

13 JUNE : COUNCIL MEETING - 5 p.m.
 8 AUGUST : COUNCIL MEETING - 5 p.m.
 12 SEPTEMBER : COUNCIL MEETING - 5 p.m.
 14 NOVEMBER : COUNCIL MEETING - 5 p.m.

1983 - 1985

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, Russet Rise, Spaarman Avenue, off Brommersvlei
 Road, Constantia 7800 Home: 74-3377

Mr T N Chapman, The Southern Life Association, Great Westerford,
 Rondebosch 7700 Home: 69-4057
 Work: 65-3002

Mr R W Hendry, Laggan, Meadow Lane, Constantia 7800 Home: 74-1840
 Work: 21-1789

Mrs J Heywood, P O Box 117, Constantia 7848 Home: 74-1557
 83-1742
 Work: 69-8531
 Ext. 342

Mrs B-L Hoffman, Long Cottage, Newlands Avenue,
 Newlands 7700 Home: 64-4194
 Work: 21-7354

Mr D Loch Davis, P O Box 1087, Cape Town 8000 Home: 77-1338
 Work: 45-1221

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 R Millar, 10 Avenue Bordeaux, Constantia Heights,
 7800 Home: 74-1232
 Work: 25-3370

Mr J E Mudge, Chiltern Farm, Elgin 7180 Home: 02252/70

Mrs H Newton Thompson, Cwelo Lodge, Newlands Avenue,
 Newlands 7700 Home: 64-3221

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
 21-7707
 0226/2591

Representative of Provincial Council
 Mr J Campbell, 22 Lobelia Street, Milnerton 7405 Home: 52-4144



HERSCHEL
CLAREMONT 7700
CAPE

- 1982

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD

AT HERSCHEL ON MONDAY 14 FEBRUARY 1983

AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirmation of minutes of meetings held on
31 August, 20 September and 8 December 1982.
3. Matters arising.
4. Headmistress's report.
5. Reports from Committees.
6. Report of commission examining components of
Herschel Association's body corporate.
7. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 14 FEBRUARY 1983

AT 5.00 p.m.

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

MINUTES

Minutes of the meeting held on 8 December 1982 were confirmed.

HEADMISTRESS'S REPORT

The Headmistress had written to the Joint Matriculation Board regarding the careless errors in the marking of the 1982 papers. There was some discussion on the respective merits of the Joint Matriculation Board, Cape Senior Certificate and National Senior Certificate examinations in relation to University entrance requirements.

It was decided that the Fête Funds should not be fragmented but that Council should wait for Mr Bettison's report on computers, which should be available in three to four weeks.

It was again emphasised that pupils must be "computer literate" before getting to University and that one person should be responsible for the Resources Centre and such things as tapes.

The School required a further supply of Brochures but one similar to the present one would cost approximately R7000 for 2000 copies. It was decided that the Chairman, Vice Chairman and Mr Loch Davis would meet as it was felt that it was possible that we could get financial help from big organisations.

HERSCHEL APPEAL

Money is still coming in but only in small amounts now.

BUILDING COMMITTEE

Mr van Zyl was experiencing difficulty in finding a builder for the bathroom in the sick quarters but he was optimistic that one would be found in time to complete the alterations during the holidays. Mr van Zyl reported that the new Physical Science laboratory had been completed on time and within budget.

FINANCE COMMITTEE

Had nothing to report.

EDUCATION COMMITTEE

Has not met yet this year.

REPORT OF THE COMMISSION

Mr Loch Davis tabled the report which members would study and bring their opinions to the next meeting. The Chairman thanked Mr Loch Davis for the enormous amount of work put in to producing the report.

RESIGNATION

The Chairman said Mr Gawith had resigned from the Council. The Chairman would be writing to him on behalf of the Council to express their appreciation of all Mr Gawith had done for Herschel.

STAFF PARTY

It was agreed that a staff party should be held this year.

The meeting closed at 6.30 p.m.

The next meeting is on Monday 25 April at 5.00 p.m.

25-4-63

.....
Date

William Hutchings

.....
Chairman

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

14 FEBRUARY 1983

Kindergarten School Report

The last term of 1982 was a very productive one. The girls made Christmas decorations and presents and many charming articles were produced. We were disappointed that so few parents from the Preparatory School came to view the K.G. exhibition on Open Day.

The K.G. were involved in the Carol Service last year and we hope to see them taking a greater part in the Prep. School activities in 1983 - they enjoy being with the "big girls".

The first term in the K.G. Department is, of necessity, a quiet "getting to know you" and training time for both Sub A and Sub B. We plan outings to the beach and the docks towards the end of the term when the girls are settled with their new teachers.

Mrs Beck is away due to ill health for this term and we were fortunate to find Mrs L. Coetzee to take her place at one day's notice! She has settled in quickly and is proving to be a very able teacher.

The Pre-Prep's new teacher, Mrs Munro, has also settled in very happily and her great experience in Nursery School education is already showing in the new additions she has made to the Pre-Prep. programme. We have moved my very ancient piano up to her play-room but I feel that a better instrument should be considered some time in the future as Mrs Munro is very interested in Music for the Pre-School child.

Signed: Mrs M.Davies.

Preparatory School Report

The last term of 1982 was a very busy one. After the examinations the Standard 11 to V classes attended a field study at School in the Wilds. The programme was one of challenge and much activity and everyone enjoyed the experience. As a Staff we got to know the girls better and this was especially valuable to the Standard 111 and Standard V teachers who were able to associate very closely with their 1983 classes. Attendance was not compulsory and those who remained behind had a programme to follow under the guidance of the Staff at School.

After the successful expedition of the Standard V's to Hermanus last year, we began to envisage our own field trip for Standard 111 to V. Consequently, we have made plans to spend three days at the Field Service Camp at Jonkershoek in March. All the class teachers will accompany their children, Mrs Davies will be in charge of the catering with several mothers, and I am going along to help with

Preparatory School Report cont.

the maths part of the programme.

We shall be covering aspects of English, Afrikaans, Mathematics, History, Geography and Drama and we are presently busy working out the details. The Staff is enthusiastic and I am grateful that they are all so involved with their pupils and prepared to spend three days away from home to make the trip possible.

The Carol Service in November was well attended and the message of Christmas came through in a meaningful way. Speech Day was held out of doors and was a very happy occasion. Miss Tremble is an excellent speaker and we all enjoyed her wit and humour. I was very disappointed, however, at the turn out of parents. Many came to visit the classrooms but did not stay for the ceremony.

The Drum Majorettes, who did so well at the Fête, were asked to open a Gym Festival at U.C.T. in November and this they did with grace and dignity.

The Standard V's raised R1,500 last year to buy their gift for the School. This is equipment with which the staff and girls are able to make slide tape presentations. A group of Standard V's compiled a programme of their visit to School in the Wilds, and their excitement at their achievement knew no bounds! Unfortunately, we have nowhere to use this expensive machinery and it has to be carried all over the School. We should like to see the verandah at the back of the library enclosed and made into an audiovisual centre where the equipment could be stored and used and the Librarian could be responsible for its safekeeping.

An urgent need at the Preparatory School is a photocopier. We are presently using the one at the Senior School and much precious time and energy is wasted running between the two Schools. We should like to request that some of the Fête money be spent on this.

Signed: Mrs P.Brown.

Senior SchoolEnd-of-year Ceremonies, 1982

The Speech Day Prize-giving ceremony was very well attended at the end of last term and I think everyone appreciated Dr Saunder's address. The Carol Service on the previous evening was, I feel, a time of inspiration and joy for young and old alike.

1982 Matric results

Since we posted the summary of results to you we have been notified of two important changes - firstly, in all the Music results which moved up one or two symbols, resulting in a change of aggregate to a B for Lynn Stamper and to a C for Emily Morrissey; and secondly, in Miriam Thomas' Afrikaans which is now an A not a C.

1983 Enrolment

Though our Matric class is smaller than usual (2 groups of 18 each), we have maximum enrolment in Standards VII, VIII and IX and 66 in Standard VI (3 groups of 20, 23 and 23).

Founder's Day

The Founder's Day Service will be held at St Saviour's Church at 10 a.m. on Friday 18th ~~January~~^{February}, Council members, parents and Old Herschelians are afterwards invited to have tea at the School. The new Physical Science Laboratory, which has been in use since the beginning of term, will be open for viewing.

Newsletter to Parents

I have enclosed with this report a copy of the letter which I have posted to parents this week.

Audio-Visual Equipment

It was agreed that the money raised at the Fête should be spent on audio-visual equipment for both Prep. and Senior Schools. May I ask therefore whether the staff and I can have authority to draw on this money for various items as needed, or should a committee be formed to be responsible for the handling of the whole expenditure?

New School Brochure

Our present stock of brochures is running out and there are many items out-of-date. I have asked for a quotation for a new one from Mr P. Konings, who is at present commissioned to produce a brochure for the Private Schools' Association. He has had considerable experience with this sort of work and I was impressed by his whole approach when he visited Herschel last week.

P.A. Geldard
Headmistress



Herschel
Claremont
Cape
7 February 1983

Dear Parents

My greetings to you all for 1983! Here at school we have a sense of being already well into the new term and I am pleased to report that everything has gone reasonably smoothly so far - apart, of course, from the changes in our arrangements for the "The Tempest"!

1982 Matrics

You will be glad to know that all our Matrics of last year passed their final Joint Matriculation Board examinations, Natasha Theophilou with an A aggregate and Cheryl Hemingway, Rosemary Loch Davis, Lisa Lyhne, Hilary Marten, Janice McMillan, Belinda Morris, Margaret Orford, and Lynn Stamper with B aggregates. There were 13 subject distinctions, including Miriam Thomas' A for Afrikaans which was not shown in the Press list - there had been a computer error in the original calculation of her marks!

1983 Enrolment

We have started the year with 254 pupils in the Senior School - 36 in Matric (where I think both staff and girls are delighted to have two small classes of 18 each); approximately 50 in each of Standards VII, VIII and IX; and 66 in Standard VI (in three classes). At the moment the staff and I are still trying to master the names of all the Standard VI's and the other new girls.

New members of staff

We have welcomed three new teachers in the Senior School this term - as Typing master, Mr H. Clarke, former Principal of Cornhill's Secretarial College; for Home Economics, Mrs J. Weerts; and as School Librarian and English teacher Mrs L. Holland. In the Boarding School Mrs D. Boakes has joined us as a House Mistress and the Matron in charge of Sick Bay.

Chapel: Services of Holy Communion

We are grateful to the clergy of St Saviour's Church who come to conduct our weekly Communion services - at 7.50 a.m. every Wednesday except the first and last in the term. It is obligatory for girls who are confirmed members of the Anglican Church (both day girls and boarders) to attend at least two of these services in the term and members of other Christian denominations are also invited to participate. Parents are also warmly invited to attend if you wish to do so: I am sure there must be many of you who would appreciate the opportunity to share in our worship in the School Chapel - perhaps once or twice during the year if not more frequently. Please don't be shy to come!

Founder's Day: Friday 18th February

You are invited to join us for the Founder's Day service at St Saviour's Church, Claremont at 10 a.m. and for tea at school under the Ilex tree afterwards. The new Physical Science Laboratory will be open for viewing on this occasion.

Parents' support at Sporting events

You will see the programme of activities each term on the School Calendar and I want you to know how much your support is appreciated, particularly for tennis and hockey matches on Saturday mornings and at Inter-House or Inter-Schools' events.

Unfortunately, after our Calendar went to print, the dates of the three Inter-Schools' events for this term were altered to the following:-

Saturday 12 March: Senior Tennis (at the Rondebosch Courts)

Saturday 19 March: Swimming Gala (at the Newlands Pool)

Saturday 26 March: Standard VI Tennis

Change of Exeat Date for Boarders

The above-mentioned changes mean that the Inter-Schools' Swimming Gala clashes with our proposed Boarders' Exeat Week-end and in view of the fact that the entire School normally attends the Gala, I am changing the Exeat date to the previous week-end, Friday 11 March - Sunday 13 March. If there are any complications because of this, please let me know and I shall see what we can do to help.

Uniform

Every time our girls appear outside the school grounds in school uniform, they are seen as representatives of Herschel and each one creates in people's minds either a favourable or unfavourable impression. It is of the utmost importance therefore that no-one should let us down and it is always extremely disappointing when there are those who are untidy or negligent. As far as our day girls are concerned, I do expect the help of their mothers in this matter. Please ensure that your daughter comes to school with shoes well-polished, skirts or dresses ironed, blazers in good condition, and with a neat hairstyle suitable for school. (While we can exercise some control here at school it is not easy to check all girls every day.)

School Gossip

Some of the rumours that at times come back to my ears about what has supposedly been said or done in our school community have been laughable in their absurdity! More seriously, however, much harm can be done by gossip and the exaggeration that so often goes with it. If you have any criticism of any aspect of school life, I ask you to discuss it with me directly and if there is any example of bad behaviour of which you happen to be aware, I ask you, out of loyalty to the School, to bring it to my attention so that I can take any necessary action or give some constructive advice to the girls concerned.

Meeting for Parents of Standard VI's

This is planned for Thursday 24 March. Nearer the time we shall send out a reminder about this.

Inter-House Swimming Gala

This is on 23 February. Inter-House Galas are always colourful, exciting (and noisy!) occasions. Do come if you have time!

Thank you for reading all this! I hope to meet most of you at some time during the coming year.

All good wishes.

Yours sincerely

Ramala Geldard.

Headmistress



HERSCHEL
CLAREMONT 7700
CAPE

THE ANNUAL GENERAL MEETING OF THE HERSCHEL
SCHOOL COUNCIL WILL BE HELD AT
HERSCHEL ON MONDAY 25 APRIL 1983 AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirm Minutes of the A.G.M. held on
26 April 1982.
3. Annual Financial Statement at
31 December 1982.
4. Fix remuneration of the Auditors
and appoint them for the ensuing
year.
5. Election of Council Members.
6. Election of Office Bearers.
7. Election of Committee Members.
8. Any other business.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL ASSOCIATION

(INCORPORATED ASSOCIATION NOT FOR GAIN) HELD ON

MONDAY 25 APRIL 1983 AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Mr C J Bettison
Mr T N Chapman
Mr R Hendry
Mrs B-L Hoffman
Mr D Loch Davis
Mrs M Loggie
Mr M J Longmore
Mr J R Millar
Mr J E Mudge
Mrs H Newton Thompson
Mr R H C Peters
Mrs A Snyders
Mr G J van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. Mrs J Heywood
Mr J Campbell

The Chairman welcomed Mr Hendry and Mr Millar to the Council. Mrs Loggie wished to resign and the Chairman expressed the thanks of the Council for her services to the School.

MINUTES The minutes of the meeting held on 26 April 1982 were confirmed.

ANNUAL FINANCIAL STATEMENTS The Annual Financial Statements for the year ended 31 December 1982 were tabled. It was agreed that they be adopted.

The Provincial Subsidy had not been increased last year when the teachers salaries were increased and the Chairman agreed to take this up with the A.P.S.

It was resolved that the Secretary consult our insurance brokers regarding a policy to cover members of staff in the event of their having an accident.

AUDITORS It was agreed that the Auditors remuneration should be fixed at R3000 for the year. Messrs Arthur Young and Company were appointed for a further year.

ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS

The following elections were approved:

Chairman - Mr W Marshall Smith
Deputy Chairman - Mr T N Chapman
Secretary/Treasurer - Mr L C Saxby

Committees

	<u>Chairman</u>	<u>Members</u>
Finance/Administration	Mr R H C Peters	Mr M J Longmore Mr J R Millar

Committees cont.

	<u>Chairman</u>	<u>Members</u>
Building/Development	Mr R Hendry	Mr G J van Zyl
Education	Mrs J Heywood	Mrs B-L Hoffman Adv. R M Marais Mr J E Mudge
Public Relations	Mr W Marshall Smith	Mrs A Snyders Mrs H Newton Thompson
Prep. School	Mrs B-L Hoffman	Mrs A Snyders

Mr Bettison would assist the Building Committee when required, and while Mrs Heywood and Adv. Marais were not available Mr Loch Davis would assist the Education Committee.

The meeting closed at 6.00 p.m.

Date... 7/5/84

Chairman.....



HERSCHEL
CLAREMONT 7700
CAPE

MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 25 APRIL 1983
AT 5.20 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting held on 14 February 1983.
3. Matters arising.
4. Report of Commission examining components of Herschel Association's Body Corporate.
5. Headmistress's Report
6. Reports of Committees
7. Alteration to constitution of Herschel Appeal.
8. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 25 APRIL 1983

AT 6.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Mr C J Bettison
Mr T N Chapman
Mr R Hendry
Mrs B-L Hoffman
Mr D Loch Davis
Mrs M Loggie
Mr M J Longmore
Mr J R Millar
Mr J E Mudge
Mrs H Newton Thompson
Mr R H C Peters
Mrs A Snyders
Mr G J van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. Mrs J Heywood
Mr J Campbell

MINUTES.
The minutes of the meeting held on 14 February 1983 were confirmed.

BROCHURE.
The Southern Life Association had kindly offered to assist in the production of an up to date brochure. Mr Saxby was having a preliminary meeting with Mr Burrow on 26 April.

COMMISSION'S REPORT.
It was resolved that the report be adopted and that the Education and Public Relations Committees, with the assistance of Mr Loch Davis would set up a programme for implementing it. They would submit a "by whom and when" report at each Council Meeting.

Mr Millar said the need to generate funds for capital expenditure was not highlighted in the report. It had been agreed that another Appeal was not appropriate at present and donations were unlikely except from members of the school family. More than running expenses were required when compiling the budget and a more aggressive approach was required to obtain bequests and donations.

TAX EXEMPTION.
Resolution

Resolve that the Constitution of the Herschel School Special Fund is hereby amended by the insertion of the following provision namely:-

"On dissolution, the remaining funds will be transferred to institutions with similar objects which are within the Republic of South Africa and which are themselves exempt in terms of Section 4 (H) of the Estate Duties Act."

Subject to the above the Commissioner for Inland Revenue has indicated that he will exempt the fund in respect of Section 4 (H) of the Estate Duties Act.

Tax Exemption cont.

As voluntary contributions to Government schools are tax deductible it was suggested that the school fees might be split to show fees and a voluntary donation, though there could be difficulty conveying the reason to parents. Mr Loch Davis and Mr Peters agreed to confer and would contact Mr Clive Luyt.

HEADMISTRESS'S REPORT

The part-time Divinity teacher was leaving at the end of term and it was agreed that an effort should be made to provide for a part-time Chaplaincy at the School. The Chairman and Headmistress would discuss this with the Archbishop.

The Headmistress was congratulated on the Exhibition of work done by our Art pupils and the inviting of parents to attend School Assembly on the last day of last term.

BUILDING COMMITTEE REPORT

Mr van Zyl tabled his report. It was decided that no further action should be taken regarding building a room to house the audio-visual equipment donated to the Prep. until the Building Committee had considered a Resources Centre and consulted the Staff.

The Senior School administrative accommodation would be considered and an architect consulted if necessary.

APPEAL

A further R500 had been received but as Mr Longmore had previously reported, only small amounts could now be expected.

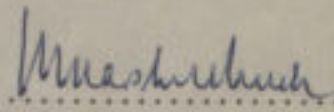
MICROCOMPUTERS

Mr Bettison presented his report and pointed out that the use of computers was not to replace teachers, but to assist them, and that they were now definitely an essential part of teaching equipment. When alterations had been made to the senior school, provision was made for a resources centre and wiring to certain classrooms. Mr Bettison would convene a committee with Mrs Gibbons and Mrs Beames and would co-opt any Prep. School teachers or parents who could assist to consider the requirements of both Prep. and Senior Schools.

The Provincial Administration was calling for tenders for educational computers and it would be advantageous if the committee could take into account their decision. In the meantime two inexpensive micro-computers would be purchased, one for the Prep. and one for the Senior School which would enable teachers to take the initial step towards computer literacy.

The meeting closed at 7.55 p.m.

.....
Date


.....
Chairman

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 25 APRIL 1983

Report on the Kindergarten, 1st Quarter 1983

(written at the end of term by Mrs J. Cobern)

"In spite of unexpected Staff changes, this has been a happy and productive term. Mrs Coetzee came in, at short notice, to replace Mrs Beck who has taken a term's unpaid sick leave, and Mrs O'Molony came halfway through the term to take over from Mrs Davies who had to have an operation. Both have coped ably and cheerfully, taking over their classes with the minimum of disruption for the children. Mrs Beck and Mrs Davies are both well on the way to recovery and will be with us next term.

The Sub A's have enjoyed their introduction to reading and a successful meeting was held for Sub A parents to explain the work done and the way the reading homework should be tackled.

A new reading scheme, The Beehive Scheme, has been purchased. This is the first South African produced reading scheme and therefore has story material relevant to local conditions and customs. Being locally produced the books are also considerably cheaper than those purchased from overseas. It comes complete with material for pre-reading activities, flash cards, sentence strips and work cards for Sub B's. This will be used in conjunction with schemes already in use. Many of the Sub B readers are old and in a poor state of repair so new books were a necessity.

Last year the parents of Sub A's and B's all contributed books for the formation of a K.G. Library and this term every girl has taken home a library book each week. We hope later in the year to celebrate the birthday at the K.G. Library when each child will again be asked to contribute a book. At the moment spare books are kept in a box in the Staff Room but as more books are aquired, space for Library shelves will be needed.

All the Sub A's and B's enjoyed our annual nature outing to St James. This was arranged for low tide so that sea creatures could be collected from the rock pools. Mrs Coetzee told the girls about the various things that they had found, after which they were all returned to the sea. We all enjoyed a swim and a snack before returning home.

The first term of the year is very much a settling in time for the K.G. The new Sub A's are now thoroughly conversant with school routine and both Sub A's and Sub B's have settled into a happy working relationship with their teachers."

Report on the Prep. School, 1st Quarter 1983

(written at the end of term by Mrs Brown who is now overseas on long leave, part of which she is spending on a British Council Visitorship which will enable her to see various types of schools and thus observe a variety of school systems, teaching methods and general administration.)

"Our field trip to Jonkershoek with the Std 11, 111, 1V and V classes has been the highlight of the term. A tremendous amount of preparation went into organising the programme and all the Staff concerned paid a visit to the camp site and to Stellenbosch to work out study guides and questionnaires relating to the various aspects to be covered. The Village Museum, consisting of several houses refurbished in the style of certain periods of history from the very earliest settlers to late nineteenth century, proved to be a fascinating study for both staff and pupils. The heavy rain on the first day did not deter us and where necessary, indoor activities previously planned with bad weather in mind, were substituted. The surrounding mountains and forest, and the stream at the bottom of the site gave many stimulating ideas for creative writing. As a Staff we came to know the children on a much more intimate basis, a very valuable asset gained at the beginning of the School year. The camp was a great success in every way and I am grateful to my Staff who were willing to give up their free time and even to organise their families for several days in order to undertake this educational trip. In addition to the class teachers, our two music teachers, Mrs Tyson and Mrs Meyer, came along to help me with the catering. I could not have coped without their help in spite of the fact that the girls all had orderly duties.

Parents were invited to meet the Std 1 teachers at the beginning of the term and two meetings were held late in March for Std 11 to V parents. In both cases those who came along to hear the teachers speak on various subjects including study methods, were most enthusiastic. However, I was very disappointed at the turn-out in spite of the fact that the dates were on the School Calendar and a reminder was sent some days before the meetings.

There have been several outings to places of interest and knowledge gained has been incorporated into the teaching programme.

Alas! our tape and slide machines donated by last year's Std V's have not been used much as we have no fixed place to store or use them. Mr van Zyl is very kindly finding out about an extension to the Library to house the machines, and of course it is important when this room is added, for it to be large enough to meet our needs.

Mrs Burke from Std 111 is leaving at the end of the term as her husband has been transferred, and will be replaced by Mrs Joyce. Mrs Kidwell leaves us to have a baby and her post will be taken by Mrs O'Molony, an Old Herschelian. I shall be on leave next term and Mrs Bray will be doing the administrative work. Mrs Cowling will help with teaching for two terms, as Mrs Bray has leave in the third quarter.

I have approached Mr Saxby about a photostatting machine for the Prep. School but we are still without one and much valuable time and energy is being wasted walking between the two Schools.

Report on the Prep. School cont.

Staff have attended lectures at the University, the Teachers' Centre and at other venues on various subjects including the use of calculators, drugs, audiovisual aids, visual perception, group teaching and study methods."

Senior School

The first term of the school year always seems a busy one and this years' was no exception.

Sport

The swimming team trained hard throughout the term and in spite of our having no Provincial swimmers this year we gained a place in all but one race in the Inter-Schools' Gala, coming 4th overall and 2nd in the Diving.

Our tennis teams maintained a high standard all term, especially the Std VI's who lost only one match and who were victorious at the Inter-Schools' Tournament.

Standard VI

It is interesting that four out of the eight girls in the above mentioned team were new girls while the other four came to us from the Herschel Prep. Similarly, in the academic field, the Std VI top aggregate (86%) was gained by two girls, one from our Prep. and one new girl. Staff are very happy with the way the 66 Std VI's have settled in. We have three classes divided alphabetically except in Maths where they are streamed according to ability (which means of course that there need to be three Maths teachers teaching simultaneously.) The meeting for parents of the Std VI's towards the end of the term was very well attended. Teachers outlined their approach to the curriculum in each subject and there was time afterwards for parents to circulate and talk to the staff on an individual basis if they wished.

Maths department

In my last report I drew attention to the fact that Mrs Crosswell was leaving. In her place I have appointed Mrs Gibbons, a teacher of considerable experience, who was Head of the Maths department at Montrose Girls' School in Bulawayo from 1974 to 1980.

For your information Maths classes are divided as follows:-

Std X	- 3 groups	: Mrs Gibbons 2/Miss Wood 1
Std IX	- 3 groups	: Mrs Gibbons 2/Miss Wood 1
Std VIII	- 2 groups	: Miss Wood 2
Std VII	- 2 groups	: Miss Geldard/Mrs Hall
Std VI	- 3 groups	: Mrs Gibbons/Miss Wood/Mrs Marr

Mrs Gibbons and Miss Wood are full-time Maths teachers, while Mrs Marr, Mrs Hall and I all have other teaching subjects.

Mrs Hall

Mrs Hall is expecting a baby shortly and I am allowing her to take the major part of this term as unpaid leave with Mrs Dunleavy and Mrs Hodgson, both of whom have taught at Herschel before, as part-time replacements for her English and her Maths classes respectively. Mrs Hall is very definite about her desire to resume her teaching career as from next term and since she is, in my opinion, one of the best teachers we have, I am glad to be able to keep the post open for her.

