school has any training in either computer science, the working of computers or in programming. Furthermore few staff are at present interested or can see the relevance of computers to their own subjects

With all this in mind I propose the following :

1. We must find out exactly what other schools are using or intending to use computers for.
2. We must investigate the materials (programmes) now available.
3. We must carefully consider all the makes available (I was very impressed by the BBC computer which will be available in about 2 years time). Prices are coming down !, and we must not exclude the possibility of hiring.
4. NB! Train 4-5 teachers properly right away, before we make a costly mistake. This aspect has to be taken very seriously.

Then, when we know what we need, which one we want, and how to use it effectively - we can buy one.

J Phelanwell
(Head of Health & Safety Dept.)

HERSCHEL

Head of Preparatory School

A. Situation that exists at present

1. Title

Mrs Brown is referred to as the "Head of the Preparatory" on school reports and in correspondence, as opposed to my own title of "Headmistress".

(cf. Bishops Prep. where Mr Anderson has the title of Senior Master not Headmaster)

2. Membership of the Conference of Headmasters and Headmistresses

From 1972 when Mrs Brown took over as Head of the Herschel Preparatory, she attended the annual Conference with Dr Silberbauer and in 1979 she was granted full membership (as was Mr Anderson of Bishops). Recently she has applied for a British Council Visitorship (granted to Headmistresses) to allow her to visit schools in the U.K. in 1983 in order to study school administration.

3. Headmistress's Responsibilities already carried by Mrs Brown

a) Leadership of her staff - conducting of staff meetings

b) Interviewing of applicants for staff posts; selection of candidates to be approved by myself

c) Drawing up of school time-table and all internal school arrangements e.g. prefect and monitors systems; internal contests; charity efforts etc

d) Disciplinary matters within the Prep. School

e) Interviewing of parents of new girls and other parents on request

f) Testing of new pupils

g) Preparation of school calendar for Prep. School

h) School Assemblies

i) Supervision of school reports

j) Guidance given to Boarding House staff and Prep. School domestic staff

k) Correspondence

l) Annual report for Magazine and Speech Day

m) Conducting of meetings for parents and teachers

4. Areas where there is consultation with, or final decision by, myself

- a) Final appointment of staff
- b) Opening staff meeting of the year and occasional meetings called for a special purpose (sometimes with only a few staff e.g. teachers of one subject or of one standard)
- c) Prep. School Boarding House arrangements
- d) Interviewing of parents when requested
- e) Occasional disciplinary problems when especially referred to myself
- f) Final checking of school reports
- g) Weekly consultation for discussion of general policy or particular problems (with Head of Kindergarten too)
- h) One School Assembly per week

5. Areas where there is an overlap between Senior and Preparatory Schools

- a) Use of shared facilities: Dining Room; Drama department; Swimming bath; hockey field; tennis courts; Senior and Preparatory Halls (e.g. Senior Hall for Prep. School Gym or K.G. concerts; Preparatory Hall for Senior Modern Dancing classes).
- b) Sharing of staff e.g. Mrs Taylor, Mr Park, Music and Drama staff
- c) Enrolment policy - planning ahead and keeping balance of boarder and day girl members; correspondence in this connection

B. Advisability of representation at School Council meetings and title of Headmistress

As can be seen from A (3) above, to all intents and purposes Mrs Brown is already performing 90% of the work of a Headmistress and she is certainly viewed as such by Prep. School pupils and by the majority of parents. The fact that technically she has not been given this name is more a question of theory or of terminology than of actual practice. In the last four years I have encouraged her in this role and have sought to give her guidance without interference or domination. We have developed a very close working relationship of mutual trust and respect and I have found Mrs Brown a source of strength on a number of occasions. I am aware of the strong loyalty she enjoys from her staff, of the appreciation of countless parents (as evidenced in many letters in which parents have paid tribute to her) and of the very happy spirit that exists within the School. A member of staff of the Training College who came to supervise student teachers on a number of occasions last term was full of praise for our Prep. School and said that it seemed one of the happiest and best-run Primary Schools she had visited. In view of all this, I would be very happy for Mrs Brown to