Divinity

Mrs Wood, our part-time Divinity teacher, who is responsible for Divinity in Stds VI, VIII and IX, has given a term's notice to leave at the end of this term. I would like some assistance in deciding on a policy in this matter. Should I simply try to replace Mrs Wood with another part-time teacher or should an effort be made at this stage to provide for a part-time Chaplaincy at the School?

Sociological Club

Mrs Steytler has taken over the responsibility for the Sociological Club from Mrs McCormick and is being assisted by a committee of girls. Meetings last term included a report on the Rotary Exchange Scheme by a student who had recently returned from the U.S.A.; an excellent film on the life of Keats; a helpful talk on health and dieting by a member of the Department of Health; a rather abstract (and, I'm afraid in my opinion, not very worthwhile) lecture on South Africa by Prof. H.W. van der Merwe; two very delightful short films on the history of Fashion and the Suffragette movement; and in the last week of term the Inter-House Music Contest which had three sections, choral singing, instrumental group work and sight reading, Mrs Tyson and Miss Heathcock acting as adjudicators.

Service of Easter Music

This was held at St Saviour's on the last evening of term and the attendance of parents or friends was certainly much better than in previous years when we have held such a service during the school day. From a Christian point of view, I feel that this Easter service should be regarded as just as important in the life of our School as the Christmas Carol service. It certainly was a time of reverent worship and thoughtfulness as well as of beautiful music and I am grateful to Rev. Taylor as well as to Miss Sweet for the part they each played.

School Play - to be produced by Mrs Saffery

This is due to be presented nightly at the Arderne Centre from Wednesday 4 May to Saturday 7 May as shown on our calendar. The play, I Have Five Daughters is based on Jane Austen's novel, Pride and Prejudice.

Matric Dance

This is of course always one of the highlights of the school year and this year's "Fantasy Ball", on the first Friday of this term, proved a truly enjoyable and memorable occasion. The emphasis was on elegance, and the fairytale décor, the delicate colours,

Matric Dance cont.

the pretty floral arrangements and the soft candlelight all added to the atmosphere of old-world romanticism. As far as the staff and our partners were concerned, I think everyone was most impressed by the splendid spirit that prevailed and by the excellent team-work that lay behind the successful evening. Our Head Girl, Kerynne French, made a particularly charming speech, looking lovely in her beautiful white dress (and with a handsome partner in naval uniform!)

Exhibition of Art

On break-up day last term we invited any parents or friends who were interested to view the work done by our Art pupils during the term and then, if they wished, to attend the final School Assembly. About 30 people accepted the invitation and it seemed to be something worth repeating on another occasion.

Matric French lessons with Bishops

Mrs Steytler and Mr Fisher, the French master at Bishops, are planning soon to put into practice a team-teaching scheme which allows for a certain number of combined Matric lessons, some at Herschel and others at Bishops. Travelling will be done during the lunch break and the time used will be our double period from 1.45 to 3 p.m. The combined class will consist of about 6 boys and 10 girls. I think it is a worthwhile experiment and have encouraged the idea!

School Brochures

As I said in my last report we have a limited stock of our present brochures left and I would be glad if we could soon make some decision on this matter.

International Riding Championships

In the Easter holidays one of our Matric pupils, Cecily Littleford, represented her country (Zambia) in the International Riding Championships held in the holidays. We were thrilled to hear that she was placed second.

Building/maintenance needs

I feel I should list what I see as priority needs at present but apologize if there is an overlap with Mr van Zyl's Building Committee report:

- (1) The alteration to the Sick Bay which is to be tackled in the June- July holidays.
- (2) More adequate cloakroom facilities for our grounds staff.
- (3) Tennis court maintenance: three courts are in urgent need of attention.
- (4) More adequate office accommodation for our administrative staff. (Although I realize this is likely to be a major item of expenditure, I do not feel it should be shelved indefinitely: Mr Saxby certainly sees it as a top priority need.)

Report in file - 13/7/13.

HERSCHEL SCHOOL.PRELIMINARY REPORT ON POSSIBLE INTRODUCTION
OF MICROCOMPUTERS

As requested by Council this brief report summarises my personal findings to date after a succession of interviews and discussions with other school users, and computer suppliers as well as the study of considerable literature on the subject.

1. The Present "State of the Art"

1.1. As frequently advertised there is no doubt that today's children are growing up in the Computer Age. By the time they are adults they will be expected to have a knowledge of computer literacy.

1.2. Progress internationally has been at a pace that technology is way ahead of practice. The most publicised progress appears to have been in U.K. and U.S.A.

- 1.3. In U.K. the government subsidized scheme plans to have at least one computer in every school by the end of 1984.
- 1.4. In R.S.A. it appears that the Education Depts of all provinces are tackling the prospect with considerable enthusiasm, but with caution, and have generally proved to be wary too slowly for individual schools.
- 1.5. The caution mentioned in 1.4. is probably attributable to the mass of technological information disseminated, and the fear that technological advances have been so rapid that better opportunities will present themselves later.
- 1.6. In the Cape 4 schools (1 in P.E.) have been selected by the C.P.A. Education Dept. to conduct trial courses of varying intensity.
- 1.7. Private schools and other Edu. Dept. schools have already installed over 100 units in the Transvaal alone.
- 1.8. It is evident that Parents and Pupils are now enquiring about a

2.7 Computerisation of all school Admin functions and records.

3. Selection of a Microcomputer

3.1. CPA have experimented with 4 different models, none of which appear to be the answer. A detailed study has been prepared but not yet released although tenders are presently invited for 15 sets.

3.2. The consensus opinion appears to be

1. PLATO - Used by Universities and Technicians but requiring a large computer and not suitable for microcomputers.
2. BBC - Developed by Acorn for BBC after considerable research by latter and now already supplied to 3 out of 4 schools already equipped in M.K.
3. APPLE II - Most universally used and back-up of numerous programmes etc.
4. SINCLAIR ZX81 - Very small and very inexpensive

- 3.3. A detailed analysis of the above could be necessary before a final choice. It does seem that whilst APPLE II presently holds an advantage in programmes presently available it is likely to be overtaken by BBC very soon when U.K. programmes are more numerous.
- 3.4. BBC has important attributes of also using Domestic TV Screen as a monitor, available for disc drive or cassettes, and can be linked in a network to include class instruction.
- 3.5. Sinclair is a very inexpensive supplementary tool for man use.

4. PROBLEM AREAS

- 4.1. Introduction of a microcomputer requires interest and involvement by teaching staff. Eventually it becomes necessary that those involved have learned the art of program writing which is not as difficult as thought.

- 4.2. Interest in and enthusiasm for the subject is more important than knowledge at this juncture.
- 4.3. Equipment requires proper care and should be housed in the Resources Centre adjacent to the library and become part of that centre.
- 4.4. Courses are available but are generally held in evenings or in school holidays.
- 4.5. Admin staff need to become committed and involved in change-over in that department. An appropriate program has already been used for S.A. schools.

5. Suggested Course of Action

- 5.1. A specialist sub-committee be formed including
1. Maths Dept
 2. Science -
 3. Admin "
 4. 1 or 2 Knowledgeable Parents or others
- 5.2. Above be authorised to finalise

- 5.2. choice of equipment for initially Senior school but also for future in Junior School. and to purchase same subject to final submission to Treasurers.
- 5.3. Program of teacher training be undertaken
- 5.4. Once some experience acquired form a Computer Club for interested pupils (at higher levels)
- 5.5. Commence "Computer Literacy" classes over entire school in phases
- 5.6. As staff become experienced progress into teaching areas and possibly (much later) into teaching Computer Science.
- 5.7. Above should be backed by provision of Audio-visual Aids, T.O. and videos in facilities which have already been built but are not being properly used.
- 5.8. Ultimately engage staff experienced in all 5.7 above and operate a proper Resources Centre

HERSCHEL SCHOOL COUNCIL

Report of the Building Sub-Committee

1. The committee was approached by Mrs Bray of the Prep school regarding accomodation for the audio-visual equipment donated to the school by last year's standard 5 class. It was suggested that the semi- enclosed stoep adjoining the library be closed in to accomodate this facility. After a careful assessment of the situation by myself together with a builder and the School's architect, it was decided that the solution suggested was not feasible. It, inter-alia, created access problems for the squash court.

Under the circumstances, I have asked the School architect to prepare a sketch plan for the addition of a small room in the corner formed by the end of the front stoep and the North wall of the squash court. The drawings should be ready later this week. We estimate a capital cost of around R5000.

2. The High School boarding house sick-bay alteration is scheduled to be done during the June vacation. I am awaiting quotes from two builders. The drawings are complete and are in the process of being submitted to the City Council. Once again I have asked the School architect to assist, he is submitting a drawing prepared by an employee of mine.

3. The committee has been requested to look into the possible creation of changing/showering facilities for our grounds staff.

REPORT OF THE COMMISSION APPOINTED ON 15 NOVEMBER 1982 TO
EXAMINE THE COMPONENTS OF HERSCHEL ASSOCIATION'S BODY
CORPORATE WITH A VIEW TO RECOMMENDING HOW IT SHOULD BE
STRUCTURED, CONSTITUTED, INTEGRATED AND EMPOWERED.

To : The Members of the Council
of Herschel Association

REPORT OF THE COMMISSION APPOINTED ON 15 NOVEMBER 1982 TO
EXAMINE THE COMPONENTS OF HERSCHEL ASSOCIATION'S BODY
CORPORATE WITH A VIEW TO RECOMMENDING HOW IT SHOULD BE
STRUCTURED, CONSTITUTED, INTEGRATED AND EMPOWERED.

1.

Legal Status of Herschel

1.1

Herschel Association ("Herschel") is an incorporated
association not for gain formed under the Companies Act 1892
(Cape).

1.2

Herschel enjoys tax exemption and the Herschel Special Fund
(formerly Herschel Appeal) has obtained registration under
the relevant law which enables donors to deduct their gifts
for tax purposes (subject to certain limits). An
examination of the other types of exempt foundations in use
does not lead the Commission to recommend any change in
Herschel's corporate status. However, the articles of
association do require updating and this should be put in
hand as soon as practicable.

1
2
3 2.

4 Status of Council

5 As the Commission is an instrument of the Council, the exact
6 position of that body should be understood. It is
7 constitutionally charged with "the general superintendence
8 and control of the affairs" of Herschel having regard only
9 to the promotion and furtherance of the objects of Herschel.

10
11 3.

12 Herschel's Main Objects

13 A glance at some of Herschel's main objects is instructive -

14 to establish, equip and maintain schools of approved
15 character for girls.....

16
17 to support, protect and improve the character, interest,
18 status and qualifications of such schools and of the pupils
19 thereof.....

20
21 to promote religious education in the schools.....in
22 accordance with the doctrines and principles of the Church
23 of the Province of South Africa.....

24
25 4.

26 Accepted Objectives

27 In the plan for 1982, approved by the Council, the long term
28 objectives of Herschel were seen to be -
29
30

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

4.1

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.

4.2

That the education we give equips girls for the career paths and higher education they seek.

4.3

Teachers and the girls are proud of Herschel, its traditions, its achievements and its sparkle".

The objectives stated above appear to accord with the principles upon which Herschel was founded and the Commission considers that to determine the most effective way of attaining those objectives is the essence of their task.

The criteria by which to set goals and control performance are seen as major issues and greater precision in the definition and measurement of "excellence" is necessary. The Chairman of the Education Committee has a mandate to explore this matter in detail and it is suggested that the Headmistress should be asked to assist in this task.

The concepts raised in sub-paragraphs 4.1 and 4.2 should be brought into sharper focus as a result of this study and further thought should then be given to the propagation of the objectives amongst the teaching staff and the girls so that they are aware of the overall purpose of a Herschel education and conscious of the need to measure their performance against those objectives.

5.

Council's Awareness

If the Council is to exert its proper influence, it must be aware of the extent to which its objects are being achieved and Herschel's standards maintained. This awareness can only arise from -

5.1

a thorough understanding of how the various components of which Herschel is comprised operate,

5.2

the ordering of those operations into their most efficient inter-relationship, and

5.3

the monitoring of those functions against the defined criteria referred to in paragraph 4.

6.

Components

The identifiable parts making up the Herschel School Family (without any significance being attached to the order) are -

Council

Headmistress

Deputy Headmistress

Senior school teachers

Senior school parents

Senior school girls

Head of preparatory school

Preparatory school teachers

Preparatory school parents

Preparatory school girls

Non-academic employees

Old Herchelians

It may well be that the Headmistress is overburdened and thought should be given to upgrading the post of Deputy Headmistress. Certain functions such as staff organisation and discipline could then be delegated to her.

7.

Components Excluded from Report

Certain of the inter-relationships are obvious and need not concern this report save to state that they must conform to the normal rules applicable. For example, non-academic staff must be properly qualified and carry out their duties

competently. Their cost must be within budget and they must be adequately supervised.

8.

Council's Relationship with Headmistress

Arguably the most important inter-relationship is that of the Council and the Headmistress. The Council of necessity delegates many of its administrative and executive functions to the Headmistress, amongst which the most important are -

8.1

As regards teaching staff

Recruitment
Appointment
Allocation of duties
Appraisal
Promotion
Discipline
Dismissal

8.2

As regards girls generally

Education - academic and cultural
Discipline
Moral welfare
Physical welfare
Sporting
Extra-curricular activities

8.3

As regards boarders in particular

A foster home

Security

Leisure facilities

9.

Examination Multi-Dimensional

It will be readily perceived that those functions constitute the heart of the school and impact on all the components listed in paragraph 6. An examination of the functional efficiencies cannot therefore be adequately satisfied by a two dimensional approach. On the contrary, each interface must be viewed in the perspective of the other relevant ones. In fact it becomes something of a Rubik's cube.

10.

Headmistress' Attendance on Council

It is current practice for the Headmistress to attend Council meetings and to report on the discharge of her duties. This procedure is necessary and ought to continue. The Headmistress' reports should be in writing and made available to Council members at least one week prior to the meeting.

It must be stressed that the Headmistress' reports are probably the most important documents in the ongoing administration of Herschel and, if utilised to their full

potential, ought to avoid many of the misconceptions and misunderstandings which have arisen in the past.

The content of the Headmistress' reports, both oral and written, should be considered in the light of the definition and measurement of the educational criteria referred to in paragraph 4.

11.

Relationship between Headmistress and Teaching Staff

The state of the relationship between the Headmistress and the teaching staff is one of the yardsticks by which the Headmistress' fulfilment of her role is judged or so often misjudged. It is trite but necessary to say that this relationship involves some of the most emotive day-to-day issues in a school. Pupils view their teachers very differently from the Headmistress' vantage point and parents often have a distorted opinion of a teacher's efficiency (and of a school's teaching standards generally) through the eyes of their child.

Certain groundrules have been evolved over the passage of time and whilst adherence to these will not preclude individual instances of friction, they should help to prevent their becoming major issues. These groundrules are -

11.1

Sound choice of teaching staff by the Headmistress.

11.2

Good internal supervision and organisation of teaching and extra-mural functions.

11.3

Awareness of pupils' opinions through a well selected and effective prefect body.

11.4

Non-interference by parents with the teaching function.

11.5

Insistence on the use of proper channels of communication.

11.6

A means of exploring grievances without any fear of victimisation.

11.7

If the Headmistress enjoys the support and backing of a competent motivated Education Committee she should be better able to deal resolutely with disciplinary problems. The Education Committee must be active and perceived by the headmistress to be supportive.

A closer examination of these points follows.

12.

Headmistress' Reports

(Ref. para 10) As the groundrules are unworkable without the Headmistress' backing, it is incumbent on Council to ensure that she is committed to their observance and that she includes commentary thereon in her reports. A sound balance must be struck between avoidance of excessive detail and overselective information and will have to be considered in the light of the clearer definition of criteria and measurement of performance referred to in paragraph 4.1.

(Note: These, and other remarks in this report, must not be taken as criticism of the present Headmistress. It is considered that her reports already cover many of the matters referred to in this report and only need modification. It should also be borne in mind that to extend the dimensions of the Headmistress' reports will make greater demands on Council members as it is essential that the matters reported on are adequately studied and responded to).

13.

Quality of Teachers

(Ref. para 11) Like many other observations in this report, it is trite to say that high standards are dependant on quality teachers. The procurement, retention and

remuneration of the academic staff is worthy of a study on its own.

(Ref. para 11.7) It is considered important that the Headmistress should report to an informed Council and that the Education Committee has a closer acquaintance with the staff's functions and problems.

It seems clear that a larger role is being cast for the Education Committee and this must be seen in the light of the particularly large responsibility which the Headmistress carries in a private school such as Herschel.

In Government Schools staff appointments are made in consultation with the School Committee and at predetermined salaries. In addition teacher performance is monitored by an outside inspector. These features are absent from Herschel and it is not sought to introduce them.

The accent is on better acquaintance not interference and the purpose is not usurpation of the Headmistress' authority but a reference point to a small body of people with whom the Headmistress can share her major staff concerns.

14.

Organisation of Teaching Functions

Internal supervision and organisation of teaching functions and staff discipline (ref. para 11.2) are the responsibility

of the Headmistress and should be viewed as part of the greater involvement by the Education Committee referred to in para 13.

It is considered undesirable that an autocracy could develop by default. Once such a trend sets in, it is difficult to arrest without upheaval and prevention is much less traumatic than cure. By contrast, a more timorous personality can find the support of the Education Committee a tower of strength and resolve, especially in dealing with difficult personalities or situations (ref. 11.7).

15.

Pupil's Opinions

15.1

It has become obvious on various occasions that canvassing the opinions of the girls can be a revealing and rewarding exercise. On a day-to-day basis, informal communication between prefects and staff is an ongoing process. Many girls consider that more regular meetings can be shaped into a most productive instrument and it is recommended that this be developed to its maximum potential as speedily as possible.

15.2

The point raised under 15.1 should be a routine item on the Education Committee's agenda and reported on periodically by the Headmistress.

15.3

Outside this regular function, ad hoc canvassing of pupil opinion on certain issues may be helpful but should be discussed with the Education Committee to avoid any misunderstandings. (An example is the recent opinion poll on the wearing of hats which gave fuel to fears of deterioration in standards of dress and discipline. If it had gone out with the authority of Council such misdirected criticism might have been stillborn).

15.4

The views of the girls expressed through the responsible prefect body in regard to individual teachers should also be taken into account.

16.

Non-interference by Parents

In advocating effective lines of communication, the Commission must not be thought to be encouraging any interference by parents with the teaching function (ref. para 11.4). The opposite is true.

Nevertheless, it is widely believed that there is a degree of remoteness between Herschel and the general body of parents. This is partly due to historical reasons and the present Headmistress herself has undoubtedly narrowed the gap. However, the Commission feels that a more formal approach is warranted.

Various alternatives have been considered and will be referred to below. In addressing this issue the guidelines referred to in paragraphs 11.5 and 11.6 have been kept in mind.

16.1

Parent Teacher Association or School Committees

Bodies elected by the parents exist under various names, such as the above, at Provincial schools. As the entire legal and organisational basis of those schools is different to Herschel, no direct comparison is meaningful but the Commission has noted certain experiences reported from such schools. If some of these bodies have developed a very useful function in their own individual context, it is thought to be due more to the circumstances in which they operate than to any magic formula. Provincial schools would seem to have their share of the parental criticisms and grievances endemic in school life.

16.2

Parent Association or Action Committee

16.2.1

This concept involves the formal election (by ballot) of a group amongst the parents which is intended to act as a mouthpiece for the parent body. In its refined form, it has a representative from each standard. It meets regularly and is supposed to confine itself to the airing of matters arising out of the parent/school relationship, the fostering of better understanding between those bodies and the making

1
2 of recommendations to the Council. Its liaison is either
3 through the Headmistress or directly through a member
4 nominated by it to the Council. It also often acts as a
5 fund raising body.

6 7 16.2.2

8 At first glance such a body has a certain appeal. After
9 all, it is democratically chosen by parents; it composed of
10 parents themselves; provides parents with a ready ear for
11 their opinions and the Headmistress and Council with a
12 useful forum for the flow of information and the testing of
13 ideas; also it has no executive powers and no treasury and
14 therefore does not pose a threat to the establishment.

15 16 16.2.3

17 On closer examination, however, this body does not recommend
18 itself. There is a large degree of inertia in any diverse
19 body of people and the paramount credential for election is
20 likely to be activism. The activist may well be motivated
21 by admirable principles but too often these are obscured by
22 self interest or the propagation of personal theories.
23 Disgruntled parents are a problem teachers expect to face
24 but to institutionalise the stronger forms of conviction
25 will only serve to diminish the independence of teachers.

26 27 16.2.4

28 It is felt that a parents committee could too easily
29 deteriorate into a pressure group which channels individual
30 dissatisfaction into the wrong course and which can

1
2 concentrate and escalate minor personal upsets. Too ready
3 an ear is as great a potential evil than no ear at all and
4 parental protectiveness must not be transmitted into
5 officially recognised aggression.

6
7 16.2.5

8 As regards such a body having a representative on the
9 Council, the Commission believes that this could lead to an
10 undesirable situation. The person concerned could claim the
11 authority of the whole parent body and might seek to speak
12 with greater voice than other Council members. This is not
13 acceptable. On the other hand, members of the Council might
14 tend to allow the due regard they should otherwise have to
15 the parental body to devolve on such representative. This
16 is equally undesirable as it is a neglect of their function
17 as Council members.

18
19 16.2.6

20 Lastly, the fact that such a parents' committee has no
21 executive powers and no finances does not preclude it from
22 developing a higher profile with regard to its position in
23 Herschel than is permissible. This will hinge somewhat on
24 personalities but it would not be politic to allow the
25 growth of a body which has the potential of becoming a
26 problem. The Commission is seeking to promote
27 organisational unity, not to sow the seeds of divisiveness.

16.3

An "Ombudsman"

16.3.1

This idea involves an individual member of Council (or a Council Committee) being charged with the duty of monitoring the way in which each part of the body politic of Herschel carries out its duties and smoothing out conflicts or ultimately obliging the Council to resolve a problem or alter an undesirable state of affairs.

16.3.2

It is probably wholly impractical as no individual member is likely to be able to afford the time involved and a committee will merely compound that difficulty.

16.3.3

If it is assumed, however, that such a person (or persons) could be found, is the concept likely to be beneficial? The Commission thinks not. First, if the office was filled by an individual, such a person could only derive his powers from the Council unless Herschel's constitution was changed and therefore he could ultimately only bring forward recommendations to the Council. He would have no coercive powers. The proposed functions are already covered by the various Committees and the appointment of an ombudsman would derogate from their powers. The Commission prefers the committee system and if the ombudsman was to be constituted

as a committee, the spawning of such a committee with powers which cut across those of existing committees would confuse more than it would solve.

16.3.4

Of equal weight is the objection that an ombudsman could all too easily become a secret policeman. The Headmistress in particular would have cause to object to such an appointment as it would effectively be setting a watchdog over her. This could make her position intolerable, drive out any initiative and lead to indecision. Worse, it could create factions and power cliques whereas the smooth operation of Herschel depends on the undisputed position of a Headmistress who is accountable only to the Council.

16.4

A Parent's Moot

16.4.1

In essence, this is a regular invitation for parents to meet with Council and the Headmistress so as to create an opportunity for parents to pose questions from the floor.

16.4.2

The basic idea recommends itself to the Commission. There will undoubtedly be a learning curve for all concerned in the course of evolving rules which will maximise its usefulness. Certain points which merit consideration are -

16.4.2.1

The meetings should be at sensible intervals, probably not more than once each term. As the interests of the senior and junior schools are so disparate in many respects, it is recommended that one moot be held in respect of each of those elements of the school;

16.4.2.2

The Chairman or Vice-Chairman of Council and chairmen of committees should attend and other Council members whenever possible;

16.4.2.3

Meetings should be well publicised e.g. on the school calendar with a refresher notice, say, two weeks before due date;

16.4.2.4

Proceedings must be formal;

16.4.2.5

Written questions/suggestions should be invited and circulated to Council members in good time : this caters for parents with good ideas but who cannot attend or who are inhibited about raising them orally at meetings. Complaints based on hearsay cannot be entertained;

16.4.2.6

Council and Headmistress should not debate issues on which there is or could be dissension : these should merely be taken under advisement, considered in Committee and the Council's view announced subsequently. Obviously it would not be possible to avoid contentious matters being raised and even allowing a certain amount of discussion in regard thereto. However, much will depend on the skill of the chairman who can terminate unproductive discussion and refer problems back to the Headmistress or to Council without thereby frustrating the expression of worthwhile ideas.

16.4.2.7

These meetings must not be a substitute for "open days" and normal social or other occasions more specifically related to opportunities for parents to discuss their child's schoolwork with subject teachers : indeed the importance of these occasions ought to be emphasised as parents themselves will need to be educated to play a more active role in future.

16.4.2.8

The question of the problem parent and the exceptionally difficult child or unusual situation giving rise to distasteful public debate is also a matter for concern and requires careful handling.

16.4.2.9

Caution must be exercised by members of Council attending the moots that the function of the Headmistress is not usurped and her authority diminished.

16.4.2.10

There should be a system of reporting back on matters raised at moots and taken under advisement. This can be achieved either by announcement at a future moot or by a circular letter to parents or both. It is also considered desirable that some form of summary of action taken as a consequence of matters raised at moots should be formally considered by Council.

16.4.3

It should be implicit in this proposed innovation that individual members of Council do not entertain complaints from parents. These often take the form of attempts to involve a Council member in some grievance on a social occasion but sometimes the complainant approaches a Councillor direct in regard to a specific incident. It is hard to conceive of any issue which cannot be adequately dealt with through normal channels e.g. an interview with the Headmistress or through the Parents Moot. Councillors should therefore refrain from entertaining any such debate or even agreeing to act as a postbox and the parent should simply be referred to the proper channels of communication.

16.4.4

If circumstances arose which a Council member, bearing in mind the imperatives referred to above, considered to be exceptional, the case should be referred to the Chairman who would deal with it at his discretion or possibly even refer it to Council.

Nevertheless, the Commission feels that this exceptional channel must not be closed entirely as it provides an ultimate check against victimisation and could anticipate a serious hidden problem. Council members are chosen as persons of judgment who inevitably develop a sense of perspective regarding Herschel and its relationship with parents and pupils. The Commission has no doubt that Councillors can individually be relied on to exercise their inherent warrant with discretion and to act temperately in the interests of Herschel.

17.

Preparatory School

One complex module of the Herschel community has demanded specific consideration by the Commission, namely the relationship between the Preparatory school and the rest of Herschel. The following has emerged -

17.1

At present the senior mistress of the Preparatory school ("Prep") is referred to as "Head of the Preparatory" but largely operates as a junior school headmistress, reporting

1
2 to the Headmistress in regard to e.g. final appointment of
3 staff, final checking of school reports, boarding house
4 arrangements. Some of these supervisory functions may not
5 be necessary.