be given the full title of Headmistress of the Preparatory School, if that is your wish, and for her to be represented on the Council so that Council members may be more directly in touch with Prep. School matters than perhaps is the case at present. This is perhaps important so as to prevent Prep. School business from being overlooked or not sufficiently stressed as could easily happen. I feel too that Council members themselves would feel happier to be more directly in control of the situation and that it would avoid the possibility of any sense of grievance particularly over financial aspects. Such a change in title and in representation need not however mean a change in very many other aspects of the present system.

From what I have already said, it will be evident to you that while I am in favour of Mrs Brown's being rewarded for her services by this extra recognition, I am totally opposed to the suggestion of advertising the so-called new post of "Headmistress" or of contemplating the possibility of replacing Mrs Brown by a new appointment. As I have sought to clarify, the post is new in name rather than in actual practice and to advertise for a Headmistress would be tantamount to a vote of no-confidence in Mrs Brown and in fact in myself. As far as Mrs Brown is concerned, parents, girls and staff would, I think, be bound to interpret it in this light and I feel there would be a great deal of disquiet and distress caused even if she were then subsequently "appointed". For Mrs Brown to be asked to step down for another person at this stage would, in my opinion, (and I am sure in the opinion of every staff member) be grossly unjust and completely unjustified and I do not think it could happen without great harm resulting for the School.

Signed.....

P A Geldard

31 August 1982

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON WEDNESDAY 8 DECEMBER 1982

AT 4.00 p.m.

PRESENT

Mr W Marshall Smith
Mr C J Bettison
Mr T N Chapman
Mr R L Gawith
Mrs J Heywood
Mrs B-L Hoffman
Mrs M Loggie
Adv. R Marais
Mr J E Mudge
Mrs H Newton Thompson
Mrs A Snyders
Mr G J van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES

Mr D J Loch Davis
Mr M J Longmore
Mr R H C Peters

The Chairman reported on a meeting of Council members held on 15th November 1982.

The meeting was primarily concerned with the role and structure of the Council which was discussed in considerable depth.

It was agreed that Mr Loch Davis lead a commission to examine the components of Herschel Association's body corporate with a view to recommending how it should be structured, constituted, integrated and empowered. The members of the commission would be the Chairman, Vice Chairman, Chairmen of Committees and Mr Loch Davis.

This meeting had been called to enable members to express views which would assist Mr Loch Davis. Unfortunately he was unable to attend but Advocate Marais would make the various views expressed known to him.

HEADMISTRESS'S REPORT

The Headmistress had written a report in August, regarding the autonomy of the Preparatory School, which she now presented. She had given a lot of thought to the matter since then and would add:

- 1) There is need for more communication between the Preparatory School and Council.
- 2) Possibly the decision taken four years ago not to have a P.T.A. was wrong.
- 3) Unethical and unfair to ask Mrs Brown to step down or to advertise the position of Headmistress. She would disassociate herself from such action.
- 4) Four years ago there was no life in the Prep. but now there was and the staff was keen and interested.

There was considerable discussion and various views expressed.

ENROLMENT AT PREP.

Though enrolment in Standards 3, 4 and 5 was satisfactory, numbers in the lower classes gave cause for concern. It was agreed that a reduction in fees would not provide a solution.

PARENTS' GRIEVANCES

Parents should take their grievances to the teacher or Headmistress and Council should encourage this.

FORUM

Consideration should be given to having a forum where parents could ask questions of Council and the Headmistress.

NEXT MEETING

There would be a meeting of the commission on 7th February 1983 at 5.00 p.m. and a Council Meeting to discuss Mr Loch Davis' report on 14th February at 5.00 p.m.

Date.....

Chairman.....