17.2

6
7
8 There are common facilities and overlapping functions
9 between the Senior School and the Prep which demand
10 co-ordination under the Headmistress. Examples are use of
11 diningroom, drama department, swimming bath, school halls,
12 music and drama staff, enrolment policy.

17.3

13
14
15 The Commission recommends that the present post of "Head of
16 the Preparatory" be upgraded to "Headmistress of the
17 Preparatory School". The question of additional
18 remuneration (if any) must be considered in relation to the
19 new post and Herschel's senior school salary grades.

17.4

20
21
22 It is proposed that, consistent with her new status, the
23 Headmistress of Prep attend Council meetings. However, as
24 she will report to the Headmistress, it is recommended that
25 the Headmistress of Prep does not file a separate report but
26 provides the Headmistress with the material for that portion
27 of the Headmistress' report which deals with the Prep. This
28 line of reporting will maintain the correct relationship but
29 may, of course, be waived by the Council in exceptional
30 circumstances.

1
2 If the Headmistress of Prep attends Council meetings there
3 may be certain matters in respect of which she ought to
4 recuse herself. The danger of criticism of the Headmistress
5 in the presence of the Headmistress of Prep can be avoided
6 by arranging the agenda so as to dispose of those matters
7 specifically requiring the attendance of the Headmistress of
8 Prep before proceeding to matters generally affecting the
9 school.

10
11 17.5

12 In order to foster the new emphasis being laid on the Prep,
13 the Commission feels that a new Committee of Council ought
14 to be constituted. This Committee will be designated "The
15 Preparatory School Committee" and will bear special
16 responsibility for liaison with the Prep through as frequent
17 contact as possible with the Headmistress, the Headmistress
18 of Prep and the Prep's affairs.

19
20 It is thought that this Committee ought to be composed of
21 the chairman/or another member of the Education Committee
22 and two other Councillors who have a special interest in
23 junior school affairs, preferably one of whom is a parent of
24 a Prep school girl. That Committee will function and report
25 on much the same basis as the other Committees of Council.

26
27 It has been suggested that the Preparatory School Committee
28 could hold its own sub-committee meetings with the
29 Headmistress of Prep as an ex-officio member. It would seem
30

1
2 that the functioning of the Preparatory School Committee as
3 a relatively independent body would depend on the degree of
4 autonomy which Council eventually decides to confer on the
5 Prep.

6
7 18.

8 Earlier Recommendations (1980) Concerning Council

9 In November 1980 a Sub-Committee of Council which had been
10 formed to investigate the more efficient operation of
11 Council and the Executive Committee recommended that -

12
13 18.1

14 there should be four major committees namely finance,
15 education, public relations and building (the latter being
16 responsible for grounds, sports facilities and buildings);

17
18 18.2

19 the committees would have a chairman and two deputy
20 chairmen;

21
22 18.3

23 chairmen of committees would have power to co-opt members
24 who need not necessarily be members of Council or parents;

25
26 18.4

27 the Executive Committee would cease to exist but the
28 Chairman of Council would call a meeting of committee
29 chairmen for major or crisis situations;
30

1
2 18.5

3 Council would meet every two months;
4

5 18.6

6 committees would circulate reports with full particulars to
7 Council members in good time to enable them to be studied
8 before a Council meeting.
9

10 19.

11 Availability and Devotion of Councillors

12 In approving the recommendations referred to in paragraph
13 18, Council noted the importance of members who were
14 relatively easily available. The Commission feels that this
15 is a vital factor and that no system which can be devised
16 will work adequately without at least the key members of
17 Council being persons who are willing and able to devote the
18 time and attention called for.
19

20 The necessity for two Deputy Chairmen has been questioned
21 and the Commission feels that one will suffice. It is also
22 considered that if the Committees perform really effectively
23 Council need only meet once a term.
24

25 20.

26 Timeous Circulation of Reports

27 In November 1980 Council also recorded its belief that
28 meetings would be more effective if Councillors only had to
29 consider reports which gave full particulars and which
30

members had had the opportunity of studying prior to the meeting. Both aspects of this matter, i.e. adequate time in which to prepare and actual preparation by individual Councillors, cannot be over-emphasised.

21.

Public Relations

The whole question of public relations has also been considered and the Commission believes that there is undoubtedly room for further emphasis on this important aspect.

The appointment of a professional public relations consultant is not regarded as practical, on grounds of expense if nothing else.

The function of public relations is not the marketing of Herschel. Public relations practice is officially defined as the deliberate, planned and sustained effort to establish and maintain mutual understanding between an organisation and its public.

In broad outline, therefore, public relations really involves the image of Herschel in the community at large and the more specific relationship between Herschel and the parent body. This latter aspect has been dealt with at some length in this report but that need not preclude closer attention by persons better qualified in that field. For

1
2 the purposes of this report, therefore, the Commission urges
3 that the Public Relations Committee be activated and come
4 forward with ideas and proposals in the light of the
5 Commission's report. A word of caution must be added,
6 namely that the number of girls which Herschel can absorb is
7 limited and expectations ought not to be raised which are
8 not capable of fulfilment as this is likely to be
9 counter-productive.

10
11 The following aspects are recommended for consideration - 10

12
13 21.1

14 The preparation of an induction pamphlet which could be
15 modelled on that distributed to new parents and new boys by
16 the Diocesan College. 15

17
18 21.2

19 A new parents' meeting and proper induction and orientation
20 of new girls. 20

21
22 21.3

23 The propagation of the Herschel objectives which are alluded
24 to earlier in this report (ref. para 4).

25
26 21.4 25

27 The promotion of understanding between the various
28 components of the Herschel School Family (ref. para 6).
29
30 30

21.5

Co-operation with the old Herschelians in regard to the furthering and promotion of the interests of Herschel.

21.6

The Public Relations Committee can also assist in promoting the discipline in the school and the deportment of the girls in the community at large.

22.

Old Herschelians

Thought has been given as to whether the old Herschelians can play a bigger role in the affairs of the school. Of course, this body is generally well disposed towards Herschel and impacts on various aspects of the body politic. Examples are successive generations of pupils, fund raising, dissemination of goodwill and other admirable features. Old Herschelians are represented on Council and public relations effort could well give thought to the exploitation of the goodwill and abilities which exist amongst this large group of people. However, the Commission does not feel that any more specific role in the corporate structure of Herschel can be recommended in respect of the old Herschelians.

23.

Continuous Scrutiny of Educational Standards

The Commission is also aware of the fact that the standards of education which are achieved ought to be under constant

review by the Council, as they no doubt are by the Headmistress.

As indicated in paragraph 4, the precise nature of the Council's involvement and the amount of detail which can reasonably be expected to be presented and sought are matters which are the subject of a separate enquiry being conducted by the Chairman of the Education Committee. As far as this report is concerned, it is hoped that the results of that enquiry will provide some concrete and meaningful criteria which can be reported in and which will give the Council a better understanding of the yardsticks to be used and the way in which Herschel measures up from time to time. The Commission also feels that whatever recommendations may arise from that enquiry, cognizance will be taken of the fact that criteria themselves are changing rapidly and that this trend is likely to accelerate in the future.

24.

Keynotes

This report has ranged somewhat haphazardly over Herschel and its affairs. Perhaps that is unavoidable in addressing a subject which presents a new dimension to each approach and yet, in the ultimate analysis, will be perceived as the same complex of human relationships viewed merely from different angles.

1
2 Communication, co-ordination and clearly understood areas of
3 responsibility appear to be the keynotes and this report has
4 sought to illuminate those fields and to put forward some
5 ideas for making them more effective and less dependent upon
6 personalities.

7
8 25.

9 Summary of Recommendations

10 In summary, therefore the Commission's recommendations are -
11

12 25.1

13 No change in the legal structure of Herschel.

14
15 25.2

16 The articles to be updated.

17
18 25.3

19 Fuller reports from the Headmistress to the Committee
20 dealing more specifically with all facets of school life.

21
22 25.4

23 Clarification of Herschel's objectives and measurement of
24 performance against defined criteria.

25
26 25.5

27 Greater use of formal meeting procedures between the prefect
28 body and the staff at both Senior school and Preparatory
29 school.
30

25.6

More active role for the Education Committee.

25.7

Greater involvement by the Council in the communications system.

25.8

Parents Moots.

25.9

Restructure of the Preparatory School to upgrade Head of Preparatory School to Headmistress who will attend meetings of the Council.

25.10

New Committee of Council to concentrate on Preparatory School affairs.

25.11

Adherence to proper channels of communication.

25.12

Intensification of the information fed through those channels.

25.13

Planned training and development of staff.

25.14

The development of a close working relationship between the Chairman of Council and the Headmistress and between the Education Committee and the Headmistress.

25.15

An integrated effort to weld the Council, Headmistress and other components into more co-ordinated and complimentary elements of the organic whole.

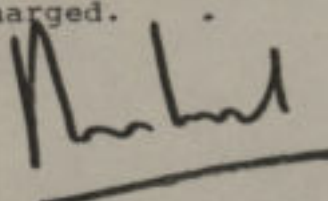
26.

Appreciation

The Chairman wishes to record his deep appreciation of the contribution made by the Chairman of Council, Mr W Marshall Smith, and the members of the Commission namely -

Mr T N Chapman
Mr R L Gawith
Mrs J Heywood
Mr M J Longmore
Advocate R M Marais
Mr G J van Zyl.

Without their co-operation, knowledge and experience the Chairman's mandate could not have been discharged.



D. LOCH DAVIS
Chairman

CAPE TOWN
14 February 1983



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD

AT HERSCHEL ON MONDAY 13 JUNE 1983

AT 5.00 p.m.

ACENDA

1. Apologies.
2. Confirmation of minutes of the meeting held on 26 April 1983.
3. Matters arising.
4. Headmistress's report.
5. Reports by Committee Chairmen.
6. Any other business.
7. Archbishop's letter.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 13 JUNE 1983

AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Mr C J Bettison
Mr R Hendry
Mr M J Longmore
Mr J R Millar
Mrs H Newton Thompson
Mr R H C Peters
Mrs A Snyders
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. Mr T N Chapman
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Mr J Mudge
Mr G J van Zyl
Mr J Campbell

MINUTES

Minutes of the meeting held on 25 April 1983 were confirmed.

BROCHURE

Writers and photographers from Southern Life together with the Headmistress would submit their suggested brochure to the Public Relations Committee for comment before rendering it to the Council for final approval.

There would be a completely different approach to the new brochure rather than just updating the present one.

COMMISSION'S REPORT

The Committee meeting called to discuss and submit a "by whom and when" report to Council had had to be cancelled at the last moment. A number of members of council experienced difficulty at times in attending meetings due to other commitments. They were, however, important members both for their image and experience. It was agreed that in considering new members Council should aim at a blend one third experienced and two thirds enthusiastic members who could devote more time to the school and that Committees should be made bigger by co-opting people who were not members of council.

The Secretary would obtain a list of parents and their occupations.

COUNCIL VACANCIES

There was at present one vacancy and the Chairman said there would be three or four more. Both Mr Longmore and Mr Bettison had expressed a wish to resign at the end of the year.

The Chairman would approach Mr Pyott and Mr Newton-King with the request that they join the Council. Mr Mallett was expected back in South Africa at the end of the year and it was hoped that he would be willing to join the Council.

HEADMISTRESS'S REPORT

In commenting on the School play (in the Congregational Church Hall) the Headmistress pointed out the advantages of having in the future a School Hall that would serve both Senior and Prep. Schools and the inadequacy of our present one for dramatic purposes.

The difficulty being experienced over finding a suitable Chaplain was discussed and the danger of appointing the wrong person was emphasised.

STAFF/COUNCIL SOCIAL GATHERING

Arising from the Headmistress's report it was resolved that a dinner be held for Staff and Council members after the Council meeting on 8 August.

MICROCOMPUTERS

Also arising from the report it was decided that Mr Bettison would go ahead and have a meeting of his committee without delay.

BUILDING COMMITTEE

Mr Hendry reported that essential work to the roofs had been undertaken and further repairs were required which would amount to R9000. Alterations to the sick bay would cost R8000, staff changing rooms R3600, swimming filtration tanks R3500, repairs to tennis courts R3400. A total amount of R27,500. These requirements would be considered by the Finance Committee and if sufficient funds were available they would be approved.

FINANCE COMMITTEE

Mr Peters had met representatives of Southern Life and our Pension Fund brokers to discuss the school's fund. He would be presenting his findings to members of the Finance Committee and would then report to Council.

MOOT

Mrs Newton Thompson's report would be discussed after the Education/Public Relations Committees had considered it.

MEETING WITH THE ARCHBISHOP

Mr Bettison agreed to accompany the Headmistress to a meeting of the Archbishop and A.P.S. representatives.

MISS McLEAN

The Archbishop had forwarded a copy of a letter requesting assistance for Miss McLean in England as she had had a stroke and was having financial problems. Miss McLean was Headmistress of Herschel from 1947 to 1962.

It was resolved that the school should make an ex gratia payment of R1000 per annum. Mrs Snyders would write to Old Herschelians who were at Herschel while Miss McLean was Headmistress and also the Girls Guides Association.

TAX EXEMPTION

The question of tax relief for a portion of fees paid was to be investigated further.

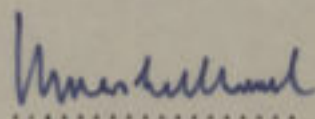
DR COWIE

A letter from Dr Cowie regarding his daughter's expulsion from the Boarding House was circulated among the members present and it was agreed that Dr Cowie be advised that there was no point in pursuing the matter further.

The meeting closed at 7.15 p.m.

8.8.83

.....
Date


.....
Chairman

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 13 JUNE 1983

Report on the Kindergarten, 2nd Quarter 1983

This is the term when Sub As and Sub Bs begin to learn many new things. Sub A is introduced to the mysteries of addition and subtraction and Sub B to the complexities of working with Tens and Units. Sub As begin to write their own news and stories. Sub Bs do simple research into set projects. An Evening of Music is planned to take place on 14 June and the K.G. will be singing their songs, making music on the percussion instruments and acting out the story of Peter and the Wolf.

Mrs Munro, who came to the Pre-Prep. at the beginning of the year has proved to be a real asset to Herschel. She has added many new ideas to the Pre-Prep. programme and her ability on the piano has provided that much needed daily enjoyment of music essential to any Pre-Primary group. She has attended a course on singing and music for the pre-school group and thanks the school for paying for this course which she found most worthwhile.

We would like to request that the vinyl floor covering of the Pre-Prep. room be replaced and Mrs Munro has offered to make up new curtains to cover the store shelves if the school provides the material. She would also like the children's tables repainted and some more equipment for the dolls' corner. The Pre-Prep. is the introduction to Herschel and should look as bright and inviting as we can make it.

Mrs Beck has returned after her sick leave. She has recently attended a course of the teaching of phonics. Mrs Cobern and Mrs Munro went to a Visual Perception Workshop and Mrs Butler attended a Mathematics course. Mrs Davies is on an Audio-Visual course with Mrs Bray to learn how to make slide-tape presentations and Mrs Munro is going to a series of lectures on the gifted child in the Pre-Primary group.

Signed: Mrs M. Davies

Report on the Prep. School, 2nd Quarter 1983

Mrs Brown left at the end of the first term to start her long leave and Mrs Cowling came back to us on a part-time basis so that Mrs Bray could take over Mrs Brown's position. We also welcomed Mrs O'Molony to take over from Mrs Kidwell in Std 11 and Mrs Joyce to replace Mrs Burke in Std 111.

Mrs McClurg entered the Std IV's and V's in various sections of the Eisteddfod. The IVA's received a high Merit, the VA's an Honours and a Diploma and won the cup in their section.

For the first time we took a team of three girls to the Inter-Schools' Quiz and, although they didn't fare too well, it was a good experience for them and we certainly intend to brush up on their general knowledge and enter any further contests.

Prep. School Report cont.

The teachers have attended various lectures at the Teachers' Centre and Mrs Bray and Mrs Davies are currently attending a course at the Audio-Visual Centre where they are learning the techniques of producing programmes on the sound-slide projector.

The photo-copier is now in our Secretary's office and is used constantly by the staff. We have added to our Tutor System and this is now being used frequently throughout the school. Quotations have been received for blinds and curtains for the hall and we are still waiting to hear further on this matter. It is becoming increasingly difficult to use the hall for films so we hope that this will be resolved soon.

The second half of the shelves ordered from de Jongh Timbers last year have been installed in the Library so that the whole Library now has beautiful pine fittings. Mrs Brathwaite and a team of mothers have been working hard to organize all the books into the shelves and the children are now delighted with the Library. The dark winter term is upon us and we are very aware of the inadequate lighting. We still have to purchase seating and we would like to see a carpet there one day. The "Encyclopedia of Science" and "Children's Britannica" are recent acquisitions in the reference section. The children use this reference section extensively for their project work. Parents donated books worth R300 and these are greatly appreciated.

The Std 1's and 11's plan a visit to the museum later in the term and the Std IV's will be visiting Kirstenbosch. On 2 June the Std V's will be having a braai followed by a film and on 6 June we shall again be taking part in the Bokomo Baking competition.

Signed: Mrs E. Bray (Deputy Head of the Preparatory School)

Senior SchoolSchool Play

Mrs Saffery deserves warm commendation for her production of "I Have Five Daughters" early in May. We had practically full houses at all four performances, the audience including several groups of Matric students from other schools who are studying "Pride and Prejudice" as a set-work for the Cape Senior Certificate this year. Several letters of appreciation were received from outside and it would seem that Shelley Durr in the rôle of Elizabeth Bennett was especially admired.

Cape Town Eisteddfod

We have had both individual pupils and groups entered for the various sections of the Eisteddfod this year (in Art, Music and Speech and Drama.) Special congratulations go to those who won the Gold Diploma (Jeanette Krige for Music and a Std IX Drama group) or Honours (Std VIII and IX Drama groups and Std VIIIC for their acted comic scenes from a Mexican play 'The Red Velvet Goat' which proved hilarious.) We are also very proud of our School Orchestra who entered the orchestral section for the first time this year and won a merit.

Rotary Exchange Scholarship

Congratulations to Lindy de Waal, one of our present School Prefects, who has been chosen as a Rotary Exchange Scholar to be sent to the United States of America next year.

Sport

Both hockey and netball teams are holding their own at all levels this term. We have five netball teams and six hockey teams at present (in the third term there will be eight hockey teams when the Std V1's are more ready for match play.)

In hockey the 1st XI consists of Debbie Crane, Nell Hanekom, Nicky Jones, Jacqui Kilcullen (Captain), Cecily Littleford, Alison McMillan, Deirdre Murray, Nicky Newton King, Jacqui Rathfelder, Lucinda Richards and Linda Willis (with Margaret Malherbe as reserve.) The underlined girls were chosen to attend Western Province Trials and Alison McMillan was selected for the Western Province A team. This is the third consecutive year that we have had a player in this team.

In netball our 1st team consists of Laura Baillie, Vanessa Clark, Nell Hanekom, Nicky Newton King, Jacqui Rathfelder, Lucinda Richards and Linda Willis (with Sonja Petrus as reserve.) The underlined have been chosen for Western Province Trials to be held this week-end.

In badminton Sarah Cross has been selected for the Western Province Under 17 A team.

Enrolment for 1984/5

The same picture is emerging as we saw last year, namely that the pressure for admission is greatest at the Std V1 level. For 1984 estimated numbers are at present:

	<u>Day girls</u>	<u>Boarders</u>	<u>Total</u>
Std X	41	9	50
Std 1X	38	14	52
Std V111	35	15	50
Std V11	52	16	68 (3 classes)
Std V1	48	12	50 (plus 8 on waiting list)

For Std V1, 1985, the position is as follows

49 at present in Std 1V at the Prep.
6 new girls already definitely accepted
13 on a waiting list.

(If we had the facilities we would be able to run a third stream again!)

Staff

Mrs Gibbons, our new Senior Maths teacher, is proving exceptionally helpful and is being greatly appreciated by her pupils. I think she is inspiring some of our weaker Matrics with more confidence than they have had up till now.

Mrs Dunleavy and Mrs Hodgson are standing in this term for Mrs Hall for Std VI/IX English and Std VI1 Maths respectively.

Mrs Dunleavy has agreed to take the Divinity lessons in Stds V1, V11, and 1X when Mrs Wood leaves at the end of term - on a temporary basis till the end of the year

Chaplaincy

Mr Marshall Smith and I were granted an interview with His Grace, the Archbishop, on Wednesday 15 May. After some discussion it was agreed that we should advertise in the Church Magazine "Seek" for a Chaplain or suitable lay person to take responsibility for general pastoral care as well as Chapel services and Divinity classes. The responsibility has therefore been left with us to find a suitable person.

I subsequently also had conversation with a member of the National Executive of the Scripture Union of South Africa because I had heard of the likelihood of an appointment to be made next year of someone in the Western Cape to take over responsibility for the Private Schools side of their work and I felt that if we could 'share' such a person this might be an ideal arrangement. (This was a position held previously by Rev. David Cook and Rev. Peter Twycross both of whom have a excellent rapport with young people.) No definite plans however have as yet been made so the idea may not be feasible.

Lunch-time Canteen

In spite of the fact that day girls are able to have lunch with the boarders in the School Dining Hall each day - in my opinion a very appetizing and nutritious meal! - there is a fairly strong desire on the part of many to have a canteen of the sort that operates under parent supervision in most government schools where such things as hot dogs, hamburgers, coffee etc. could be sold. I have therefore written to parents asking for mothers to volunteer to help run such a canteen. So far I have had three positive responses so I hope to report further on this next time.

School Examinations

These are being written during the period 3 -10 June. Essay examinations and Art and Housecraft practical examinations have already been organized. In response to numerous requests from girls and parents for day girls to be allowed to study at home when they are not actually writing, I have decided to allow this this year. Obviously, in drawing up the time-table, we try to occupy as many as possible each day but there are always some who are not involved, particularly in Senior standards where the range of subjects is wider.

Educational outings

Small parties of Senior girls were taken to see the film Ghandi and the play Agnes of God. Senior Biology, Geography, History and Art pupils have been taken on various excursions during the term in connection with their work. After the examinations we are arranging an excursion to the Hout Bay area (including the Museum) for the Std VIII's, and to the Cultural Museum and Art Gallery for the Std VII's.

Inter-Schools' Latin Reading Contest

This was held at Herschel on Wednesday 27 April. Two of our Std IX pupils entered, Linda Willis and Nicki Caine, both choosing to read an extract from Pliny. The winner of the Standard IX section was a girl from Wynberg Girls' High and of the Standard X section a boy from Groote Schuur. Non-competitors were shown interesting films on Greece and Rome and we organized for refreshments to be served during the evening.

Festival of English in Grahamstown

We have booked for ten girls to attend this Festival in the July holidays. They will be travelling in the School car and will be under the supervision of one of our Boarding House mistresses, Mrs D. Boakes, and of Mrs Newton Thompson (whose interest, and willingness to be involved in such an excursion I greatly appreciate!)

Repairs to the roof of the Boarding House

In the recent stormy weather several bad leaks occurred in the Boarding House, causing water to come into three of the dormitories. Some repairs were done within a few days but Mr Stephen Jones has advised more extensive repair work. In the meantime it was necessary to move girls out of the cubicles and I had an irate phone call from the father of one of the girls concerned.

Electricity

For several weeks teachers reported frequent power failure in the Biology and Science Laboratories caused apparently by overloading. Mr Park called in a representative of Micro Electric and also the Municipal Electricity Inspector. It was necessary to step up the electrical load between the Domestic Science switchboard and the new Science laboratory switchboard. At the time of writing this has just been completed, I hope successfully.

Staff/Council meeting

It is a long time since Council members and members of staff have met together at an official social function and I want to suggest that we plan such an occasion (possibly a dinner) early next term if possible on a date convenient to all Council members.

Computers

Following the meeting of the Computer Sub-Committee with Mr Bettison, we have arranged for Mr Holland of Micro-store to conduct a seminar on computers here at school for our staff. At this seminar the use of the B.B.C. computer will be demonstrated and this will be followed by work sessions with smaller groups of teachers.

Sociological Club

Meetings this term have included films on "The Rise and Fall of the Third Reich" and Charles Dickens, an Inter-Form debate, and talks on Computers (by Prof. Ken Macgregor of U.C.T.) and on Pain and Anaesthetics (by Prof. Pat Foster of Tygerberg Hospital.)

Signed: Miss P.A. Geldard

Thoughts on the Moot (from Mrs Newton Thompson)

In order to get this new concept off the ground, a full, well presented letter explaining the object of the moot and the procedure it will take is necessary. In view of the difficulty in getting the council together etc. we thought that to start with two moots a year would be sufficient and if it proves helpful and successful, we might increase this number. Perhaps the end of the first and third terms is a good time to have them. In this case the ground could be prepared for the first moot [±] Wednesday 7th September at 8 p.m. There will be matters which are unresolved or referred back to council - the answers to these matters could be sent to parents in the form of a newsletter, reporting on the moot and on the decisions taken subsequently.

In the original letter (or, preferably, a booklet like the one sent to council members - which is so nicely and intelligently put together, with extra paper for writing at the back), I think we could think about first setting out the aims of Herschel bringing in the part parents can play in achieving these aims. Secondly, mention should be made of the councils' desire to bring about a more cohesive body with an atmosphere of real support and co-operation. between council, staff, parents and girls; that this will be achieved by closer contact and interation between these sections and that this ^{moot} will provide a forum for parents to put forward ideas and suggestions and ask for answers and reasons etc.

I do, however, think that it is necessary in the first contact to inform parents of what the correct methods of communication with the school. For example, that if their child has a problem with a subject the parent should make an appointment with the relevant teacher to discuss the problem; that the ~~form~~ teacher is the person to contact about general work matters, homework problems or possible personality problems; that the Headmistress

is the person to contact about major behavioural problems or discipline. In this way, it can be made clear that these things should not be brought up at the moot, which is the forum for general ideas, suggestions that might be beneficial to the school as a whole, or information on general matters of interest.

You make the point that parents must not interfere with the teaching at the school - if a parent has something to bring up about the teaching, to whom should that query be addressed? It might be an idea to make the point that council members are not free game at social functions and that if they know where to address their questions or put their grievances, they will not feel the need to shoot at council members!

Some thought must then be given to the exact form the Moot will take - procedure, the fact that the Chairman's view will be final and that it will be conducted in the following form:-

1. That written questions are welcome and notice will be given thereof;
2. That discussion will then take place but that it must be to the point;
3. That if a decision ~~can~~ be taken, it will be or else the matter will be referred to council;
4. That parents will be sent a newsletter informing them of councils' decision;
5. That questions from the floor will be welcome but always on the particular point raised - if other points are to be raised it must be done in the form of a question or comment at the appropriate time.

16.4.27 must not be stated in the letter.

Personally I think that 16.4.2.6 is questionable - are we afraid of dissension? Isn't a Moot just the place to have these things aired? I agree that it is a matter for the Chairman to decide on

3/.....

and that we must all abide by his decision. *Crugg's Report to
Donnelly the following:-*

I appreciate that I may want to cram too much into this Moot letter, but I am not sure this is necessarily bad. We will be doing it, printing it, and posting it - so long as we separate the different sides under headings and so on, I think that the fact that it turns into a substantial document will not necessarily be a problem - in fact it may make people read it more carefully. I would like these matters to at least be considered for this original document. I do think that we should try to get a Prep Moot done at the same time - although this is not in my province, it does overlap and it would seem intelligent to do it simultaneously so that no-one is "left out" and all get the information together.

If there is a Maths or English Mooted or similar
Justin Millar would like to add that people will at first come to listen and that issues of interest (or where questions have been sent in writing) should be thought out carefully first and that considerable direction should be given from the chair. He feels that if directions is given you won't get too much waffeling or mud-slinging - but without direction it may deteriorate into something pretty undesirable. *see visited - etc.*

Other than the above both he and Ann accept these thoughts .

They functioned

*Prefect/staff meetings
Staff meetings.*

I would like to see, included in the Headmistress's Report to Council, the following:-

A. In the last report by the Headmistress she covered the Maths department and how it was constructed. Is there perhaps a place for her to do the same with each subject at least once or twice a year? For example, how many lessons each teacher gives and in what subjects? To which classes? Are they in fact qualified in these subjects - e.g. Std VI History taught by the Latin teacher - many tears.

B. Sport - sport mistress's report? How often does each child actually play sport?

C. If there is a Maths or English Olympiad or Eisteddfordau etc. it would be helpful if we knew whether we had entered and how our girls do compared with other schools.

D. Extra Mural Activities:-
Concerts attended
Plays attended
Debates attended
Galleries visited - etc.

E. Various club activities:- Membership - participation - are they functioning?

Prefect/staff meetings
Staff meetings.

Scholarship Examination

This is to held on Saturday 8 October. We have advertised in the Press and notified all people on the waiting list as well as our own Preparatory School.

Enrolment for 1984

All classes are fully booked for next year with a long waiting list for Std VI.

Sport:

(a) Inter-Schools Tournaments

Herschel succeeded in winning through to the Finals in both the Open Squash and the Open Hockey at the Inter-Schools' tournaments this term. Unfortunately we lost to Fish Hoek in Squash and to Wynberg in Hockey in the final games.

(b) Fun Run

This was held on 24 August in aid of the Peninsula Schools' Feeding Scheme. Over 200 girls ran the five kilometre course (twice round the Rondebosch Common) in under an hour while three of my younger members of staff came within the first ten, a stout effort! My warmest congratulations to Mrs Botha whose organization of the whole event was superb. We do not yet know how much money was raised.

Music

The Chopin recital by the concert pianist Janusz Stechley was very worthwhile, a real inspiration and enjoyed by both staff and girls even those who perhaps had not expected to enjoy it.

Since then the Royal Schools of Music examinations have taken place and we await the results.

Computers

After the previous Council meeting it was decided to purchase four B.B.C. Micro-computers, two for the Prep. School and two for the Senior School. At Senior School Mrs Gibbons has started a Computer Club, initially with ten selected pupils, but with the intention of increasing membership later. We shall soon be buying some of the software available, programmes suitable for use in the various school subjects. Next year we shall allow for one period per week in Stds VI and VII for Computer Awareness.

Staff-Prefects Meetings

Three such meetings have been held this year and although there was opposition to the idea from a few members of staff, open discussion on the value of such meetings enabled everyone to express their opinion openly and the vote went overwhelmingly in favour of continuing them. At the meeting this term the main issue discussed was whether House T shirts should become obligatory for all girls next year.

Drama outing

Mrs McClurg has taken Std IX and X pupils on two different days to visit about five or six of the theatres in the Cape Town, Stellenbosch and Somerset West area.

Science outing

Mrs Feast escorted the Std IX Physical Science girls on a two day outing a fortnight ago. This included a lecture at Stellenbosch University, and a tour of the University's Physics Department, an overnight stay at the Newton-King's farm at Somerset West, a visit to the National Accelerator Centre at Faure and a visit to the Observatory.

Afrikaans play

Mrs Louw and Mrs Crowther took a party of over 50 girls to see the Afrikaans version of the play "Noah" at the Arena Theatre last week.

Sociological Club

Meetings this term have included various films, a General Knowledge Quiz, a Shakespearian Puppet Demonstration, an entertaining address by Bess Finney on her experiences in the theatre world and an informative talk on Escom. This week we shall be hearing a talk on 'Women and Finance'.

Parents' Hockey Matches ('Dads' vs 1st X1, 'Mums' vs 2nd X1)

This popular annual event again proved enjoyable and successful, thanks largely to the organization of two parents, Mrs Elizabeth Murray who organized the parents' teams and Mrs Deirdre Jones who organized the refreshments. An innovation this year was a match between our 1st X1 and a team of Old Herschelians which drew many Old Girl supporters and is something we feel we must have again next year.

Old Herschelians' luncheon

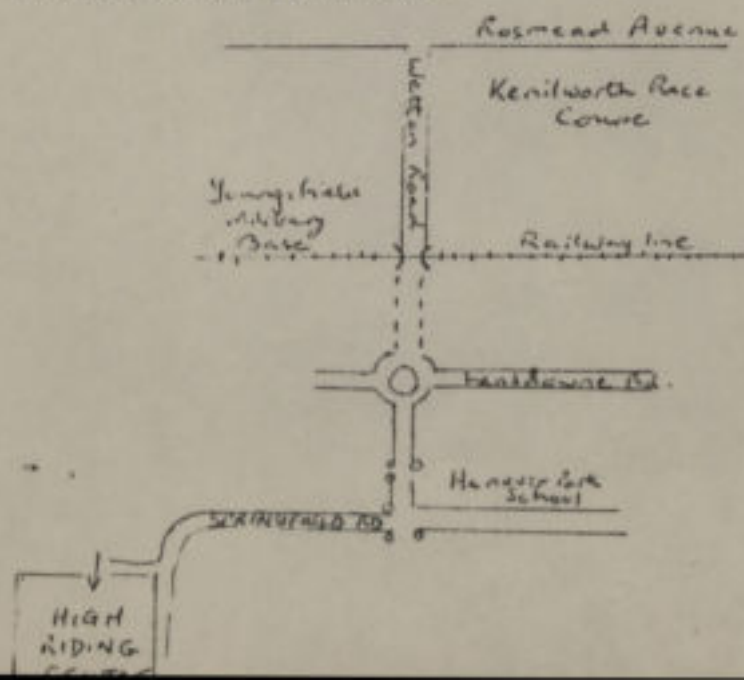
I was appreciative of being invited to an Old Herschelians' luncheon at Constantia Nek last Tuesday. It seemed a very happy occasion and I am sure the organizers must have felt encouraged by the good response from Old Girls.

Std V1 - V11 Science Exhibition

This is on at present in the School Hall. Council members who would like to see it are welcome to do so after our meeting this evening, or else between 8.15 a.m. and 11 a.m. tomorrow.

Horse-Show

Anyone interested is welcome to attend all or part of our Horse Show to be held this Saturday (17 September) starting at 10 a.m. at the High Riding Centre. Refreshments will be sold in aid of the hockey/tennis tour to the Transvaal planned for 1984. Directions are as follows:-



3rd Term 1983

PREPARATORY SCHOOL REPORT

I have just returned from the Conference of Headmasters and Headmistresses in Johannesburg. The theme for the Preparatory School Day was Computers. Four or five preparatory schools are way ahead of the rest but many have not even contemplated buying a computer. The lectures helped me to sort out my thoughts and I have a clearer idea of the ways in which computers can be used. We shall need to set aside a sum of money for the purchase of software. The rest of the Conference was devoted to management skills and staff appraisals. I found out a great deal about myself - and there are areas that I intend to work on to try and improve.

The music and ballet examinations are scheduled for next week. We have had four U.C.T. B. Prim. Ed. students with us for five weeks for their teaching practice.

The Std IV class enjoyed a walk along the contour path from Rhodes Memorial to Kirstenbosch. The outing was correlated with their History and so served a double purpose.

Our two computers are presently being housed in the games room under the stairs, where they can be safely locked away. We are looking forward to the extensions to the Library where the children will have more space to work and where the computers can be used.

Staff have attended courses at the Training College on Synectics, Hand-writing, Audio-Visual techniques and.

The Std II and III classes were invited to visit Grove Primary School where Marguerite Poland, well-known children's authoress, talked about her books.

The Std II Social Studies syllabus includes a section on "People who Help Us" and these classes have had a Policeman and a Fireman to visit them. The children have been motivated and are seeing these people in quite a different light.

Mrs Just and her reading team visited us again in August, but we were disappointed in their choice of books, as we felt that the content was too babyish for our girls.

The numbers for Pre-School and Sub A 1984 are very disappointing. Our teaching in the kindergarten is really excellent and I feel that there may be many prospective parents who do not even know that we exist. I should appreciate some guidance on how to go about making Herschel known in the Community.

Pat Brown
.....
PAT. BROWN

KINDERGARTEN REPORT

THIRD TERM: 1983

After the Sub A and B parents had received their daughter's reports last term a time was arranged for them to meet their child's teacher privately to discuss her progress. This was found to be most valuable and we were pleased with the response from the parents. Arising out of this was a request for a demonstration on how we teach Maths in Sub A and B. Parents felt that if they were needed to help in remedial work at home they would then be able to work along the same lines. Again a good response was had and the parents were also able to look at their daughter's books and chat to her teacher.

Mrs Beck, Mrs Butler, Mrs Davies and Mrs Brathwaite went to a workshop at H.C.T. on Friday evening 19 August and the whole of Saturday 20 August. We found the lectures on "What books?" "What Stories?", "The Reluctant Reader", "Puppetry", "Story-Telling and Dramatization" most stimulating and thank the School for paying for us all to go on this course.

The Pre-Prep visited the Red Cross Children's Hospital in two small groups and were shown all over by Mrs L Coetzee, who feels that all children should visit a hospital in this way and our girls were the first to be allowed to go. They reacted so well and remembered so much that the Superintendent of the hospital, who had reservations about the tour, gave all future tours of the hospital his blessing.

The Pre-Prep holds its exhibition of work and an entertainment for the parents at the end of this term. Family Focus will be coming to speak at the Sub A, Sub B and Std 1 parents' meeting on 14 September. We will also be having a display of books that evening and will be asking parents to buy a new book for the K.G. Library which was started last year.

M. Davies
.....



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 8 AUGUST 1983
AT 5.00 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting held on 13 June 1983.
3. Matters arising.
4. Headmistress's report.
5. A.P.S. meeting with Archbishop.
6. Reports by Committee Chairmen.
7. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 8 AUGUST 1983

AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Mr R Hendry
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Mr M Longmore
Mr J Mudge
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mrs A Snyders
Mr G van Zyl
Mr J Campbell (Representative of Provincial Council)
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. Mr J Bettison
Adv. R Marais
Mr J Millar
Mr T N Chapman

The Chairman welcomed Mr Pyott to the Council.

MINUTES

Minutes of the meeting held on 13 June were confirmed.

VICE CHAIRMAN

Mr Chapman, who had given invaluable service to the Council for a number of years, had resigned. Mr Longmore proposed Mr Loch Davis be elected Vice Chairman in his place and this was agreed unanimously.

MOOT

Before proceeding with the moot the Chairman said the committees should be streamlined. Each member of Council should be on one committee only. Committees would consist of two or three members.

The following committees were approved:-

Education. Mrs Heywood, Mr Mudge, Adv. Marais. Mr Loch Davis would assist when necessary.

Public Relations. Mrs Newton Thompson, Mr Pyott.

Prep. School. Mrs Hoffman, Mrs Snyders.

Finance. Mr Peters, Mr Longmore, Mr Millar.

Property. Mr Hendry, Mr van Zyl.

Committees would co-opt members if necessary.

It was agreed that

- i) Committees must have low quorums.
- ii) Corner stone of committees decisions was Fees. Committees must know what they can and cannot have at a definite date each year. Liason with the Finance committee was therefore essential.
- iii) Council would rely very heavily on committees making firm recommendations but would decide matters of policy and not spend time debating committees reports. It was imperative that these reports be recieved by members of Council well in advance of the Council meeting.
- iv) Committees would not operate in isolation. There would be informal communication between chairmen, by telephone if necessary.

The target to get the system working was the end of the year.

MISS MCLEAN

It was resolved that R250 per quarter be forwarded to an account to be opened by Canon Wade at Barclays in England in Miss Mclean's name. The account would be operated by Canon Wade. The Old Herschelians had raised R1000 which they would send over independently.

HEADMISTRESS'S REPORT

Computers. It was decided the school should purchase four computers, two to be allocated to the Prep, and two to the Senior School. The Headmistress and Mrs Heywood would decide on the most suitable computers. Money raised at the Fête would be used for the purchase of the computers.

Brochure. It was considered that a photograph showing a computer should be included and that an acknowledgement of Southern Life's assistance in compiling the brochure should be made on it. 5000 were to be printed and thanks to Southern Life the cost per copy would be in the vicinity of 20c.

Non White Pupils. It was agreed that as a general rule the maximum number of non white pupils per class should not exceed 15% but the Headmistress could use her discretion in special cases. There must be strict screening to ensure the character of the school was maintained. Experience in three other private schools suggests that if the school's overall percentage exceeded 15% the subsidy would be withdrawn.

A.P.S./ARCHBISHOP MEETING

This proved to be inconclusive. The Headmistress said that she had received no replies to the advertisement in Seek for a Chaplain and we were therefore no nearer a solution of the problem.

A.P.S. MEETING

Mr Peters would study the Group Life insurance proposed, and the A.P.S. Business Plan. He would be discussing the proposed alteration to the school pension fund with the finance committee.

PROPERTY COMMITTEE REPORT

Mr Hendry reported that new filter tanks for the swimming pool had been installed at a cost of R3500. Plasto would be repairing two of the tennis courts for R3450. The roofs both at the Prep, and Senior School were still giving trouble and Stephen Jones were coming to check. The sick bay alterations and new staff rest room should be completed in a few days. A suggestion has been made to refurbish the old science laboratory to accommodate 24/25 children.

It was resolved that the Headmistress together with the Property and Education committees would consider and make recommendations regarding the Resources Centre at the Prep.

PREP. SCHOOL COMMITTEE REPORT

This was tabled.

BUDGET 1984

The Finance Committee urgently requires information of anything that affects next year's budget.

GUEST SPEAKER

It was decided that members would contact the Headmistress before the end of August with suggestions for guest speakers at the Prep. and Senior School Speech Days at the end of the year.

TAX EXEMPTION

Bequests or accruals from the estates of deceased estates in favour of the Herschel Special Account are exempt from payment of estate duty.

Mr Loch Davis and Mr Peters would find out whether that portion of the fees charged which was not in payment of tuition expenses could be treated as a donation to the Special Account and be exempt from payment of tax.

FOUR SCHOOLS TRUST

Council confirmed that Mr Longmore should continue to represent the School on the Four Schools Trust.

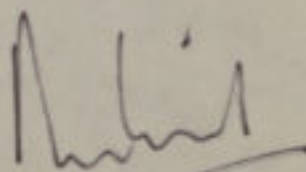
OVERDRAFT

It was resolved that in reply to a letter from Barclays Bank Mr Saxby should advise the Bank that the school still required the same facility R100,000.

The meeting closed at 7.15 p.m.

Next meeting 12 September 1983.

Date..... *12 September 1983*


Chairman.....

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 8 AUGUST 1983

There has not been much time at school since our Council meeting near the end of last term so this report is a fairly short one.

Senior School

Mid-Year Examinations,

Top results in each standard were as follows:-

		%
Std X	1. Sandra Newton Thompson	83,7
	2. Lindy de Waal	78,5
	3. Elizabeth Baker	75,8
Std IX	1. Linda Willis	78
	2. Nicola Caine	77,5
	3. Stephanie Dutkiewicz	77
Std VIII	1. Sonja Petrus	82,6
	2. Susan Böttger	80
	3. Beth Stuart-Findlay	79,5
Std VII	1. Lizette Preiss	80
	2. Kelly Myburgh	79,5
	3. Chantal Simonis	79
Std VI	1. Catherine Gibaud	87
	2. Lyndall du Plessis	85
	3. Lesley Millar	84

The weakest results in each were:-

		%
Std X	Anthea Ovenstone	38,4
	Ingrid Matolengwe	36,9
Std IX	Margaret Marr	41
	Jennifer Sebe	37
Std VIII	Diane Hathaway	43
	Karen Hutchinson	43
Std VII	Helen Wood	47
	Alison Bareiter	36
Std VI	Adré Philips	44
	Melanie Maclean	43

End-of-term

The School Orchestra presented a short programme of music at our Final Assembly and, as had been suggested, parents were invited to attend this if they wished. There were about thirty present.

Grahamstown Festival

Once again those who attended this year's Festival of English during the July holidays reported very enthusiastically on the whole experience, having enjoyed both the lectures and plays they attended and also the opportunity to meet senior pupils from schools in many parts of the country. I am grateful to Mrs Newton Thompson and to Mrs Boakes for accompanying the girls and especially for driving them in our School Car!

School Calendar

You will realize from our Calendar what a full term this one is scheduled to be. As Council members, you are very welcome to attend any of the functions that are of interest to you.

Careers Evening

I am grateful to Mrs Krige (the mother of one of our Standard IX girls) for making it possible for members of the Soroptomists' Guild to organize a Careers Evening at school for all those in Standards VIII - X who wished to attend (106 girls). We were privileged to have representatives from 23 professions and the time allowed for three sessions of half an hour each. Each girl therefore had the opportunity of hearing about three professions of her choice.

Sport

Results of hockey matches played already this term are as follows:-

1st X1	vs Fairmont	-	won 2 - 1
	vs St Annes (Natal)	-	won 4 - 0
2nd X1	vs Jan van Riebeeck	-	won 2 - 1
	vs St Cyprian's	-	won 8 - 0
3rd/4th	vs Jan van Riebeeck	-	won 1 - 0 ; 2 - 0
	vs Camps Bay	-	won 3 - 0 ; 2 - 1

Under 15 and Beginners teams have also (with only one exception) been successful. It has therefore been an encouraging start to the term!

In netball the results this term are:

1st team	vs Kapenhof	-	won 6 - 3
	vs Holy Cross	-	lost 4 - 5
2nd team	vs Kapenhof	-	lost 5 - 6
	vs Holy Cross	-	won 7 - 5

Under 15 A and C teams have won their matches while the B's have lost.

The Inter-House Netball was won by Rolt and the Squash by Jagger. (The Hockey is still to be played.)

Computers

On the second day of term Mr Holland of Micro-Store gave a lecture on the use of computers in education and a demonstration of the B.B.C. Micro-computer to all members of our teaching staff (of both Senior and Preparatory Schools.) He further made himself available to answer questions from individual teachers throughout the following morning. He stressed that the micro-computer was not suitable for classroom instruction (i.e. to a whole class) but should be viewed as a teaching or learning aid for use by individual pupils for example for

Computers cont.

remedial purposes or for practice in development of computer awareness.

Meanwhile Mrs Gibbons, our Senior Maths teacher, and Mrs Feast our Physical Science teacher have both been attending courses in Computer-programming and practising with both the B.B.C. and the Apple Micro-computers. In addition several members of the Prep. School staff have now embarked on training courses.

Last week Mrs Heywood arranged a discussion with Mr Peter Spargo of the Faculty of Education at U.C.T. when she and I were able to put some questions to him and ascertain his opinion. He gave us his advice: a) that we should probably think in terms of initially purchasing about four micro-computers for school use and one for administrative purposes b) that experience in a large number of schools had shown that the computer used for administrative record purposes should be kept and used separately from the others c) that it would be sensible not to limit ourselves to one make but to have at least one Apple or one B.B.C. computer.

At the Senior School we plan to house the computers for school use in the end room of the Library wing. Mrs Gibbons will be in charge and she is keen to start a Computer Club as well as using the computer for work in the Maths department and encouraging other teachers to do the same. She and Mrs Feast are ready to start immediately and they favour the idea of having both the Apple and B.B.C. models.

New School Brochure

Mr Burrow of the Southern Life Association has promised to have ready a rough proof copy of the newly prepared prospectus for this Council meeting. We have chosen about 28 photographs for use. (At the time of writing this one photograph of the Chapel and one for the back cover need still to be taken.) I have myself been responsible for re-wording and up-dating much of the contents of the existing brochure.

Preparatory School

Mrs Brown reports:

"The new curtains in the Preparatory School Hall are very elegant and now that the hall has been painted everything looks very fresh and clean.

"Four members of staff are embarking on a Course in Computers and are hoping to learn enough during the twelve weeks to make the purchase of a computer worthwhile. The staff would like to have the use of at least one computer immediately.

"Mrs Bray is on leave this term. She took over the reins during my absence and coped admirably.

"I am very grateful to have been granted leave in the second term. My visits to Schools in England proved most interesting and rewarding and I met with kindness and hospitality everywhere I went."

Kindergarten

Instead of adding to her last report to Council which was fairly comprehensive, Mrs Davies has raised one particular issue for consideration, namely the entry of non-white (Black, Coloured and Indian) pupils into the Kindergarten. She writes:-

"As a general rule we have accepted two non-white girls into each Pre-Prep., Sub A and Sub B class (i.e. 4 per standard following a direction from Council to limit the intake to 10% in each class.) This year was an exception and we took in 8 non-white pupils into Sub A, 4 into Sub B and 3 into the Pre-Prep. class. The reason for this was a very small entry of white girls into these classes for 1983.

Sub A	21 white 8 non-white
Sub B	29 white 4 non-white
Pre-Prep.	18 white 3 non-white

"If we keep to these numbers when considering the 1984 entry, we will be able to accept 5 new non-white Sub A pupils (3 will come up from the Pre-Prep.) out of the 8 applications received so far. All will be screened through our entrance test and only those ready for School will be successful. We will also have to test the 8 applications received for the Pre-Prep. and choose 3 who are ready to go into this class. Sub B will have its full quota for 1984 as 8 will be coming up from Sub A.

"I feel strongly that the best place for integration to begin is in the Kindergarten and would like to propose that these numbers be the basis for the acceptance of non-white pupils in this department. May we also use our discretion and take a pupil over and above this quota if we feel that she is bright and deserves a place at Herschel?"

Miss P A Geldard

2 August 1983

REPORT TO COUNCIL

EDUCATION SUB-COMMITTEE

HERSCHEL PREPARATORY SCHOOL COMMITTEE

MEMBERS : Mrs Brenda-Lynne Hoffman (Council)
Mrs Anne Snyders (Council, Std 4 parent)
Miss Pamela Geldard (Headmistress)
Mrs Sandy Byers (Sub B and Std 2 parent)
Mrs Sandra Le Fevre (Sub A and Std 3 parent)
Mrs Liz Mills (Std 5 parent)
Mrs Wilma Louw (Std 1 parent)
Mrs Pat Brown (Staff)
Mrs Margie Davies (Staff)
Mrs Elaine Bray (Staff)

ITEMS DISCUSSED:

1. The possibility of a Debating Society and a Chess Club with W.P.P.S. Mrs Brown to investigate.
2. The Prefect System was explained - duties, election, discipline etc.
3. General Knowledge. Weekly periods for each class in the School was requested.
4. Library - to be open between 2.30 p.m. and 3 p.m. and manned by parents on a rotor system. Staff to report back.
5. Afrikaans speaking. The need for more practical experience like Afrikaans days and the Afrikaans drama club to be re-instated.
6. Remedial Teaching. Seminar to be delivered by Mrs Irma Roth. Mrs Brown to arrange a date for all the Staff.
7. Get-togethers among Parents and Staff. This was to be encouraged and more social events to be planned by the parents so that a more relaxed feeling would exist. The parents to report back on their ideas before next meeting.
8. Communication - all parents to be circularized about the Committee so they could contact their representatives with queries and suggestions.
9. Enthusiasm was expressed by all those involved as they felt this to be a constructive and positive step to more unity between Council, Staff and Parents.
10. The next meeting to be held on Tuesday 16th August at 2 p.m.

..... Date

.....
BRENDA-LYNNE HOFFMAN.

BINNELANDSE INKOMSTE
INLAND REVENUEPosbus/P.O. Box 402
Pretoria
0001

☎ 21-1711

Uitbreiding
Extension 36 9Navrae
EnquiriesMessrs John & Kernick
P.O. Box 1840
PRETORIA
0001

⚡ "REVENUE"

⚡ 3-737

My verwysing
My reference 22/2/6Datum
Date 1983-07-07

Gentlemen

ESTATE DUTY : EXEMPTION : HERSCHEL SCHOOL SPECIAL FUND

I write with reference to your letter Mr Schoon/CN/L 5666 dated 8 June 1983 to inform you that bequests or accruals from the estates of deceased persons in favour of the above-mentioned Fund are exempt from the payment of estate duty in terms of section 4(h)(ii) of the Estate Duty Act.

Yours faithfully

FOR COMMISSIONER FOR INLAND REVENUE

2247B/CB

RECEIVED 11 JUL 1983



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 12 SEPTEMBER 1983 AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirm minutes of meeting held on 8 August 1983.
3. Approve Budget for 1984.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 12 SEPTEMBER 1983

AT 5.00 p.m.

PRESENT. Mr D Loch Davis (Chairman)
Mr R Hendry
Mrs B-L Hoffman
Adv. R Marais
Mr J Millar
Mr J Mudge
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mrs A Snyders
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. Mr W Marshall Smith
Mr J Bettison
Mrs J Heywood
Mr M Longmore
Mr G van Zyl
Mr J Campbell

MINUTES

Minutes of the meeting held on 8 August 1983 were confirmed. The matters arising would be considered at the next meeting.

GUEST SPEAKER

The Hon. Mr J H Steyn had agreed to be the guest speaker at the Senior School Speech Day at the end of the year.

TAX EXEMPTION

Mr Loch Davis said the Commissioner was most unlikely to allow the portion of the fees raised which was not in payment of tuition expenses to be tax deductible under Section 18 A. Even if it was possible to arrive at a figure acceptable by the Commissioner it would have to be a voluntary contribution, payment of which could not be enforced.

1984 BUDGET

Since the budget was circulated a press report had confirmed that teaching salaries would be increased by 12% on 1st January 1984 and inferred that a further increase of possibly 20% would be made later in the year to certain categories of teachers. There was lengthy discussion as to whether the school should pay full teachers salaries in accordance with Government scales and it was resolved that a special committee consisting of members of the Education Committee together with the Headmistress, Mr Peters and Mr Pyott should once again investigate the matter.

The Headmistress considered that Administrative salaries should be increased in line with Academic salaries at the beginning of the year and then reviewed to ensure they were comparable to salaries paid in similar positions elsewhere. This was agreed.

The proposed alterations to the School Pension Scheme were approved.

In view of the possibility of further increases in the Government Salary Scale during 1984 it was resolved that the fees be increased by 15% instead of the 10% shown in the proposed budget.

1984 Budget cont.

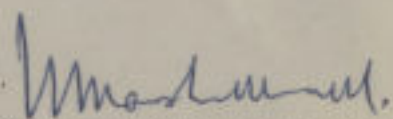
The Budget for 1984 was then approved. The Chairman thanked Mr Peters and Mr Millar for their work on the budget.

HEADMISTRESS'S REPORT

It was noted that Christ Church, Kenilworth was willing to give us the pastoral help we require but had indicated that they would like us to hold our special services at Christ Church instead of St Saviour's. The Headmistress would discuss this with Rev. Cook as it was felt that we should not break with long standing tradition at this stage.

The meeting closed at 6.50 p.m. The next meeting will be held on 14 November 1983.

Date.....14. 11, 83.....

Chairman.....

THE HERSCHEL GROUP PENSION FUND

1. The proposed improved pension fund benefits are:

Normal Retirement Age	:	Males 63 years Females 63 years
Pension Benefits at Normal Retirement Age	:	2% of final average salary for each year of pensionable service.
Final Average Salary	:	The pensionable salary average over the last 3 years before Normal Retirement Age.
Life Assurance Benefit before retirement	:	Females : Twice annual salary Males : Twice annual salary (Plus for all members return of the late members own contributions plus interest.)
Disability Benefit before retirement	:	A monthly income equal to 60% of the members salary payable after a six month waiting period.
Post-retirement widows Benefit	:	The surviving widow of a married male member will receive a pension for as long as she lives equal to 50% of her late husbands pension.

2. (a) In respect of the above proposed improved pension fund the contributions would be:

By the member : 7,50% of salary (i.e. 3 304,74 p.m. 5/83)

By the Employer : 9,55% of salary (i.e. 4 208,02 p.m. based on 5/83 membership)

(b) Therefore additional contributions would be:

By the members : Nil

By the Employer : R903,28 p.m. based on current membership

(c) For the six month period 1.7.83 to 31.12.83 the expected contributions would be:

For the existing Scheme

By the members : R19 828,44 (i.e. R3 304,74 x 6)

By the Employer : R19 828,44 (i.e. R3 304,74 x 6)

For the Proposed Improved Scheme

By the members : R19 828,44 (i.e. R3 304,74 x 6)

By the Employer : R25 248,12 (i.e. R4 208,02 x 6)

(d) For the twelve month period 1.1.84 to 31.12.84 (based on 20% per annum salary increases assumed) the expected contributions would be:

For the Existing Scheme

By the members : R47 588,16 (i.e. R3 304,74 + 20%)x12

By the Employer : R47 588,16 (i.e. R3 304,74 + 20%)x12

For the Proposed Improved Scheme

By the members : R47 588,16 (i.e. R3 304,74 + 20%)x12

By the Employer : R60 598,08 (i.e. R4 208,02 + 20%)x12

A.S.

1924

HERSCHEL CLAREMONT

SCHOOL FEES SCALE

Effective 1 January 1983

PREPARATORY

FEES PER TERM

<u>STANDARD</u>	<u>DAY</u>	<u>BOARDERS</u>
Pre-Prep.	R240	R690
Sub A	240	690
Sub B	245	695
Std 1	330	780
Std 2	390	840
Std 3	430	880
Std 4	450	900
Std 5	460	910

SENIOR

FEES PER TERM

<u>STANDARD</u>	<u>DAY</u>	<u>BOARDERS</u>
Std 6	R500	R950
Std 7	530	980
Std 8	570	1020
Std 9	580	1030
Std 10	580	1030

SCHOOL FEES ARE PAYABLE IN ADVANCE

FEES ARE NOT REMITTED on account of ill-health or absence for any other cause. Excellent insurance schemes are offered to cover personal accident and absence from school.

A TERM'S NOTICE OF INTENTION TO WITHDRAW A PUPIL must be given in writing to the Headmistress at the beginning of the term at the end of which the pupil is to be withdrawn, or else payment is to be made for a term.

Bursaries will be considered on request.

OPTIONAL EXTRAS (All fees per term)

Extra Art: Group.....	R28.00	Pottery.....	R48.00
Ballet: 1 lesson per week.....	R22.00	Extra French.....	R25.00
2 lessons per week.....	R36.00	Piano.....	R85.00
Drama class.....	R19.00	Tennis Coaching.....	R18.00
Speech Training:		Tennis Sub A and B.....	R16.00
Individual Preparatory.....	R29.00	Squash Coaching.....	R18.00
Shared Preparatory.....	R18.00	Extra Milk at morning break.....	R 7.50
Individual Senior.....	R29.00	Midday Lunch.....	R37.00
Shared Senior.....	R20.00	Modern Dancing (Boarders).....	R30.00

By arrangement

String and Woodwind instruments.

A TERM'S NOTICE MUST BE GIVEN IN WRITING to the Headmistress if an extra subject is to be discontinued.

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 12 SEPTEMBER 1983

Chaplaincy

Because, as reported at the last Council meeting, we had no response to our advertisement for a Chaplain, and because Rev. Taylor had indicated that St Saviour's would be short-staffed next year and therefore unable to give Herschel adequate pastoral care, I followed up a suggestion made by several people, namely to ask Rev. David Cook of Christ Church, Kenilworth, whether Christ Church would be prepared to give us the help I feel we need. Our Chairman, Mr Marshall Smith, gave approval to this idea before he left on holiday and I did also tell Rev. Taylor of what I had in mind. Since both Rev. Cook and his assistant appointed for next year (at present the Rector of Clanwilliam) have both had considerable experience of teaching and of work with young people it seemed the best solution from our point of view provided they were agreeable: Rev. Cook has since raised the matter at a formal meeting of his Pastorate and he reported back to me that they would be happy to take on responsibility for pastoral care (including the Std 9 - 10 Divinity lessons, the Confirmation preparation class and the weekly Communion service in our Chapel.) His Pastorate feel, however, that, if they are giving this assistance, then the special services such as our Christmas Carol service should also be held at Christ Church. I have not yet been able to discuss this aspect with Rev. Cook but feel sure that some agreement could be reached that would not at this stage break with long-standing tradition.

Staff

Two members of our teaching staff have given notice for the end of the year:

- a) Miss Hanssen (Biology). In her place I have appointed Miss G. Smith who has several years experience of teaching at St John's College, Johannesburg.
- b) Mrs Stockwell (History). In her letter of resignation she writes the following:

"My eleven years at Herschel have been filled with joy, excitement and challenge. I am extremely grateful for all the rewarding experiences, lovely friendships and the pleasure of teaching so many warm-hearted and talented girls.

"My keenness to delve into the School's history has grown apace and I therefore respectfully request permission to continue this work on a voluntary basis.

"I would be pleased to return to Herschel in a temporary capacity, should my services be needed.

"Please convey my thanks to the members of Council for their constant concern and endeavour in behalf of the teaching staff."

Mrs Daphne Beames (who previously taught Matric History for five years and is studying at home for an Honours degree in History) will be taking over the Std 8 - 10 History while retaining her Std 7 General Science - an unusual combination but she will be valuable in both areas. Mrs Feast (part-time) will take on an extra class (Std 8 Physical Science) in order to make this possible.

As replacement for Mrs Stockwell, I am advertising for a teacher for Middle School History, English and Divinity and am at present still interviewing people.

1984 ESTIMATES

<u>Revenue</u>	<u>Budget 1983</u>	<u>Budget 1984</u>
Registration fees	2 000	2 000
Sundry revenue	2 000	2 000
Lunches	10 500	10 500
Four Schools Trust	11 500	12 000
Provincial Subsidy	66 000	64 000
	92 000	90 500
1. Less: Scholarships etc	18 000	21 000
Sub total	74 000	69 500
Extra subjects	51 000	57 000
2. Boarding fees	144 000	153 000
3. Tuition fees	860 000	975 000
Sub total	1 055 000	1 185 000
Total	R1 129 000	R1 254 500

1984 ESTIMATES

1.

<u>EXPENDITURE</u>	<u>Budget 1983</u>	<u>Budget 1984</u>
<u>General</u>		
4. Catering	73 000	73 000
Domestic charges	45 000	49 000
5. Administration	22 000	24 500
Class materials	22 000	24 000
6. Interest	25 700	21 700
7. Insurance	14 000	17 000
Bad debts	5 000	5 000
Motor vehicle expenses	1 200	1 200
Sports requisites	1 100	1 400
Security guard	4 000	4 000
8. Property maintenance	35 000	32 000
Depreciation - replacements	11 000	11 000
- new buildings	23 000	23 000
Contingency allce	7 500	7 500
Sub total	289 500	294 300
<u>Non teaching staff</u>		
9. Salaries - administration	42 000	45 500
- domestic	47 000	50 600
Wages	54 400	58 500
10. Pension, UIF, Prov	10 700	14 200
Medical Aid Contribution	1 000	1 300
Sub total	155 100	170 100
<u>Teaching staff</u>		
11. Salaries	581 000	620 000
12. Long leave	7 000	9 700
10. Pension, UIF Prov	45 200	60 400
Extra subjects	40 000	46 000
Medical aid contribution	2 000	4 200
Sub total	675 200	740 300
TOTAL	R1 119 800	R1 204 700
<u>SURPLUS</u>	R9 200	949 800

BUDGET 1984

2.

1. Scholarships	1984		Total	1988		Total
Std VI	700	-	700	700	-	700
Std VII	500	300	800	700	300	1 000
Std VIII	400	-	400	700	300	1 000
Std XI	-	-	-	700	300	1 000
Std X	800	-	800	700	300	1 000
	2 400	300	2 700	3 500	1 200	4 700
Scholarships	2 700					
1 special scholarship	<u>175</u>	2 900				
Bursaries		14 000				
Sister allowances		400				
Staff allowances		3 700				
		21 000				

- Boarding fees. At R450 per term. An increase of less than 7% and the equivalent of less than R49 per week.
- Tuition fees increased by 15%
- Catering. No increase on 1983. Present caterer has greater control and organising ability than her predecessor.
- Administration. R1 000 included for Miss McLean.
- Interest. S.A. Mutual R95 500 at 18% R17 200. Provident Fund loan R45 000 at 10% R4 500.
- Insurance. Allowance made for escalation also premium of R1 000 for personal accident for employees not members of pension fund. It is assumed the new pension scheme will have superseded the present one.
- Property Maintenance. The basic cost of water, fertilizer for the playing fields and gardens, the maintenance of the swimming pool and the countless small repairs requiring plumbers, repainting, repairs to property etc will cost about R12 000. Other items include further repairs to roofs R1 000 patching drive R500, repairs to brickwork in library R1 000, repairs to swimming pool change rooms R1 000, rewiring certain areas of senior school R3000 Netball court needs major repairs R7 000, alterations to administration offices R3 000. Doubtless the netball and admin will again be postponed as more urgent maintenance crops up during 1984. The squash court floor needs repairing R3 000, maintenance of trees R750.
- Salaries and wages. Increase of 10% allowed for from 1 April 1984.
- Pension. Schools contribution to pension fund 9,55% salary, to provident fund 7,5%.

11. Salaries. 15% of present salaries paid allowed as increase. This is actually an increase of 6,75% on 1983 budget figure. Government has not changed the salary scale this year.

12. Long leave. Allowance has been made for three teachers to go on leave.

Capital expenditure will presumably be mainly directed towards the Resources Centres at the prep and senior schools.



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 14 NOVEMBER 1983 AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirmation of minutes of meeting held on
12 September 1983.
3. Matters arising.
4. Report on Moot.
5. Headmistress's report.
6. Reports from Chairmen of Committees.
7. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 14 NOVEMBER 1983

AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Mr J Bettison
Mr R Hendry
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Mr M Longmore
Adv. R Marais
Mr J Millar
Mr J Mudge
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mr G van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. Mrs A Snyders
Mr J Campbell

MINUTES

Minutes of the meeting held on 12 September 1983 were confirmed.

PASTORAL CARE

Christ Church, Kenilworth, has agreed to give Herschel the help it requires, but the School's three main services each year would still be held at St Saviour's.

MOOT

There could be no further action until the committee system was working.

HEADMISTRESS'S REPORT

Arising from the report the Headmistress suggested that the amount of the Scholarship should be raised in line with the increasing fees.

It was agreed that chains should be provided at the three main gates to prevent, in particular, the invasion of school boys in cars that occurs prior to Matric each year.

The Head of the Prep. would attend Council meetings when matters concerning the Prep. School are to be discussed.

Mrs Hoffman would discuss with Mrs Brown the convening of the Prep. School Committee and it was decided that a Council member of the Prep. School Committee be appointed to attend the Education Committee meetings when required and that this member would attend at least one Education Committee meeting each year.

Due to the drop in the number of births of white children Herschel, along with other schools, was experiencing difficulty in filling the kindergarten classes and consideration might be given to having only one Sub A and one Sub B.

COMPUTERS

It was decided that the Computer sub committee was no longer required. Mr Bettison emphasized the necessity for a disciplined approach to computers and pointed out that with the rapid development in this field a clear cut check was necessary each year.

REPORTS

The Chairman expressed his disappointment at the number of reports circulated to members prior to the meeting. It was essential that these reports be in the hands of council members at least a week before the meeting.

EDUCATION COMMITTEE

After again considering increasing the Herschel Teachers Salary Scale to the full Government Scale the Committee decided that it would not improve the standard of teaching nor did it warrant the extra cost to parents at this time. The question of a 13th cheque, which would not qualify for pension should be reviewed at some future date. The Chairman would enquire from the APS Regional Chairman the outcome of the meeting with the authorities on 8 November about prospects of an increase in the Provincial Subsidy.

There was considerable discussion regarding the duties of the Committees and it was agreed that the past thinking of Council, that had been reviewed over the years was sound. The Headmistress was appointed by Council as Chief Executive and was accountable to the Council for carrying out the objectives of Herschel. Complaints should be discussed with the Headmistress. There is no intention of closing channels of communication, which is why the Commission was set up, resulting in the concept of a Moot to open such channels. Council members can discuss their problems with the Chairman, Deputy Chairman and Headmistress. Mrs Heywood said the Education Committee was willing to discuss anyone's problems if they contacted her and that the Head of the Prep. could be asked to attend if necessary. Her committee would look into the question of exam dates.

PREP. COMMITTEE

Mrs Hoffman tabled her report.

FINANCE COMMITTEE

Nothing to report.

BUILDING COMMITTEE

This report had been circulated and it was resolved that the alterations to the science laboratory and the building of a media centre attached to the Prep. School library should be commenced as soon as possible. The estimated cost of the laboratory was R8000 and the media centre R13,000.

PUBLIC RELATIONS

Mrs Newton Thompson confirmed the great success of the new Brochure produced by Southern Life for the school. The "Luncheon Box" was to start next year and would be run parents.

At the beginning of the first term next year new parents and pupils are being invited to have tea with the teachers and prefects.

Thought should be given to having another Appeal.

TAX EXEMPTION

This was again discussed but no solution to the Receiver of Revenue objections was found. Donations to the "Herschel Special Fund" are exempt from tax. A sub committee consisting of Mr van Zyl and the Public Relations committee would explore means of raising funds for the school.

RESIGNATION

Mr Longmore was thanked by the Chairman for his years of invaluable service and for all the time he had devoted to the school.

The next meeting will be on Monday 13 February 1984.

Date 13-1-84

Chairman Mrs. L. L. L.

13 FEBRUARY : COUNCIL MEETING - 5 p.m.
 7 MAY : ANNUAL GENERAL MEETING - 5 p.m.
 COUNCIL MEETING - 5.15 p.m.
 3 SEPTEMBER : COUNCIL MEETING - 5 p.m.
 (1985 Budget)
 19 NOVEMBER : COUNCIL MEETING - 5 p.m.

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, Russet Rise, Spaarman Avenue, off Brommersvlei Road,
 Constantia 7800 Home: 74-3377

Mr R W Hendry, Laggan, Meadow Lane, Constantia 7800 Home: 74-1840
 Work: 21-2262

Mrs J Heywood, P O Box 117, Constantia 7800 Home: 74-1557
 83-1742
 Work: 69-8531
 Ext. 342

Mrs B-L Hoffman, Long Cottage, Newlands Avenue, Newlands 7700 Home: 64-4194
 Work: 21-7354

Mr D Loch Davis, P O Box 1087, Cape Town 8000 Home: 77-1338
 Work: 24-9010

Advocate R M Marais, Chambers, 40 Queen Victoria Street, Cape Town 8001 Home: 71-7658
 Work: 23-3308

Mr J R Millar, 10 Avenue Bordeaux, Constantia Heights, 7800 Home: 74-1232
 Work: 25-3370

Mr J E Mudge, Chiltern Farm, Elgin 7180 Home: 2252/70

Mrs H Newton Thompson, Gwelo Lodge, Newlands Avenue, Newlands 7700 Home: 64-3221

Mr R H C Peters, P O Box 1604, Cape Town 8000 Home: 77-3092
 Work: 24-4040

Mr R J Pyott, P O Box 2269, Cape Town 8000 Home: 77-6545
 Work: 23-1440

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: 21-7707
 0226/2591

Representative of Provincial Council
 Mr J Campbell, 147 Kommissaris Street, Welgemoed, Belville 7530

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 14 NOVEMBER 1983

Induction of new School Prefects: Monday 31 October

The following Standard IX girls have been appointed School Prefects for the ensuing year:-

Head Girl: Nicola Caine

Deputy Head Girl: Nicky Newton-King

Head of Jagger: Linda Willis

Head of Merriman: Deborah Crane

Head of Rolt: Alison McMillan

Head of Boarding House: Nicky Newton-King

Deputy Head of Boarding House: Claudia Fioravanti

Boarding House Prefects

Sally Dicey

Ingrid Hommersom

Gwen Siyotula

Hillary Tasker

Other School Prefects

Vanessa Clark

Sarah Cross

Christine Dunckley

Stephanie Dutkiewicz

Catherine Shub

Dorit Zelezniak

An Induction Ceremony was conducted at Assembly on Monday 31 October.

Later that morning we had an informal concert in honour of the Matrics followed by a luncheon for staff and Matrics during which farewell songs and dramatic sketches were presented. (A delightful spirit prevailed with a good combination of sentimentality and satire!)

Sports Captains and Society Committee members for 1984

The Captains and Vice-Captains for the various sports have been elected as have the committee members for the various societies. Library Prefects and Chapel Committee members have also been appointed. The main positions are as follows:-

Tennis Captain: Linda Willis

Swimming Captain: Nicola Caine

Hockey Captain: Alison McMillan

Netball Captain: Nicky Newton-King

Squash Captain: Sarah Cross

Badminton Captain: Sarah Cross

Diving Captain: Clodagh Mannion

Sports Captains and Society Committee members for 1984 cont.

Chairman of Christian Union: Karen Dudley
 Chairman of Social Responsibility Club: Beth Stuart-Findlay
 Chairman of Debating Society: Nicola Caine
 Chairman of Historical Club: Leanne Carlyle
 Chairman of Computer Club: Stephanie Dutkeiwicz
 Chairman of Sociological Club: Nicola Caine
 Head of Chapel Committee: Hillary Tasker
 Head Library Prefects: Roshan Karjicker and Bennita Oswell
 Head Music Student - to be announced
 Head of Choir - to be announced

J.M.B. Practical and Oral Examinations

These were held prior to the written examination period. The Afrikaans and French examiners were both very complimentary about the students tested and the two Speech and Drama examiners not only said that at Herschel they had seen the best work in the whole country but also that they felt our standard this year was better than in previous years (Mrs McClurg does not actually agree with the latter part of that comment but is naturally very encouraged by the first part!) The Home Economics Practical proved difficult for two girls but we are glad that Ingrid Matolengwe (our weakest overall candidate for Matric) achieved an A.

The Herschel Scholarship examination

This was written early this term by 20 pupils (14 from Herschel and 6 others.) The winner is Larissa Peter from Herschel.

Bursaries

Mr Millar discussed the Bursary applications with me last month and so far nearly R10,000 has been allocated for 1984. The budget allows for an additional R4000 but we want to leave this in hand in case of urgent needs.

Staffing for next year

I have needed to make only two new teaching appointments as reported in previous Council reports - one for Divinity, History and English (in Stds VI - VIII) and one for Biology.

I was very disappointed this week to receive the resignation of Mrs Boakes, our House mistress-cum-nursing sister, who is moving to Natal for family reasons. In the past five years I have found this position the most difficult one to fill.

School Calendar

Chapel services, society meetings and sporting fixtures have been held as listed on the Calendar.

We look forward to the Carol Service at 6.30 p.m. on Thursday 1 December and to Speech Day on Friday 2 December when The Hon. Mr J H Steyn will be the Guest Speaker.

New Herschel Brochure

We are delighted with the new brochures and most grateful to the Southern Life team who worked on this project and have produced for us on such generous terms a publication of such high quality.

Request for School Gates

For a variety of reasons (not least the invasions of schoolboys in cars that we get at this time of year) I feel it is advisable for Herschel to have suitable gates at our three Herschel Road entrances. I would like to ask Council to give consideration to this in future planning.

New award for Prize-giving

Mrs Stockwell has generously donated a sum of money to be invested, the interest on which will provide for a prize at the end of each year. The prize is to be awarded for all-round interest and achievement (i.e. academic, sport and cultural.)

Alliance Francaise Contest

At an Inter-Schools French contest held recently where sixteen schools and 32 candidates participated one of our Standard 1X pupils, Dorit Zelezniak, gained top marks (86%).

Enrolment 1984

	<u>Day girls</u>	<u>Boarders</u>	<u>Total</u>
Std X	40	9	49
Std 1X	38	14	52
Std V111	34	16	50
Std V11	50	16	66 (3 classes)
Std V1	40	10	50
Std V	37	9	46
Std 1V	28	7	35
Std 111	35	3	38
Std 11	35	-	35
Std 1	34	1	35
Sub B	27	-	27
Sub A	28	1	29
Pre-Prep.	12	-	12 (1 class)

Signed
P A Geldard

PREPARATORY SCHOOL REPORT FOR COUNCIL

November 1983

Mrs Robb is on leave and Mrs Cowling has taken over the 14 class. Mrs Hirshon is settling in happily in 114. We had our usual At Home on the second Thursday of term, and many parents took this opportunity to meet new staff and to discuss problems.

The Inter-House Quiz which was held at 6 p.m. on Wednesday evening was a resounding success. Mr Forbes Smith from Wynberg Boys' Junior School was the question master and Mrs Rosenberg, Mrs Timoney, and Mr Alistair Gray from S.A.C.S., were the judges. Mrs Liz Mills presented the School with the Eric Rosenthal Floating Trophy for General Knowledge and Mrs Rosenthal, his widow, gave the cup to the winning house at the end of the evening.

Our Drum Majorettes were invited to march at the St George's Grammar School Fete and they also opened the Western Province Preparatory School's Pet Show. They will also open a gymnastic competition at U.C.T. and perform at the Horse Show later in the term. The girls are very keen to be included in this group which is doing very good public relations work for the School.

The Std V's will be going to a Leavers' Camp at the farm of Mr and Mrs Parker - Joy's parents - at Elandsberg near Wellington, from 9 to 11 November. Std 11 visited The World of Birds and Std 111 had an outing to Dairybelle.

Sports Day was a very happy occasion. Again the Drum Majorettes gave an excellent display to begin the morning. Many parents joined us to spur their daughters on.

A Cake Sale for Compassion was organised by the Std 1, 11 and 111 classes and a sum of R183 was sent to S.A.C.L.A. Clinic at Crossroads.

We are again collecting newspapers to raise money as we have found a new outlet for these. Our Charity Money this term is to be sent to The Homestead Shelter for Boys.

The Prep. School Committee has had its third meeting and much has been discussed and some ideas implemented. I do want to thank Mrs Hoffman who helped us to get this committee organised and off the ground. However, I do feel that I should like to convene the meeting of class representatives myself, as Head of the Preparatory School. If the Education Committee so desires, I should be very happy and willing to meet with them on a regular basis.

Pat Brown

PAT BROWN
Head of Preparatory

KINDERGARTEN REPORT : 4th TERM

Parents and Teachers.

A very successful lunch was organised for the Sub B parents this term and many queries, complaints and some praise resulted from this get-together. This type of parent-teachers meeting is a "must" for the first term of Sub A and Sub B in the future.

A meeting to introduce parents of Sub B pupils to the ways, policies and rules of the Prep School and Std 1 is to be held on Monday 7 November at 6 p.m. This is a new venture and I'm sure will be of help to both parents and staff.

Outings:

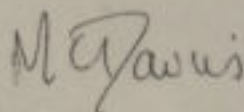
The Pre-Preps are to visit a small farm in Noordhoek.

Carol Service:

The Nativity Scenes for the Carol Service are to be acted out by all the Sub A and B girls. Parents have been most co-operative about the costumes.

Entrance Tests:

All non-white children come and do an entrance test for Pre-Prep and Sub A. For interest we gave the Sub A test to our present Pre-Prep class and were thrilled with the high scores attained by the whole class. The three non-white pupils who gained entrance to Herschel through the results of their Pre-Prep test achieved 1st, 2nd and 4th places in this Sub A test!



M. DAVIES.

10.11.1983

HERSCHEL COUNCIL

REPORT ON PREPARATORY SCHOOL COMMITTEE

1. Parent - Liason Meetings

Meetings of full committee have taken place and there is an enthusiastic response from parents and staff involved. Each class representative has organized get togethers for the other parents in the class. These have been well attended. The representatives have also been a channel for suggestions and queries from the parents. This we have tried to encourage as it opens up a more constructive avenue. Points are then brought up at meetings or directly to Mrs. Brown and the parent is then called back by the class representative.

2. Action has already been taken on matters that have arisen in early committee meetings i.e.

1. A general knowledge evening quiz (interhouse) with parents attending and an annual trophy presented by a parent committee member.
2. A chess club with trophy to be competed for and later a school team for inter-school matches will evolve.
3. A special time devoted to conversational Afrikaans.
4. Computers are in action for Std. 4 and 5, three children to a computer and they are in heavy demand.

3. Points that I would like to raise for discussion by the Education Committee:

1. Report Cards

Better feed back from staff requested by parents i.e.
A system of reports which are issued approx. every 3 weeks -
I enclose the Bishops Prep format which can be adapted.
Mrs. Brown feels this places too much work on the staff as she says she has to check every notice or report sent out by the staff. A symbol denoting effort only is required and a remark only if necessary.
This has been requested from many quarters and the parents being the "paying public" deserve a hearing as the effort on the part of the staff is minimal.

2. Examination Timing

The examinations in 2nd and 4th term are held very early. Most schools allow a week or maximum two for projects etc. after exams, the prep wrote these exams on Nov. 3 - 8th. I quote from Mr. Anderson's Bishops Prep's Newsletter to parents 7th November, 1983:-

" The boys in the lower standards write their exams on 22nd, 23rd and 24th November, ... The later the exams come in the term the busier and more productive are the last days of the year."

I would like to timing of the examinations discussed.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 13 FEBRUARY 1984

AT 5.00 p.m.

PRESENT. Mr W Marshall Smith
Mr J Bettison
Mr R Hendry
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Mr J Millar
Mr J Mudge
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mrs A Snyders
Mr G van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

IN
ATTENDANCE Mrs P Brown (Head of Preparatory School)

APOLOGIES. Adv. R Marais
Mr J Campbell

MINUTES

Minutes of the meeting held on 14 November 1983 were confirmed.

HEAD OF PREPARATORY SCHOOL'S REPORT

Mrs Brown reported that changing the time of the Preparatory School Speech Day meeting to 6.00 p.m. at the end of last year had proved a great success.

It was agreed that it was not possible to reduce the number of classes in the Kindergarten this year but a decision would have to be made by the Education and Finance Committees regarding 1985 later in the year when some idea of the possible enrolment would be available. A Sub A class would definitely not be required unless there was a considerable change in conditions. As a result of suggestions by the Preparatory School staff several clubs were established such as chess, computer, calligraphy, crochet, keep fit and a number of others.

Mrs Brown then left the meeting.

REPORTS

The Chairman congratulated the Chairmen of Committees on preparing their reports in good time for the meeting.

HEADMISTRESS'S REPORT

It was resolved that Council should write a letter to Mrs Gibbons expressing its sincere regret and wishing her a speedy recovery. Mrs Gibbons was a great asset not only to the Maths department but also to the School in general. A letter of appreciation would also be sent to Mr de Jager thanking him for his help this term while Mrs Gibbons is away. Though he had refused remuneration it was agreed that he must receive some recognition.

There was considerable discussion as to whether the School should change from the Joint Matriculation Board to the Cape Senior Certificate examination, but it was decided that the matter should be left in abeyance until such time as Mrs Heywood and Adv. Marais had had their informal meeting with the Principal of U.C.T.

Mr Pyott remarked favourably on the letter sent to the parents by the Headmistress. It was unanimously agreed that such a letter was invaluable in so far as communication between the School and Parents was concerned.

EDUCATION COMMITTEE

A quarterly report was being introduced by the Headmistress in which teachers will submit an assessment of the child's all-round achievement as related to endeavour and ability. The seriousness with which homework is regarded is receiving particular attention.

Mr Hendry received a complaint from a parent that some teachers were teaching subjects for which they were not trained. The Headmistress denied that this was so. It was confirmed that parents should make such complaints to the Headmistress in the first place, giving details. Only thereafter could it be considered by the Council or Committee concerned.

PUBLIC RELATIONS COMMITTEE

While the "Lunch Box" got off to a good start, unfortunately difficulty was being experienced in getting parents to help and it will probably have to close.

PREPARATORY SCHOOL COMMITTEE

The first meeting this year was not held until 7 February and a report will be made at the next meeting. Mrs Hoffman was very pleased with the general support of the staff and parents.

FUND RAISING

Mr van Zyl suggested that the approach should be made to the present parents only. We should establish our priorities, produce a brochure giving these priorities, call a meeting of parents and put the proposition to them. He considered parents should be asked for donations of R50 per term, which would be tax deductible. This was agreed to in principle. A sub-committee consisting of the Headmistress, Mrs Heywood, Mr Hendry and Mr Pyott, with Mr van Zyl as convener would make their recommendations to the Council at the next meeting. In view of the falling birth rate there was the possibility that it might be preferable to improve our present facilities rather than make additions.

Mr Pyott agreed to check with Syfrets and the Board of Executors the possibility of having Herschel's name added to their list of suggested legacies for their clients. Old Herschelians might also be approached. Such bequests to the school are exempt from Estate Duty.

BUILDING COMMITTEE

After the report was circulated it had been found necessary to make further alterations to the Biology Laboratory. This was approved.

It was agreed, after confirming that allowance had been made in the budget, that the work on the Audio Visual Centre, the Second hand Clothes Store and the Administration Offices should be carried out.

FINANCE COMMITTEE

The improved pension fund conditions had come in to effect from 1 January.

On the present salary scale teachers alone in the Kindergarten cost the school R18,000 per annum more than the revenue from fees.

The school had changed its Insurance Brokers to PFV.

PRESENTATION

In view of the exceptional services rendered to the school by Mr Longmore a presentation had been made to him on Speech Day.

BANK SIGNATORIES

It was agreed that the same people should have signing powers on the Herschel Special Fund Bank account as those who sign on behalf of the Herschel Association account.

The meeting closed at 7.15 p.m.

The next meeting will be on 7 May 1984.

.....
DATE

.....
CHAIRMAN

HERSCHEL SCHOOL COUNCIL

BUILDING COMMITTEE REPORT

14 NOVEMBER 1983

Four aspects of capital expenditure for structural renovations and additions are reported on herein.

1 Tennis Courts

On 26 October 1983 the refurbishing of tennis courts 1 and 2 were completed for a total cost of R3 450. The work was carried out by Plasto Top. Apart from an additional coat of clear sealer to court 2, the main playing court, both courts 1 and 2 received the same refurbishing treatment as per specification.

2 Sick Bay and Domestic Staff Ablutions

The sick bay is now complete. The lighting has been sorted out and some additional plugs have been installed. The new shower/wc for the domestic staff is complete except for the power connection to the hotwater cylinder. No account has been submitted by the builder as yet but there is no apparent reason to suppose the account will exceed the budget allowance of R12 000.

3 Conversion of existing Laboratory to Biology Teaching Laboratory

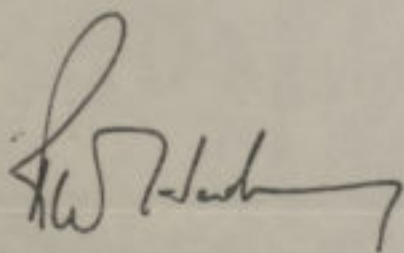
Drawing No 1895/4 and specification for the conversion have been received from the architect. A quote has been received from L Cabion to the tune of R6 910. It is proposed that a budget figure of R8 000 be set aside for the execution of this work.

Mr Cabion has indicated that if he were authorised to proceed during the course of this week, he would have the work complete by the beginning of the first term 1984. Much of the joinery work would be done offsite.

4 Junior School : Audio-visual Centre

Drawing No 1895/5 (sketch plan) has been received from the Architects for the proposed media centre to be attached to the junior school library. The size and positioning of the addition has been proposed after considerable deliberations. The structure will occupy what is currently a relatively dead and unseen area of the school and at the same time it will be attached to the junior school library which is a focal point in the junior school.

No contractor has as yet been asked for a quote. It is estimated that the structure will cost in the order of R10 000. However with a site plan required by the Cape Town City Council, professional fees and a contingency allowance, a budget figure of R13 000 is estimated.

A handwritten signature in dark ink, appearing to read 'R W Hendry', with a long horizontal stroke extending to the right.

Roger W Hendry
Chairman, Building Committee



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD

AT HERSCHEL ON MONDAY 13 FEBRUARY 1984

AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirmation of minutes of the meeting held on 14 November 1983.
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 13 FEBRUARY 1984

AT 5.00 p.m.

PRESENT. Mr W Marshall Smith
Mr J Bettison
Mr R Hendry
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Mr J Millar
Mr J Mudge
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mrs A Snyders
Mr G van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

IN
ATTENDANCE Mrs P Brown (Head of Preparatory School)

APOLOGIES. Adv. R Marais
Mr J Campbell

MINUTES

Minutes of the meeting held on 14 November 1983 were confirmed.

HEAD OF PREPARATORY SCHOOL'S REPORT

Mrs Brown reported that changing the time of the Preparatory School Speech Day meeting to 6.00 p.m. at the end of last year had proved a great success.

It was agreed that it was not possible to reduce the number of classes in the Kindergarten this year but a decision would have to be made by the Education and Finance Committees regarding 1985 later in the year when some idea of the possible enrolment would be available. A Sub A class would definitely not be required unless there was a considerable change in conditions. As a result of suggestions by the Preparatory School staff several clubs were established such as chess, computer, calligraphy, crochet, keep fit and a number of others.

Mrs Brown then left the meeting.

REPORTS

The Chairman congratulated the Chairmen of Committees on preparing their reports in good time for the meeting.

HEADMISTRESS'S REPORT

It was resolved that Council should write a letter to Mrs Gibbons expressing its sincere regret and wishing her a speedy recovery. Mrs Gibbons was a great asset not only to the Maths department but also to the School in general. A letter of appreciation would also be sent to Mr de Jager thanking him for his help this term while Mrs Gibbons is away. Though he had refused remuneration it was agreed that he must receive some recognition.

There was considerable discussion as to whether the School should change from the Joint Matriculation Board to the Cape Senior Certificate examination, but it was decided that the matter should be left in abeyance until such time as Mrs Heywood and Adv. Marais had had their informal meeting with the Principal of U.C.T.

Mr Pyott remarked favourably on the letter sent to the parents by the Headmistress. It was unanimously agreed that such a letter was invaluable in so far as communication between the School and Parents was concerned.

EDUCATION COMMITTEE

A quarterly report was being introduced by the Headmistress in which teachers will submit an assessment of the child's all-round achievement as related to endeavour and ability. The seriousness with which homework is regarded is receiving particular attention.

Mr Hendry received a complaint from a parent that some teachers were teaching subjects for which they were not trained. The Headmistress denied that this was so. It was confirmed that parents should make such complaints to the Headmistress in the first place, giving details. Only thereafter could it be considered by the Council or Committee concerned.

PUBLIC RELATIONS COMMITTEE

While the "Lunch Box" got off to a good start, unfortunately difficulty was being experienced in getting parents to help and it will probably have to close.

PREPARATORY SCHOOL COMMITTEE

The first meeting this year was not held until 7 February and a report will be made at the next meeting. Mrs Hoffman was very pleased with the general support of the staff and parents.

FUND RAISING

Mr van Zyl suggested that the approach should be made to the present parents only. We should establish our priorities, produce a brochure giving these priorities, call a meeting of parents and put the proposition to them. He considered parents should be asked for donations of R50 per term, which would be tax deductible. This was agreed to in principle. A sub-committee consisting of the Headmistress, Mrs Heywood, Mr Hendry and Mr Pyott, with Mr van Zyl as convener would make their recommendations to the Council at the next meeting. In view of the falling birth rate there was the possibility that it might be preferable to improve our present facilities rather than make additions.

Mr Pyott agreed to check with Syfrets and the Board of Executors the possibility of having Herschel's name added to their list of suggested legacies for their clients. Old Herschelians might also be approached. Such bequests to the school are exempt from Estate Duty.

BUILDING COMMITTEE

After the report was circulated it had been found necessary to make further alterations to the Biology Laboratory. This was approved.

It was agreed, after confirming that allowance had been made in the budget, that the work on the Audio Visual Centre, the Second hand Clothes Store and the Administration Offices should be carried out.

FINANCE COMMITTEE

The improved pension fund conditions had come in to effect from 1 January.

On the present salary scale teachers alone in the Kindergarten cost the school R18,000 per annum more than the revenue from fees.

The school had changed its Insurance Brokers to PFV.

PRESENTATION

In view of the exceptional services rendered to the school by Mr Longmore a presentation had been made to him on Speech Day.

BANK SIGNATORIES

It was agreed that the same people should have signing powers on the Herschel Special Fund Bank account as those who sign on behalf of the Herschel Association account.

The meeting closed at 7.15 p.m.

The next meeting will be on 7 May 1984.

.....7-5-84.....
DATE


.....
CHAIRMAN

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 13 FEBRUARY 1984

Senior School

End-of-year functions

The Carol Service at St Saviour's on Thursday 2 December and the Speech Day Ceremony, at which the Hon. Mr J H Steyn was guest speaker, on Friday 3 December were both very well attended and enabled us to end the year on a high note - leaving us, I think with a sense of pride in many of our girls and with a sense, too, of gladness as so many of the Matrics who were leaving expressed genuine gratitude for all the School had meant to them in their years here. We were especially proud of the Head Girl, Kerynne French, whose farewell message to the School was outstanding - delivered with calm dignity, unforced humour and a sincerity of feeling that was very moving.

Enrolment 1984

At the Senior School we are fully booked in most classes and in the Boarding House. The high number in Standard IX has resulted from the fact that no-one left from this class of 50 last year added to whom are now one new girl (booked in for many years) plus three girls repeating Standard IX (of these one had failed and two chose of their own accord to repeat the year.) Numbers are as follows:-

	<u>Boarders</u>	<u>Day Scholars</u>	<u>Total</u>
Std X	8	35	43
Std IX	15	39	54
Std VIII	16	35	51
Std VII	15	50	65 (3 classes)
Std VI	8	37	45
Std V	10	Total	<u>258</u>
(in Senior Boarding House)			
Total	<u>72</u>		

1983 Joint Matriculation Board Results

I enclose an analysis of symbol distribution and of our subject averages as compared with Joint Matriculation Board overall averages for all white schools. In most cases our average is higher than that of the overall average, notably in English where there is a difference of 10%. The most significant below-average result was in Latin. (In Mrs Thompson's defence I must point out that this was a particularly weak group; her average for 12 years has been 65% with 14 A's.)

J.M.B. results cont.

As far as the individual pupils were concerned, we were pleased with many of the results, especially the high number of B and C aggregates, even though it was disappointing not to have any A aggregates. B aggregates were obtained by the following girls, subject distinctions being indicated in brackets:-

Sarah Ashley (Maths S.G.)
 Elizabeth Baker (English H.G., Maths S.G.)
 Lindy de Waal (Art H.G.)
 Kerynne French
 Joanne Hvidsten (English H.G.)
 Sandra Newton-Thompson (English H.G., Afrikaans H.G.)

Other girls who gained subject distinctions were:

Debbie Bell (Typing)
 Cecily Littleford (Maths S.G., Physical Science S.G.)
 Joanne Scott (History S.G.)
 Michelle Smith (Typing)

One disappointment namely that we obtained no A for Speech and Drama in spite of talented pupils, is perhaps explained by the fact that not a single A was awarded in this subject throughout the country - in my opinion an unreasonably high standard for the examiner to set. The high proportion of D's for Geography is balanced by the excessively high proportion of D's and E's there were in the overall results for this subject. The ability of our girls in this group varied greatly as our internal results have always indicated and the fact that there was no difference at the end to my mind indicates a weakness in the paper set.

It is interesting to note that only 1184 pupils from white schools wrote the Joint Matriculation Board examinations with English as first language, with an additional 77 who had Afrikaans as first language. Many of our staff feel that this small number acts to our disadvantage, especially since we are competing with several schools who have a strict entrance examination at Standard VI level unlike the practice at Herschel where the great majority of our pupils come right through from the Preparatory School. We do not, however, wish to advocate the introduction of an entrance examination because we feel that many of our most worthwhile girls, who have given much to the School and gained a great deal from their schooling here, would not have passed a purely academic entrance test.

Although staff are still divided on the question of whether to change to Cape Senior Certificate, more than half our teachers feel it would be expedient to do so largely because of the new pressures being applied by U.C.T. for entrance requirements. At present, however, to my knowledge, all the girls who applied for U.C.T. either last year or this year have been accepted for the faculties of their choice so the problem is not an immediate one. I therefore concur with the feeling of the Education Committee that at this stage we should not make the change.

School Activities

Following our initial staff meeting, on the day before school opened, we put into practice Mrs Newton-Thompson's idea of inviting all new girls, including the Standard VI's from our Preparatory School, together with their parents, to morning tea with the staff and prefects. This proved a happy occasion and definitely one we shall repeat in other years. The prefects were able to show the new girls around the school and parents who wished to view the school were able to do so too.

The prefects subsequently held a braaivleis for new girls last Friday evening at one of their homes.

Most extra-curricular school societies have held their first meetings by now. Our new Biology teacher, Mrs Charlesworth, has again started the Environmental Society which has not been in operation for the past two years.

The first few Sociological Club meetings (for all Standard VIII - X pupils) have been as follows:

- 1) a film - "The Thirty-Nine Steps"
- 2) a beautifully presented slide-show and talk on the Maldiv Islands by Mrs de Loroque, a former stewardess of B.O.A.C. who is doing ambassadorial work on behalf of the Islands. (Her purpose is to promote an awareness of and an interest in the Maldives amongst school children in English speaking countries)
- 3) a most informative lecture on Acupuncture by Dr Ian MacCallum.

This week we look forward to hearing Gorrie Bowes-Taylor speaking on journalism with special reference to interviews with people.

Mrs Steytler is ensuring that the Sociological Club Committee members, elected from each of the six senior classes, are much more involved in the planning of and preparation for meetings than than used to be the case. Committee members make suggestions for the programme, in some cases give the invitations, act as hostesses in the dining room when guests choose to come to lunch before the meetings, and at the start of the meeting introduce the speaker. I am certainly encouraging pupil involvement and leadership of this sort.

Staff

Our new staff Mrs Charlesworth(Biology, General Science) and Miss McKenna (Divinity, English, History) seem to have settled in happily. The mother of one our Standard VII's told me this week, for example, how much her daughter was enjoying her Divinity lessons this term. Rev. John Frye is responsible for Divinity in Standard X and has also taken both our Thursday Communion services so far this term.

Our greatest sadness this term has been the shattering news that Mrs Gibbons, our dearly loved Senior Maths teacher, has cancer. I do ask you to join us in praying for her recovery. We have been able to make satisfactory interim arrangements for her classes thanks partly to the generous help of Mr de Jager, Senior Maths teacher of Rondebosch Boys' High, who is taking our top Matric set on a voluntary basis simply because of his affection for Mrs Gibbons. She herself is facing the situation with great courage and a determined spirit and I feel it is vitally important for all of us to support her through persistent and positive praying.

Preparatory School

Enrolment 1984

	<u>Boarders</u>	<u>Day Scholars</u>	<u>Total</u>
Std V	10	38	48
Std IV	6	27	33
Std III	2	33	35
Std II	1	36	37
Std I	-	36	36

End of Term Activities 1983

The Carol Service was held on the 24th November at 6 p.m. Mrs Davies wrote the plays and trained the girls who took part and Mrs Tyson and the music staff were in charge of the singing. The simplicity of the Christmas message came across very clearly. There was a reverent atmosphere throughout and the girls sang with feeling. The collection which amounted to almost R400 was divided between St Michael's Home and Bruce Duncan House.

Speech Day

Because we were so disappointed with the attendance last year, we decided to try changing the time to 6 p.m. This was undoubtedly a more convenient time for parents as we had an excellent turn out. The classrooms were open to parents in the afternoon and again the following morning. The work displayed was of a very high standard and many of the children's class books were there for parents to see.

Presentations

Mrs Godson presented a Tennis Trophy to the Preparatory School. The 1983 Std V class gave the School a video recorder as their leaving present.

Other Activities

The Std 1's went on an outing to Tokai Forest and the Wizard of Oz was presented to the younger children by a Drama Group. Toys were collected for charity. The Std 1V's put on puppet plays for the younger children, the puppets having been made in their art classes. Many Prep School staff and girls supported the Horse Show at Philippi.

Staff

We have welcomed Mrs Goodrick as our new Physical Education teacher in place of Mrs Maidwell and Mrs Ekema to the Music Department in place of Mrs Meyer. In place of Mrs Collins who was given notice at the end of last year, we are delighted to have Mrs Cowling back with us on a permanent basis as a Std 1V teacher.

We are fortunate to have such a lively and stimulating team of teachers. They are eager to keep abreast of new educational trends by attending lectures and reading, and several new ideas are being implemented this year.

The children are happy to be back at School and by next week all the extra-mural activities will be in full swing. We are starting a Computer Club which Mrs Purcell will be running on Thursday afternoons. Mrs de Villiers will undertake the organisation of a Chess Club.

P. R. Brown
.....
PAT BROWN

January 1984

KINDERGARTEN REPORT

The last term of 1983 was a very busy one. Christmas presents for the family had to be made and some were even sewn by the girls in Sub B. A very pleasing and colourful display for open day resulted from all this effort.

The Sub A and B girls all took part in the Nativity scene at the Carol Service. The girls enjoy being part of a big Prep School function and we try to include them as much as possible.

We said goodbye to Mrs Cobern after 7 years at Herschel and welcomed Mrs de Villiers to Sub B this year. She is a talented and well-trained teacher who has settled in very quickly and should prove an asset to the School. She is trained in remedial work and enjoys helping the slower children. She will also be starting the Prep. School Chess Club.

We will be taking the girls on outings this term that fit in with the "Summer" theme in Sub A and B and the "Holidays" theme in Sub B.

A meeting for parents will be held at the end of the term to keep parents informed about their daughter's progress and to introduce and explain our plans for the second term.

Herschel has always tried to offer small classes with an emphasis on the development of the child individually. But classes that are too small are not ideal. Motivation and challenge from peers is lost and learning to concentrate and achieve while working in a fairly large group cannot be provided if a class numbers 9 - as is the size of our 1984 Pre-Prep class. Many pupils were withdrawn from this class at the last moment - we could easily fill this group and the Sub A group with Non-White children but this would change the whole ethos of the School.

Some reasons for this drop in numbers can, I think, be attributed to Government Schools in the area starting Pre-Prep classes. Also a comparison in fees between Nursery Schools and Herschel Pre-Prep shows us to be on the expensive side.

Herschel Pre-Prep		R240 per term
Montessori Nursery Schools	...	R160 to R180 per term
The Hill 8.15 to 12.15		R110 per term
Monterey		R185 per term
Bishops		R207 per term
Western Province		No pre-prep
Barkley House		R 60 per term
Dove Cottage 8.15 to 12.15	..	R150 per term
Arderne		R 70 per term
Springfield Convent		R105 per term
Forres 8.30 to 12.30		R195 per term (tennis & swimming incl)
8.30 to 3.45		R260 per term (judo, gym, tennis and swimming included)

The accommodation at Herschel is as good as at other Schools and the teaching is excellent. Mrs Munro has run one of the most exciting and successful years the Pre-Prep class has ever known.

The numbers in Sub A and B for next year are also minimal

Sub A	12 and 12
Sub B	13 and 13

These numbers would seem to indicate that only one Sub A and one Sub B class should be thought of in 1985 - financially this seems practical but I do not know whether parents will be too happy about 25 in Sub B in 1985.

I draw these facts to your attention and hope that Council will give some thought to a possible alteration in the fees in the Pre-Prep and a publicity campaign to draw pupils to Herschel.

M Davies
.....
M Davies

January 1984

HERSCHELJOINT MATRICULATION BOARD RESULTSNOVEMBER 1983HIGHER GRADE

Subject	A	B	C	D	E	F	FF	G	H
English	3	7	9	12	3	-	-	-	-
Afrikaans	1	3	7	10	8	3	-	-	-
Mathematics	-	1	1	1	-	-	-	-	-
Biology	-	4	5	6	6	-	-	-	-
Physical Science	-	1	1	4	-	-	-	-	-
French	-	1	2	1	2	-	-	-	-
Latin	-	-	1	1	4				
Geography	-	-	-	7	4	-	-	-	-
History	-	2	4	1	-	-	-	-	-
Art	1	-	6	5	-	-	-	-	-
Home Economics	-	-	-	-	3	-	-	-	-
Xhosa (Mother tongue)	-	-	-	-	1	-	-	-	-
Xhosa (3rd Lang.)	-	-	-	1	-	-	-	-	-

STANDARD GRADE

English	-	-	2	-	-	-	-	-	-
Afrikaans	-	-	1	1	-	-	-	-	-
Mathematics	3	3	1	1	6	3	2	1	-
Biology	-	1	-	-	5	-	-	1	-
Physical Science	1	-	-	-	1	-	-	-	-
Latin	-	-	-	-	2	1	-	-	-
Geography	-	1	-	-	-	-	-	-	-
History	1	-	1	1	2	-	-	-	-
Home Economics	-	-	-	1	1	-	-	-	-
Speech and Drama	-	3	4	3	3	1	-	-	-
Typing	2	2	1	1	2	1	-	-	-

Final Results and aggregates

Total entered - 36

Aggregates: 6 x B

All passed:

9 x C

Matriculation - 27

13 x D

School Leaving - 9

7 x E

1 x F

Subject	1984 J.M.B. Overall Averages (White schools only)	1984 J.M.B. Herschel Averages	Herschel No. of pupils	Herschel September Trial Exams
Eng H.G.	55,0	64,9	33	55
Eng S.G.	53,2	58,4	3	43
Afrik. H.G.	55,6	55,9	32	49
Afrik. S.G.	50,3	60,0	2	48
Maths H.G.	55,5	65,0	3	66
Maths S.G.	53,3	55,3	26	50
Phys. Science H.G.	56,1	60,6	6	57
Phys. Science S.G.	50,8	65,0	2	54
Biology H.G.	55,2	55,9	24	53
Biology S.G.	49,1	47,5	4	39
Latin H.G.	56,0	45,7	9	46
Xhosa 3rd lang. H.G.	62,1	55,0	1	75
Xhosa 1st lang. H.G.	45,0	45,0	1	54
French H.G.	60,1	58,4	6	63
History H.G.	54,0	66,5	7	71
History S.G.	48,4	61,0	5	49
Geography H.G.	54,5	51,0	10	49
Geography S.G.	57,3	75,0	1	54
Home Ec. H.G.	54,4	45,0	3	51
Home Ec. S.G.	52,9	50,0	2	50
Typing S.G.	56,3	63,3	9	69
Music S.G.	61,6	55,0	1	50
Art H.G.	56,7	63,0	12	59
Sp. and Dr. S.G.	55,7	58,8	14	64

Herschel School Council

Public Relations Report

No meeting was held.

The Lunch Box is off to quite a good start. The girls seem to appreciate this effort, but there are problems in getting mothers involved. This is a trial run and we will have to see how it works out.

Miss Geldard and the Staff, welcomed the new girls and their parents to Herschel Senior School on the day before School started. Tea was served under the Ilex tree, then prefects took new girls round the School and met the Staff in their class rooms. Parents also wanted a tour of the School, and this was arranged. It would seem that this was very successful and many positive reports have been received.

1983 J.M.B. MATRIC RESULTS

	BISHOPS		HERSCHEL		HOLY CROSS		ST. CYPRIANS		ST. MARY'S		WALDORF		SPRING- FIELD		GERMAN SCHOOL	
	%		%		%		%		%		%		%		%	
PASSED	84	100	36	100	12	100	25	100	20	100	5	100	45	100	20	100
A AGGREGATE	11	13	-	-	-	-	-	-	-	-	-	-	1	2	-	-
MATRICULATION CERTIFICATE	58	69	27	75	1	8	15	60	4	20	3	60	37	82	18	90
SCHOOL-LEAVING CERTIFICATE	15	18	9	25	11	92	10	40	16	80	2	40	7	16	2	10

PREPARATORY SCHOOL COMMITTEE

Report to Council for meeting 13 February 1984.

Nil Report.

First meeting to be held on Tuesday 7 February 1984.

Brenda-Lynne Hoffman

31 January

EDUCATION COMMITTEE REPORT

A meeting of the Education Committee and the Headmistress was held on Monday 30 January.

The Matriculation results were discussed in detail and the committee congratulated the Headmistress on achieving 100% passes in a weak class where several girls had I.Q. ratings below 100. The absence of an A aggregate was regretted but the A's for English, Afrikaans, Art, History, Mathematics, Physical Science and Typing were commended. It was noted that the Latin results were unusually low and quite out of line with Mrs Thompson's record for the past 12 years.

The difficulties of nurturing a weak class while at the same time extending those at the top were fully explored. The committee is of the opinion that unless a change in policy leads to the institution of a stringent entrance examination we will always - by the very nature of the school - have this difficult range of pupils to deal with. Streaming of the kind done at Bishops and other schools is not possible in a smaller school such as Herschel. However, the Headmistress has undertaken to discuss the matter thoroughly with her staff in order to find ways in which the brighter pupils can be extended by special projects and individual opportunities for additional study. The seriousness with which homework is regarded is also to receive particular attention.

On the question of reports, the committee felt that more frequent assessment of the progress of each child on a wider front than merely that of marks, would be advantageous. The Headmistress has undertaken to institute a quarterly report in which teachers will submit an assessment of the child's all-round achievement as related to ability and endeavour. Any problem areas that show up as a result of this careful consideration will be dealt with by the Headmistress in consultation with the staff and if necessary with the parents, as is the normal procedure at the moment.

The problem of extra-mural activities clashing with the requirements of academic excellence was discussed and the Headmistress reassured the committee of her vigilance on this regard.

The Headmistress submitted a number of written reports from the staff suggesting that the school should write the Cape Senior Certificate instead of the Joint Matriculation Board examination. It is felt that Herschel girls are at a disadvantage since it appears to be much more difficult to achieve distinctions in the Joint Matriculation Board examinations. No clear solution presented itself as the Committee considers it important that pupils be given the extra challenge of the wider syllabus and higher standard, and the results show that it is possible with good teaching to educate even the weaker pupils to this standard. However, Advocate Marais and Mrs Heywood will arrange an informal meeting with the Principal of U.C.T. to discuss the issue of how the University regards the different qualifying examinations, and what the future outlook is.

It was suggested that if any matters relating to the Junior School needed to be brought to the notice of the Education Committee, Mrs Brown should notify them and be invited to a meeting to discuss these matters.

The committee expressed sincere regret at the illness of Mrs Gibbons and hope that she will soon recover fully.

Jeanne Heywood

HERSCHEL SCHOOL COUNCIL

BUILDING COMMITTEE REPORT : 13 FEBRUARY 1984

Four aspects of development have been considered over the past three months and these are reported on herein.

1 Biology Laboratory Conversion

Modifications to the old biology laboratory are currently being carried out by L Cabion. The conversion of the lab from its previous restrictive form to a more open teaching facility is almost complete. Apart from some minor details, the only major item outstanding is the installation of the board. This is currently being discussed between Contractor and Hendlers (Subcontractor) and it is probable that by the time this report is tabled the work may be complete. No additional costs beyond the contract price of R6 910 are presently anticipated.

2 Audio Visual Centre

The plans for the audio visual centre to be constructed off the Junior School Library were lodged with the City Council on 15 December 1983. Quotations for the construction are expected to be submitted before the end of February by which time the plans will have been approved. It is therefore anticipated that construction will commence at the beginning of March to be completed by the end of May or beginning of June 1984. A budget figure of R13 000 is estimated for the complete work.

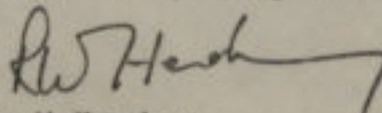
3 Secondhand Clothes Store : Junior School

The current storage facility for the secondhand clothes store in the Junior School will be disrupted by the new Audio Visual Centre. As part of the Audio Visual Centre contract a new clothes storage facility in the form of a large - possibly walk-in - cupboard will be constructed in the small back entrance room off the Junior School music room. This part of the contract will be completed prior to any dismantling of the current storage facility.

4 Administration Offices : Senior School

The architect is currently looking at the provision of a free standing screen to be erected in the main administration office. It is intended the screen will isolate to a large degree the two secretaries working in the office while at the same time permit light, air and a single access to both sections of the office. It will also provide for the movement from one office to the other of the portable telephone switchboard.

The French door at one end of the office will be modified to offer an opening window only without permitting access.


Roger W Hendry
Chairman Building Committee

FINANCE COMMITTEE
COUNCIL MEETING OF 13 FEBRUARY 1984

Financially 1984 is going to be particularly difficult and it is essential that this is borne in mind by both Council and Staff.

Not only must we expect further increases of the teachers' salaries over and above the 12% already given them on 1 January this year, but the number of pupils in the junior school has dropped, particularly in pre-prep, Sub A and Sub B.

	1983 Nos	1984 Budget Nos	1984 Actual Nos	Revenue per term	Form teachers salary & pension for a term
Pre-Prep	20	17	9	R2 160	R3 936
Sub A (2 classes)	28	27	25	6 000	6 560
Sub B (2 classes)	34	29	26	6 370	6 560
	—	—	—	—	—
	82	73	60	R12 530	R17 056
	—	—	—	—	—

1. Council must decide whether the school should continue to have a pre-prep and have two Sub A's and two Sub B's. St Cyprians do not have a pre-prep.
2. The pension fund conditions have been improved with effect from 1 January. The school will be paying 9,55% of members salaries, making its contribution R56 000 over the year. The contribution will, of course, increase in line with any further increase in salaries.
3. As members of the APS, we are able to benefit from their insurance scheme. While our insurance remains with Mutual & Federal, the brokers have obtained rates of ,055% as apposed to the ,08% which we would have paid. This, together with other alterations, will mean a saving of over R2 000 during 1984. Unfortunately it necessitated changing our brokers from the Board of Executors (who had given us good service in the past but could not match the APS rates) to PFV the APS brokers.



9 February 1984

Dear Parents

We are about to celebrate Founder's Day at school - on Friday 17 February. I should like to extend an invitation to all parents to participate by attending the service at St Saviour's Church, (at 9.30 a.m.) at which Rev. David Cook of Christ Church, Kenilworth, will be the guest preacher, by coming to morning tea at the school afterwards, or by supporting your daughter's House at the Swimming Gala in the afternoon. Mothers who are Old Herschelians are also invited to the Annual General Meeting in the Library and to lunch in the School Dining Room.

I am happy to be able to tell you that all our Matriculants of last year passed their final Joint Matriculation Board examination, 75% with the full Matriculation University pass and nearly 50% with B or C aggregates which we considered a good result. The fact that we did not get an A aggregate was disappointing but we were pleased to have twelve subject distinctions, including three for English where it is often very difficult to get an A. To my knowledge every girl has been accepted for the course of study which she had chosen to follow whether at a university or elsewhere. It has been good to receive enthusiastic and happy letters from many of them.

As the school year gets under way, I have stressed to the girls the importance of homework carefully and thoroughly done for preparation, consolidation and further practice, reading, or research. The staff and I feel strongly that more homework should be done over week-ends than has sometimes been the case in the past. It has happened sometimes that girls on Monday mornings have shown themselves exhausted from the hectic social activities they have enjoyed over the week-ends, and at other times staff have found girls unwilling to contemplate the writing of a test on a Monday for the same reason! I do ask parents to exercise some control over this so that enough time is allowed for some really concentrated work.

In Standards IX and X this year we are moving away from having a set time-table of homework each night. Work will be set in each subject for approximately a week at a time to be finished on different days and girls will be expected to be responsible enough to plan accordingly. No-one should be able to come home from school and say "I have finished my homework" as further reading is always possible! This applies to girls in younger standards too, although in Standards VI - VIII there will still be a set time-table each day with four subjects per day.

Parents are very welcome to attend any school functions that are of interest to you. We would be especially glad to see some of you at the weekly Communion services in our School Chapel (on Thursday mornings) or perhaps at tennis matches on Saturdays or, for example, at the Inter-Schools' Swimming Gala later this term. Some of our Sociological Club meetings on Wednesday afternoons may also be of interest to you and you are welcome to come to these if you wish: the programme is usually planned in advance and details are given on the School Calendar.

My congratulations to our Head Girl, Nicola Caine, and Head of Boarding House, Nicola Newton-King, who together with the prefects have given the School sound leadership at the start of the year. My appreciation goes too to the other Matrics on whose loyalty and friendly spirit of co-operation we depend for ensuring a good spirit in the School.

Finally my warmest thanks to the mothers who have so kindly operated the Luncheon Box this term!

Yours sincerely

Pamela Jellicoe

HEADMISTRESS

Dear Old Herschelians,

When I read the news in our 1983 magazine, I was delighted to see the progress that our Association made during last year. At last, what we have been striving for, has borne fruit. There has been co-operation and interest from many members. All the 1983 Matrics have joined the Association and so we view 1984 with enthusiasm.

A cocktail party was given by Lyn Rowand to launch the Transvaal Branch. This was attended by 32 members and their partners. It was a great success and will become an annual event. If you are not already on the mailing list, please contact Lyn at P.O.Box 67844, Bryanston, 2021, to ensure that you get your invitation this year.

In Cape Town, an excellent luncheon was held at Constantia Nek, and we were entertained by Gorry Bowes-Taylor, reporting on the many interesting people she has interviewed for her column.

The London meeting was held in May, and a new committee was elected, with Pat Forester-Bennett (Halley) as President. This was attended by 29 people and it was decided that the Association would continue to meet annually. Any member who will be in England in May, please contact Pat at West Court Place, West Monkton, Taunton, Somerset, so that you may attend.

I am sure that many of you were at Herschel at some time during the eleven years that Mrs Stockwell taught there. She has now retired, though she has agreed to continue to be responsible for the Herschel Archives. We are hoping that she will be able to attend the AGM, where a presentation will be made to her on behalf of the OHA.

Old Herschelians are achieving in diverse fields, and although we are not informed of many of these, we would like to congratulate the following:

Kate Philip, first woman President of NUSAS (1983 - 84)

Suzanne Ackerman, Chairman of UCT rag Committee (1984)

Marilyn Knutsen, Chairman of Inter-varsity Committee (1983)

Susan McGregor on being named Radio Personality of the Year and for winning the Broadcasting Press Guild's award as Outstanding Contributor to Radio.

I am sure there are many achievements of which we are unaware, so please keep us informed of anyone we can add to our list, by contacting Di Burns (Secretary) at 6 Rose Street, Newlands. It has been pro-

posed at AGMs that we have an 'Old Herschelian of the year' Award, but as it is difficult to judge something of this nature, we would like to mention it in our annual newsletter.

Dates to diarise for 1984, and at which all Old Herschelians are welcome are as follows:-

FOUNDER'S DAY. This will be held on Friday, 17th February. All Old Herschelians are invited to the service in St. Saviours at 9.30 a.m., followed by tea under the ilex tree. The AGM will be held in the library at 11.15 a.m., followed by lunch in the dining room at 12.30 p.m. The inter-house swimming gala will begin at 1 p.m. I do urge you to stay and attend as you will be able to participate in Herschel, as it is today. Galas have a completely new image, with cheerleaders, house songs, outrageous outfits in house colours, and the team spirit is tremendous. If you are able to attend this year, even if it is only the AGM and lunch, please contact Di Burns (64-1647) to facilitate catering arrangements.

MATRIC LUNCHEON. This will be held on Wednesday, 19 September, at 12.45 p.m. in the dining room. We would like as many of you as possible to join us. Please contact Di for details.

LAROL SERVICE. This is always held on the last night of the 4th term in St. Saviours. Last year it coincided with the Bishops Matric dance, so it was held at 6.30 p.m. This year it will be on Thursday, 6th Dec. at 8 p.m. You are all welcome to attend this service; the standard of the singing is higher than ever, but come early as seats are in great demand.

With your newsletter next year, you will also receive the complete news section, compiled by Mandy van Dugteren. Previously, this has appeared in the School Magazine. You may still subscribe to the magazine, on payment of an annual subscription of R5, to be sent to Mrs Adele Fouche, 23 Lovers Walk, Kenilworth, 7700, but it will not be sent automatically to Life Members.

As always, my sincere thanks to our committee, for all their time and dedication. Our current committee consists of :-

Brenda-Lynne Hoffman	Chairlady
Di Burns	Secretary/ Treasurer
Mandy van Dugteren	News Compiler
Judy Smuts	Functions
Adele Fouche	Directory and Magazine

I look forward to seeing you all on Founders Day.

Yours sincerely,

Brenda-Lynne Hoffman. (Chairlady)



HERSCHEL
CLAREMONT 7700
CAPE

THE ANNUAL GENERAL MEETING OF THE HERSCHEL
SCHOOL COUNCIL WILL BE HELD AT
HERSCHEL ON MONDAY 7 MAY 1984 AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirm Minutes of the A.G.M. held on 25 April 1983.
3. Annual Financial Statements at 31 December 1983.
4. Fix remuneration of the Auditors and appoint them for the ensuing year.
5. Election of Council Members.
6. Election of Office Bearers..
7. Election of Committee Members.
8. Any other business.

HERSCHEL ASSOCIATION

(Incorporated Association not for gain)

ANNUAL GENERAL MEETING 7 MAY 1984

COUNCIL MEMBERS

Council

Mrs Hoffmann	12.2.80
Mr Peters	14.9.81
~~Mr Battison~~ Prof. D. B. B. B.	~~15.2.82~~ 19.4.84
Mrs. Newton Thompson	2.8.82
Mr. Hendry	25.4.83
Mr. Miller	25.4.83
Mr. Pyott	8.8.83

+ 1 Vacancy

Archbishop

Adm. Marais	7-5-84	2-5-77
Mr. van Zyl	7-5-84	7-6-77
Mr. Mudge	7-5-84	7-6-77
Mrs. Heywood	7-5-84	12-6-78
Mrs. Snyders		12-2-80
Mr. Marshall Smith		12-2-81
Mr. Loch Davis		14-9-81

+ 1 Vacancy

Dates given are the dates members elected or last re-elected.

The four members due to retire are Adm. Marais, Mr. van Zyl, Mrs. Heywood and Mr. Mudge. They are eligible for re-election. Re-elected.

Present Office Bearers

Chairman - Mr Marshall Smith. Deputy Chairman - Mr Loch Davis
Secretary/Treasurer Mr B. B. B.

Present Committees

Finance/Administration - Mr Peters. Mr Miller
Public Relations Mrs Newton Thompson. Mr Pyott
Buildings/Grounds Mr. Hendry. Mr van Zyl
Education Mrs. Heywood, Adm Marais, Mr Mudge
Prep. School Mrs Hoffman, Mrs Snyders

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL ASSOCIATION

(INCORPORATED ASSOCIATION NOT FOR GAIN) HELD ON

MONDAY 7 MAY 1984 AT 5.00 p.m.

PRESENT. Mr D Loch Davis (Chairman)
Mr C J Bettison
Mr R W Hendry
Mrs J Heywood
Mrs B-L Hoffman
Adv. R M Marais
Mr J R Millar
Mrs H Newton Thompson
Mr R H C Peters
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 W Marshall Smith
Mr J E Mudge
Mr J Campbell

MINUTES. Minutes of the meeting held on 25 April 1983 were confirmed.

ANNUAL FINANCIAL STATEMENTS. The Annual Financial Statements for the year ended 31 December 1983 had been circulated. It was agreed that the Accounts and Report be adopted.

AUDITORS. Messrs Arthur Young and Company were appointed for the ensuing year and their remuneration R3450.

ELECTION OF OFFICE BEARERS AND COMMITTEE MEMBERS

The following elections were unanimously approved:
Chairman - Mr W Marshall Smith
Deputy Chairman - Mr D Loch Davis
Secretary/Treasurer - Mr L C Saxby

COMMITTEES

Finance/Administration	Mr R H C Peters	Mr J R Millar
Building/Grounds	Mr R W Hendry	Mr G J van Zyl
Education	Mrs J Heywood	Adv. R M Marais
Public Relations	Mrs H Newton Thompson	Mr J E Mudge
Prep. School	Mrs B-L Hoffman	Mr R Pyott
		Mrs A Snyders

RESIGNATION. Mr Bettison was resigning after many years as a member and chairman of the Council. The Chairman expressed the Council's sincere regret at his decision and their enormous debt of gratitude for his service in the past.

DATE... 13-5-85

CHAIRMAN... *W Marshall Smith*



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 7 MAY 1984 AT 5.15 p.m.

AMENDED AGENDA

1. Apologies.
2. Confirmation of minutes of meeting held on
13 February 1984.
3. Matters arising.
4. Headmistress's report.
5. Reports from Chairmen of Committees.
6. Fund Raising Committee report.
7. Speaker for Speech Day.
8. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 7 MAY 1984

5.00 p.m.

PRESENT.

Mr D Loch Davis (Chairman)
Mr C J Bettison
Mr R W Hendry
Mrs J Heywood
Mrs B-L Hoffman
Adv. R M Marais
Mr J R Millar
Mrs H Newton Thompson
Mr R H C Peters
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 W Marshall Smith
Mr J E Mudge
Mr J Campbell

MINUTES.

Minutes of the meeting held on 13 February 1984 were confirmed.

HEADMISTRESS'S REPORT.

During Mrs Siyengo's absence two part-time Xhosa teachers were carrying out her duties. Mrs Ackerman was a most experienced teacher and the Headmistress considered that if she took the matric class once a week when Mrs Siyengo returned it would greatly benefit the class. This idea was approved.

The School play in the third term would take place at the new Nassau Theatre at The Groote Schuur School.

It was suggested that pupils should be compelled to be members of at least one society or club. The Headmistress would discuss this with the staff and report back to Council.

EDUCATION COMMITTEE.

As the Government plans to implement a single matriculation examination for all white schools in the Republic during the next three or four years there was little point in changing from Joint Matriculation Board at this stage. Miss Geldard would, however write to the Department requesting permission to change to the Department examination in three years time so as to keep the options open in case there was a delay in implementing the new policy. It was emphasized that the School must ensure that the breadth and quality of education must be maintained irrespective of the examination taken.

The appointment of a teacher-psychologist was considered a sensitive issue. It was decided that when a senior teaching post is vacant which can be conveniently coupled with a teacher-psychologist the position will be reviewed and a suitable person may be sought.

It was agreed that the Building Committee, together with Mrs Hoffman, should check the Senior Housemistress's accommodation and the senior boarding house generally. After consulting with the Finance Committee they would report back to Council.

The change in the Government's policy regarding married women teachers could affect Herschel's conditions of employment.

PREP. SCHOOL COMMITTEE.

Parents were worried about the Herschel image. It was agreed that the Public Relations committee should make a greater effort to improve the School image. Professional Public Relations assistance was not required but Mrs Walker should be asked for her ideas. The Headmistress would naturally be involved.

It was decided that there should be only one Sub A class in 1985.

BUILDING COMMITTEE.

Mr Hendry tabled the architect's suggestions for a theatre for consideration. More plans and suggested sites would be produced for consideration together with proposals as to the presentation to parents of the project with a view to raising the necessary funds. Mr van Zyl said a meeting should be held before the next Council meeting and it was agreed that a special meeting of Council would be arranged as soon as the Committee was ready.

SPEECH DAY SPEAKER.

Mrs Hoffman suggested that Mr Patrick Kohler should be approached as Guest Speaker for the Prep. School Speech Day. It was agreed that he would be suitable for either.

SIGNING POWERS.

It was resolved that Mrs A. Snyders should have signing powers on the Herschel Association and the Herschel Special accounts at Barclays Bank.

STAFF/COUNCIL DINNER.

To be held after the Council Meeting on 3 September. As last year Council members would change tables after each course.

The next meeting will be on 3 September 1984.

The meeting closed at 7.20 p.m.

3-9-84
DATE.....

CHAIRMAN.....
W. van der Merwe

HERSCHELHEADMISTRESS'S REPORTTO THE SCHOOL COUNCILMONDAY 7 MAY 1984Senior SchoolTeaching Staff

<u>Name</u>	<u>Degree</u>	<u>Qualifications</u> <u>Teachers' Certificate</u> <u>or Diploma</u> <u>(H.E.D. = S.T.D.)</u>	<u>Years of previous</u> <u>experience</u> <u>(incl. Herschel in</u> <u>brackets)</u>	<u>Classes and</u> <u>subjects taught</u> <u>this year.</u>
Mrs D Beames	B.A.	H.E.D.	11 (5)	(History: Stds 8 - 10 (Gen. Science: Std 7
Mrs H Botha		Cert. of Ed.	4 (2)	Phys. Ed. : Stds 6 - 10
Mrs G Charlesworth B.Sc.		H.E.D.	7	(Biology: Stds 8 - 9 (Gen. Science: Std 6
Mr H Clarke		A.C.I.S. (Commerce)	33 (1)	Typing: Stds 6 - 10
Mrs H Crowther	B.A.	H.E.D.	10 (5)	Afrikaans: Stds 6 - 10
Mrs C Feast	B. Sc.	H.E.D.	5 (3)	Phys. Sc.: Stds 8 - 10 (Part-time)
Miss P Geldard	M.A. B.Ed. (B.Ed.)		26 (5)	(Latin: Std 10 (Maths: Std 7
Mrs E Gibbons		Cert. of Ed.	19 (1)	Maths: Stds (7), 9 - 10
Mrs S Gillham B.A. (Hons.)		H.E.D./Remedial cert.	29 (11)	English: Stds 7, 9
Mrs L Gower		Dip. (Art & design)	9 (5)	Art: Stds 6 - 10 (plus Prep.)
Mrs A Hall	B.A.	H.E.D.	9 (3)	(English: Stds 7, 10 (Maths : Std 6
Mrs L Holland	B.A. (Hons.)	H.E.D.	8 (1)	English: Stds 7, 8 (plus Library)
Mrs S Hudson			15 (8)	Phys. Ed.: Stds 6 - 10 (Part-time)
Mrs B Louw	B.A.	H.E.D.	17 (8)	Afrikaans: Stds 6 - 10
Mrs J Marr	B.Sc.	H.E.D.	14 (9)	(Biology: Stds 8 - 10 (Maths : Std 6
Mrs D McClurg		Dip. (Sp. and Drama)	26 (5)	Sp. & Drama: Stds 6 - 10
Miss C McKenna	B.Ed. (B.Ed.)		9	(English: Std 6 (Divinity: Stds 6 - 8 (History: Std 7

Teaching Staff cont.

<u>Name</u>	<u>Degree</u>	<u>Qualifications</u> <u>Teacher's Certificate</u> <u>or Diploma</u> (H.E.D. = S.T.D.)	<u>Years of previous</u> <u>experience</u> (incl. Herschel in brackets)	<u>Classes and</u> <u>subjects taught</u> <u>this year.</u>
Mrs H Montgomery	B.A.(Hons.)	H.E.D.	17 (9)	Art: Stds 6 - 10
Mrs M Saffery		L.R.A.M./L.T.C.L.	23 (23)	Sp. & Drama (Part-time)
Mrs V Siyengo		H.P.T.C.	14 (2)	Xhosa: Stds 6 - 10 (plus Prep.)
Mrs S Steytler	B.A. (Hons.)	H.E.D.	23 (3)	French: Stds 6 - 10
Miss C Sweet	M.Mus.	L.R.S.M./L.U.T.C.	29 (27)	Music: Stds 6 - 10
Mrs A Thompson	B.A. (Hons.)	H.E.D.	22 (13)	(Latin: Stds 6 - 9 History: Std 6)
Mrs F Webb	B.A.	H.E.D.	21 (6)	French: Stds 6 - 10 (Part-time)
Mrs C Weerts		Dip. (Home Ec.)	12 (1)	Home Ec. : Stds 6 - 10
Mrs M Westgate	B.A. (Hons.)	H.E.D.	15 (6)	Geography: Stds 6 - 10
Miss M Wood	B.Sc.	H.E.D.	3 (3)	Maths: Stds 8 - 10

School Societies/Clubs1. Sociological Club

(Compulsory membership, Stds 8 - 10; weekly meetings on Weds. 1.50 - 3 p.m.;
Mrs Steytler plus committee of girls responsible.)

18 Jan. Film - 'The Thirty-Nine Steps'
25 Jan. Talk and slide-show on the Maldives - Toni de Larogue
1 Feb. Dr Ian McCullam - Acupuncture
8 Feb. Gorrie Bowes-Taylor
22 Feb. Self Protection for Women
29 Feb. Dr Tim Crowe - Ornithology
7 March Rotary Exchange Students
14 March Mrs Booth - Adoption
21 March Film 'Animal Farm' plus French film
11 April The Covenant Players
18 April Miss Stewart-Smythe - Legal contracts
25 April Prof. Brian Warner - Sir John Herschel
Planned:
2 May Barry Fletcher - Mountaineering
23 May Capt. Leith - The Antarctic
30 May Beauty Work-shop

2. Debating Society

(Voluntary membership, about 100; Mrs Saffery, Miss McKenna plus committee of girls responsible; Senior section Stds 9 - 10; Junior section Stds 6 - 8.)

• Evening debates have been held with the following schools:

Bishops (Senior and Junior)
St Georges (Senior) in a Junior Town Council contest
C.B.C. (Senior) ditto
Westerford (Senior and Junior)
St Cyprrian's (Junior)

Debating Society cont.

Lunch-hour debates have been arranged for each standard with compulsory attendance for all girls in the standard and the section of the School (Senior or Junior) concerned. So far we have held three of these and they have all been both lively and entertaining.

For the Standard 6 - 7 members Mrs Saffery has conducted a Speakers' Hour on Monday evenings, giving practice in public speaking.

3. Christian Union

(Voluntary membership, about 50, Mrs Holland plus committee of girls responsible; meetings held on Thursdays at lunch break.)

Recent meetings have included the following:

- 1) Talks by Mr Dudley (father of Karen, the Chairman)
 Dr Ivan Thomas of the SACLA Clinic at Crossroads
 Mr Paul West on Rock Music
 Capt. David Christie (father of Caroline and Katie)
- 2) Tape-recorded talk on the Christian attitude to Sex (by Ron Hutchcroft)
- 3) Two videos of the life of Christ: (i) The Challenger
 (ii) The Champion
- 4) Meetings conducted by committee members

4. Historical Society

(Voluntary membership, about 30; Mrs Beames and committee of girls responsible; about 3 meetings per term)

- a) A group of members attended a meeting of the Institute of International Affairs in the St George's Cathedral Hall at which the British Ambassador spoke on current British attitudes to South Africa.
- b) A group of members paid a visit to St Paul's Church, Rondebosch (which is celebrating its 150th anniversary this year) and were shown round by Dr Robinson who is writing a book on the history of St Paul's.
- c) There is a visit planned shortly to Westoe House, an Old Cape-Dutch homestead in Observatory.

(In addition, Miss McKenna took the Standard 7's in groups, on three separate occasions, to visit the Lutheran Church and the German Settlers' Museum at Philippi.)

5. Environmental Society

(Voluntary membership, about 30; Mrs Charlesworth responsible.)

So far this year meetings have included:

- a) A preliminary discussion on aims and plans for the society.
- b) The Kirstenbosch Trail, led by Mr Jordaan.
- c) A visit to the Vaccine station (with Mrs Marr).
- d) A talk on Nature Conservation by Alan Butcher of the Forestry department, together with two conservation films.

Planned for the rest of term are:

- a) An excursion to the World of Birds.
- b) A week-end camp in the de Hoop Nature Reserve (to be led by Alan Butcher.)

In addition, Mrs Marr has taken all the Matric Biology pupils to Dalebrook and Mrs Westgate has taken her Geography pupils on field excursions - Standard 10's - Urban Study of Cape Town

Geography field excursions cont.

Standard 9's - the weather office at D F Malan airport
Standard 8's - the Kaolin mine at Fish Hoek and the Marine Drive.

6. Social Responsibility Club

(Voluntary membership, about 40; Mrs Marr plus committee of girls responsible.)

Recent projects undertaken have included :-

- a) A Christmas party at Herschel for about 60 children from the Annie Starcke Village, Athlone.
- b) An outing to Rhodes Memorial for children from the Annie Starcke Village.
- c) Street collecting. (We are usually able to provide a few volunteers for collections when we are asked to help.)
- d) Collection of Pick n' Pay till slips for the S.P.C.A.
- e) The sale of Easter stamps in aid of Cripple Care.
- f) Assistance with the Child Welfare stall at the Community Chest Carnival.

7. Choir

Membership: about 40; Miss Sweet responsible.

Practices are held on Tuesday and Thursday afternoons. The Choir has sung at two weddings so far this year and at the Founder's Day and Easter Music services at St Saviour's Church.

8. Orchestra/(Music pupils)

Membership: about 20.

Weekly practices are held; up till the end of the first term Miss Heathcock was responsible.

Members of the orchestra and other Music pupils have been taken to two of the Thursday night Symphony Concerts in the City Hall.

A workshop was held last term for Senior Music pupils (attended by parents and staff.)

9. Mountain Club

Leaders: Mr and Mrs Fletcher (parents)

Staff member responsible: Mrs Feast.

Membership again this year is disappointingly low (about 10). Two climbs have been organized so far. It is hoped that the talk at Sociological Club on Mountaineering will inspire more enthusiasm!

10. Bridge Club

Membership about 20; Miss Geldard responsible.

Weekly practices are held on Wednesday evenings and in addition we were invited to a friendly tournament at Bishops last term and also entered a team of six in an Inter-Schools' contest.

11. Computer Club

This was started last year by Mrs Gibbons and in her absence last term Stephanie Dutkiewicz as Chairman kept up interest. Membership was at first limited to ten selected pupils but is now open to others too.

Other School Activities

Drama Department

Parties of girls have attended plays this year at the Baxter, Maynardville, Westerford and St Cyprian's and the Matrics are looking forward to seeing their set-work "Henry IV Part 1" at Bishops shortly.

Mrs McClurg is planning to produce "The Sound of Music" as our school play in the School Hall in the third quarter. She has been holding auditions and making preliminary arrangements. Miss Sweet will be responsible for the musical direction.

Art Department

- 1) 23 Senior pupils have entered work in the Art Eisteddfod this year.
- 2) Pottery classes are being held on two afternoons a week. Mrs Lapping (newly appointed this year) is a most enthusiastic and capable Pottery teacher.
- 3) Extra Art classes are taken by Mrs Gower on Thursday afternoons.
- 4) The Std 10's have been to the National Gallery and on a painting expedition to Kronendal, Hout Bay.
- 5) The Std 9's were taken to the Michelangelo/Cellini exhibition at the Baxter; they are shortly to participate in an all-day painting work-shop at the Frank Joubert Centre together with pupils from several other schools.
- 6) A successful exhibition was held at the end of the first quarter.

Sport

- 1) Mrs Botha and Mrs Hudson plan to take the Hockey and Tennis teams on a tour to Natal during the first week of the June - July holidays.
- 2) Approximately 42 girls were involved in Saturday morning tennis matches during the first term.
- 3) This term approximately 66 girls are involved in Saturday morning hockey matches.
- 4) The swimming team consisted of about 50 girls although only some of these actually swam in the final Inter-Schools' Gala.
- 5) At a recent staff/prefects' meeting the decision was taken to make attendance compulsory for all at
 - (a) the Inter-Schools' Swimming Gala
 - (b) the Inter-Schools' Hockey
 - (c) one other Inter-Schools' events during the year.

Prefects

- a) The weekly prefects' meetings with the Headmistress, which used to be held during a lunch break and were therefore of necessity always rather rushed, have this year been fitted in to the school time-table (during a Library period) and this has provided more adequate time for discussion.
 - b) In addition the prefects have met on Wednesday evenings by themselves on an informal basis (an idea implemented by the present Head Girl, Nicola Caine); certain staff members have so far been invited to attend one of these and I know they enjoyed being present. I think the prefects aim to invite the rest at different times during the year.
 - c) The formal staff/prefects' meeting is held on a quarterly basis in the School Library.
- (Full minutes are kept for (a) and (c)).

Prefects cont.

d) On our initiative we arranged for prefects from four other Peninsula schools to spend a day at Herschel and for our prefects to pay a reciprocal visit (three girls to each). The exchange of ideas is always valuable and both our own girls and the visitors seemed to enjoy the experience.

Matric Dance

This was once again a delightful occasion, enjoyed by all, young and old alike. I think the staff and I are very fortunate to be able to attend these dances every year! It seems a great pity that the dance planned for Old Herschelians and parents once again had to be cancelled owing to insufficient interest.

Confirmation classes

Day girls have been encouraged to join confirmation classes at their own home churches rather than at school (in order to ensure that girls asking to be confirmed are really linked with a church.)

For boarders, however, Rev. David Cook has started a weekly preparation class and about 8 girls have joined this.

Communion services

Rev. John Frye has taken most of these this year. They are held on every Thursday morning except the first and last of the term. Girls who have been confirmed are obliged to attend at least two per term. Parents have been invited to attend too but very few have done so.

Evening Chapel

Rev. Frye has organized for members of the Christ Church youth group to be responsible (under his guidance) for our Tuesday services. I have myself remained in charge of the Thursday services.

P A GELDARD

REPORT FOR COUNCIL.

April 1984

Preparatory School

Meetings were held with the Parents of Std 1 in February and Standards 11 to V towards the end of last term. At the Std 11 and 111 meeting, Mrs Gower, the Art Teacher, and Mrs Brockbank, the Speech Teacher, talked about the aims of their teaching. I spoke on Study Methods which the children should be using. We had an interested audience. At the Std 1V and V meeting, Dr Ziervogel, a Psychiatrist who runs several Clinics for Teenagers, spoke to the parents. His talk was most informative and helpful and there was time for questions before coffee was served.

Parents seem happy about our new system whereby report cards are sent home more frequently.

At the end of last term Western Province Preparatory School invited us to send a team of 4 girls to take part in their Inter-House Quiz. Although we did not win, the girls acquitted themselves well.

A group of Std V's took part in a play "The Best Years of our Lives" produced by Western Province Preparatory School in March.

The Inter-Schools Gala was an exciting occasion. The team swam exceptionally well and were a credit to us. Mrs Goodrick has engendered tremendous enthusiasm among the girls.

We are planning a Field Study at Jonkershoek from 2nd to 4th May, for Stds 111 to V. The Staff concerned spent a day at Stellenbosch in the holidays working out their programmes.

The Std 1 and 11 classes visited the Hout Bay Museum and the Llandudno Caves last term and had an outing to visit Old Cape Town this term. Std 111 visited Simonstown Harbour and the Std V's went to the Malay Quarter. A braai was held for the Std V's and another for the Scripture Union girls.

.....*P. J. Brown*.....

Kindergarten report

Outings

The Sub A and B classes went to Dalebrook and found a wealth of sea creatures to learn about. A trip on a launch around Cape Town Docks and a visit to a trawler were most successful. Mr and Mrs Henderson invited us to watch apples being picked on their farm at Elgin and also to see their cows and sheep.

Parents Meeting

A very well attended Parents meeting was held last term and I was able to explain the new Individualized Reading Programme we are embarking on. Many other schools have begun this programme which I have been monitoring and I now feel, after careful study, that we are ready to begin it too. A great deal of extra reading material is required and a cake sale was held this week to raise funds to purchase more books.

Students

Two student-teachers from Barkly House come every Thursday to be with Sub A. We enjoy having them and they add many interesting ideas to the Sub A day.

Concert

Mrs Tyson and I are planning a musical concert for the end of this term. We hope to put on a fantasy musical called The Music Machine.

M.C. Davies

EDUCATION SUB COMMITTEE

HERSCHEL PREPARATORY SCHOOL COMMITTEE

Members 1984 Mrs Brenda-Lynne Hoffman (Council)
Mrs Anne Snyders (Council, Std 5 parent)
Miss Pamela Geldard (Headmistress)
Mrs Pat Brown (Staff)
Mrs Margie Davies (Staff)
Mrs Elaine Bray (Staff)
Mrs Sandy le Feuvre (Std 4 parent)
Mrs Shona Sturgeon (Std 3 parent)
Mrs Wilma Louw (Std 2 parent)
Mrs Sandy Byers (Std 1 parent)
Mrs Penny Davies (Sub B parent)
Mrs Vivienne Walker (Sub A parent)

Report Back

1. Get togethers

- a) Std 5 parents - talk by Dr Ziervogel on the Adolescent child.
- b) Std 2 and 3 parents - talk by Mrs Brockbank (Speech teacher) and Mrs Cower (Art teacher) on expectations of the child and methods of teaching.
- c) Individual parent/class social get togethers organized by the Class representatives.

2. Clubs

These have not been as well organized or attended as last term due to the pressures of sport. A better curriculum will be arranged when sports have been organized.

3. Reports

Parents are happy with the new system.

4. Safety

A zebra crossing has been painted on the driveway and new safety precautions are being followed at lifting time.

5. Bilingualism

This is being pursued with the possibility of week-end and school exchanges.

Items Discussed

1. Projection of School Image

Mrs Walker suggested involving a professional marketing agent to improve the image and market the school more actively. She has many ideas re newsletters, mini conventions, open meetings with guest speakers etc. She will be happy to work with the Public Relations Committee on the Council and share ideas. In the meantime she will do the groundwork and have concrete proposals when approached by the Public Relations Committee.

- 2. Parents queried problems like - progress record files, the wearing of blazers, uniform queries, newspaper collections etc. which were all attended to.

3. The proposal from Mrs Brown, Mrs Davies, Mrs Snyders and myself is to have only one stream Sub A for 1985. We will re-assess the situation for 1986 at a later date, but it would not be feasible to run two classes in 1985.
4. The next meeting to be held on Thursday 19 August, 1984.

Brenda-Lynne Hoffman

PUBLIC RELATIONS COMMITTEE REPORT

The Public Relations Committee has not met since the last Council meeting. Mr Pyott will meet with Mr van Zyl to talk about the School Hall Project and the "selling" of it to parents.

The Lunch Box had to close up; we did not get the necessary support from parents. Miss Geldard gave an extremely nice lunch in the school dining-room for mothers helping with the Clothes Shop and Lunch Box. It was very much appreciated by everyone and a great success.

Helen Newton Thompson

Education Committee Report

Advocate Marais and Mrs Heywood met Prof. Saunders, Prof Read and Dr Moulder to discuss the J.M.B. examination and University entrance requirements. There was a general impression that the J.M.B. is a more searching examination than any of the other qualifying examinations, but it is wellnigh impossible to pin it down statistically and the University is not in a position to differentiate between the various examinations.

In the course of discussion it transpired that the question of all matriculation examinations is in the melting-pot at the moment, since the government plans to have a single examination for all white schools in the Republic which will replace J.M.B. and all provincial Senior Certificate examinations. This is scheduled to be implemented during the next three to four years.

At a meeting of the Education Committee it was decided that there was little point in subjecting the School to a double change of curriculum by changing to the Cape Senior Certificate at this stage (such a change, if decided upon now would in any case only take effect in three years time). However, in case there are delays in the implementation of the government scheme, Herschel will enquire from the Cape Education Department regarding permission to write their Senior Certificate examination, thus keeping our options open. In any event the Education Committee is adamant that every effort will be made to ensure that a change of examination and curriculum will not impair the breadth of education which Herschel offers.

The Headmistress reported that the staff had suggested that a teacher-psychologist should be appointed to deal with cases of learning difficulties, emotional adjustments of various kinds and career guidance. The committee gave the matter considerable thought and accepted the advisability of such a service in principle. The advantages of the appointment of a psychologist who is also a teacher is that she would know the pupils and the workings of the school and could consult easily with other members of the staff and it would be particularly helpful for a consultation to be given in the course of the school programme without the formality of and possible distress of being sent for psychological consultation, which could carry a stigma in some people's minds. The disadvantages would be that unless you get a really first-class and experienced person you can do more harm than good. At the moment Miss Geldard and Mrs Gillham fulfill a counseling function and will develop this aspect of their work where needed while seeking professional help as they deem fit. It is suggested that when a senior post is vacant which can conveniently be coupled with that of psychologist, the position will be reviewed and a suitable person may be sought.

A discussion of the boarding house led to the realisation that the post of housemistress should be upgraded in status in order to attract the kind of person who can command respect, exercise authority and communicate easily with the girls. It is important that the housemistress should have pleasant quarters with at least a bedroom and sitting-room where she can see girls and parents. In addition her salary should be attractive if we are to find the quality of woman we wish to see as head of the boarding establishment.

The building committee should be consulted on the matter of the housemistress' quarters and on boarders' facilities in general.

Jeanne Heywood
Chairman, Education Committee

HERSCHEL SCHOOL COUNCIL

BUILDING COMMITTEE REPORT : 7 MAY 1984

During the past three months consideration by the Building Committee has been given to five aspects of development and maintenance.

1 Audio Visual Centre - Junior School

On 22 February 1984 two quotations were received for the construction of the project. The lowest was received from E Cabion & Son (Pty) Ltd for R16 220. This was approximately R3 000 above the Architect's budget estimation. On 28 February Cabion was instructed to proceed with construction for this sum. The tender included R500 for contingencies and R350 for light fittings. The contract period is from 1 March 1984 to 15 June 1984.

Construction is well underway and the Contractor is confident he will finish within the contract period.

2 Secondhand Clothes Store - Junior School

Hand in hand with the construction of the audio visual centre is the construction of the large secondhand clothes store cupboard. The work has been completed and installation of the cupboard took place during the week of 23 April 1984. Having dismantled the old secondhand clothes store the Contractor is now free to complete the new entrance to the squash court.

3 Biology Laboratory

Certain modifications to the old biology laboratory have been completed resulting in a more open teaching facility with tables and chairs in the centre and working top facilities around the sides. However there is a request from the teaching staff to increase the number of available tables and chairs in the laboratory. To achieve this the last remaining old style laboratory workbench will be removed and the space fitted with additional tables and chairs. A quotation for this additional work for R2 506 has been received from Cabion. The Contractor will be instructed in due course as the work can really only be carried out during school holidays.

4 Electrical Wiring - Senior School

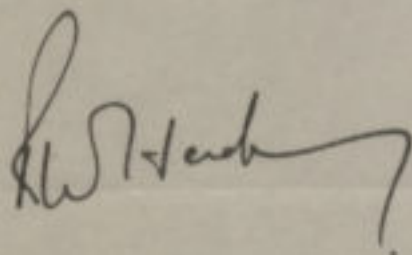
For some time the electrical wiring in the older section of the senior school has been causing considerable distress. It reached a climax between 15 and 17 March when an electrical contractor was involved both day and night repairing fuse boxes, replacing sub boards and circuit breakers, and installing temporary cables and cable trays in an effort to maintain power and light distribution in the school. Not only was

the distribution unreliable but it had become unsafe with exposed corroded wires and heavily overloaded circuits.

Electrical Engineer's - Watson, Edwards, van der Spuy and Laubscher were consulted and put forward a brief report on their investigation. Quotations from two different contractors were obtained and on the recommendation of the consultants, the Contractor L Thompson & Co (Pty) Ltd was appointed to carry out suitable repairs, rewiring and additions to the whole electrical installation. The cost of doing this work is R14 965. The work however we feel is essential to the running of the school, particularly the boarding section, and what is perhaps more important, to the safety of the school and pupils. The work was commenced during the 10-day April holidays and is progressing steadily.

5 School Hall

As a capital project with the idea of obtaining tax relief for participating parents, a small committee has been formed to examine the feasibility of constructing a new school hall. The committee consists of the Headmistress, Mr Gerrit van Zyl and the undersigned. The committee has met three times, twice with the Architects, and progress has been made towards formulating an optimum hall serving the interests of the school in general and the drama and music departments in particular. Budget, occupancy, positioning and function are being considered before any detailing is carried out. The Architect is preparing concept plans which will be suitable for "selling" the project to parents and teachers. Presentation to parents will include visual illustrations by means of slides.



Roger W Hendry Pr Eng
Chairman, Building Committee



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 3 SEPTEMBER 1984 AT 5.00 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting held on 7 May 1984.
3. Matters arising.
4. Headmistress's report.
5. Approve budget for 1985.
6. Reports by Committee Chairmen.
7. Any other business

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 3 SEPTEMBER 1984

AT 5.00 p.m.

PRESENT.

Mr W Marshall Smith
Mr R W Hendry
Mrs B-L Hoffman
Mr D Loch Davis
Adv. R M Marais
Mr J R Millar
Mr J E Mudge
Mr R H Peters
Mr R J Pyott
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
Mrs J Heywood
Mrs H Newton Thompson
Mr W M Diepeveen

IN ATTENDANCE.

Mrs P Brown (Head of Preparatory School)

MINUTES.

Minutes of the meeting held on 7 May 1984 were confirmed.

HEADMISTRESS'S REPORT.

The report had been circulated. Commenting on the success of the visit of Senior French pupils to France, the Headmistress expressed a hope that a similar tour, but of a more general nature, could be arranged next year.

A list of the subject options for Standard VIII next year was tabled.

In view of the possibility of Mrs Gibbons being absent at times next year, it was resolved that an additional Matric Level Maths teacher be employed next year.

HEAD OF PREPARATORY SCHOOL'S REPORT.

This had been circulated.

PREP. SCHOOL COMMITTEE'S REPORT.

The minutes of this Committee's meeting on 9 August had been circulated.

FINANCE COMMITTEE'S REPORT.

The proposed budget for 1985 was approved.

However it was appreciated that the 20% increase in fees, together with the present difficult financial climate, could result in the estimated enrolment being optimistic.

After considerable discussion the following were agreed.

1. The principle of increasing the allowance for bursaries and scholarships in line with the increase in fees be established.
2. The school must aim to reach parity with Government Teachers Salary Scales. A timetable for this could not be drawn up at present and therefore it was considered preferable not to proclaim this intention in public at this stage.

Finance Committee's report cont.

3. The Education Committee should consider the granting of incentive bonuses to teaching staff.
4. Means by which the School could economise should be investigated, particularly in view of the drop in numbers in the lower classes of the Prep. School.
5. The long term future of the School should be considered at an early date.
6. Teachers would be paid according to the new salary scale from 1 October.

BUILDING COMMITTEE.

As the estimated cost of the School Hall was R700,000, it was decided that it would not be an appropriate target for the Fund Raising Committee at this time. However this item would be kept on the Agenda for regular discussion at future meetings. A master plan was to be drawn up of the School's building requirements and it might then be possible to aim for a smaller target.

It was agreed that gates should be fitted on the three Senior School entrances at a cost of R3000. The 1974, 1975 and 1976 Matrics had made donations for gates at the main entrance, but these had never been erected.

EDUCATION COMMITTEE.

It was decided that the Building Committee, together with Mrs Hoffman and the Headmistress, should consider an overall plan for the old wing regarding the dormitories, the Housemistress' and Headmistress' accommodation, the reception and the administration offices.

The Librarian would be leaving at the end of the year and the Committee considered her replacement should be a full-time librarian who would co-ordinate all the facilities for study attached to the resources centre.

Depending on an entirely suitable person being available, a full-time post of English teacher/psychologist should be created. This was agreed.

SPEECH DAY.

The Senior School Speech Day would be on 6 December at 9.45 a.m. Professor Reid would be the guest speaker.

COUNCIL VACANCY.

The Chairman agreed to ask Professor Ashley to join the Council.

W Marshall

CHAIRMAN...19-11-84.....

DATE...19-11-84.....

HERSCHEL SCHOOL COUNCIL

BUILDING COMMITTEE REPORT : 3 SEPTEMBER 1984

Over the past 4 months the Building Committee has been concerned with five aspects of development and maintenance.

1 Audio Visual Centre - Junior School

The contract for the construction of the audio visual centre was completed by 15 June 1984. While the final claim from the builder has not yet been received, the supply of carpeting was withdrawn from the contract and the claim will now be less than the contract amount. The carpeting was chosen by the staff and purchased separately.

At present two BBC computers are installed in the centre and both computers are being fully utilised. Junior School staff have intimated that an additional four computers, bringing the total number to six would enable whole classes to have computer training simultaneously.

2 Biology Laboratory

Modifications to the old biology laboratory have now been completed. All the old style laboratory workbenches have been removed and replaced with tables and chairs. Experiment aids and equipment are installed around the sides of the laboratory making on the whole a more useful teaching and experiment facility.

3 Electrical Wiring - Senior School

The rewiring and repair work to the older parts of the School has been completed by Contractor L Thompson & Co (Pty) Ltd for the sum of R14 965. Electrical consulting engineers Watson Edward v d Spuy and Laubscher have reviewed the work and are satisfied with the completeness and quality of the installation. The inconveniences and concerns caused by the old unreliable substandard circuits have been eliminated.

4 School Gates

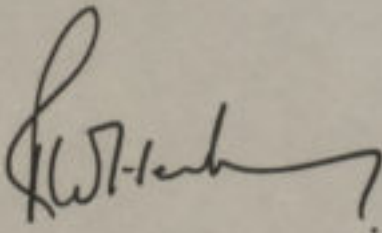
It has been decided that the appropriate time has arrived for adequate control of the various Senior School entrances. A donation to the School of R600 by past matric pupils will be used to supplement the cost of a gate at the main entrance, i.e. the lowest one down Herschel Road. A quotation of R985,50 for a prestigious wrought iron gate has been received from Captec. It is planned that the two remaining entrances in front of the school hall will be protected by gates of lesser quality and possibly of sliding operation. These entrances are considerably wider than the lower main entrance. For the supply and installation of both gates, a quotation of R1 950 has been received.

5 School Hall

Following a series of discussions with the Architects and the tabling of plans at the Council Meeting of 7 May 1984, the school hall project subcommittee has held in abeyance further progress towards the realisation of the project. The main factors influencing the committee's 'go slow on the project' are:

- (1) An estimated cost by the Quantity Surveyors Bernard James, Quail, Allen and Partners of R669 666 based on the Architect's sketch plans tabled.
- (2) Uncertainty amongst Council members of the necessity for the project in the face of other pressing requirements by the School.

With the cost of borrowing money today, parents will require to be highly motivated to contribute to a tax deductible capital project of this nature. The Subcommittee feels that the requirements of the hall as planned with the Architect are appropriate for the Herschel present needs and image. The Subcommittee however also appreciates reservations held by other Council members. To avoid any further hesitation either one way or the other, the project should be reconsidered by the Herschel Council before the Architect is instructed further and before a financial 'package' is formulated for presentation to the parents.



Roger W Hendry Pr Eng
Chairman, Building Committee

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 3 SEPTEMBER 1984

Senior School

A. Congratulations to the following:-

- 1) Our Forum Discussion team who won second place in the Inter-Schools' Contest organized by S.A.C.E.E. in which 28 schools participated, thereby winning a R20 book voucher for the School Library. (The team consisted of Dorrit Zelezniak, Stephanie Dutkiewicz, Nicola Caine, Alison Moultrie and Marion Edmunds.)
- 2) Our 1st Hockey XI and Under 15 Tennis team who, under the leadership of Mrs Botha and Mrs Hudson, enjoyed a successful tour in Natal during the June-July holidays. (The hockey players were unbeaten, winning two and drawing four of their six matches.)
- 3) Our Under 15 B Hockey XI who have come top of their league this season. (Mrs Botha reports that all the other teams are well above average: the 1st XI and Under 15 A's have each lost only two matches this season.)
- 4) The four Standard VI girls who played for the Western Province Under 14 B Squash team which won their section of the Inter-Provincial tournament (Michelle Godson, Nawal Mohamed, Athena Scott and Fiona Sass.)
- 5) Sarah Cross who was awarded Junior Springbok Colours for Badminton and also selected for the Western Province Senior team. She was also awarded the Provincial Sportsmanship Trophy and commended for her general helpfulness and spirit of courtesy.
- 6) Sally Dicey and Susan Levett who have won Rotary Exchange Scholarships for 1985 - Sally to go to the U.S.A. and Susan to Australia.
- 7) Mrs Steytler who was responsible for taking six of our Senior French pupils to France in the June-July holidays. After a very full week of sight-seeing in Paris they spent a fortnight at 'Le centre d'anglais et de francais' at Angers in the Loire valley where they met teenagers from many other countries.
- 8) Daryl Louw (Std VIII) who won a Poster competition sponsored by Video 11 for the Wild Life Conservation Society. (Her prize was a five-day holiday in the Sabi-Sabi Game Reserve.)
- 9) Lesley Mountain (Std IX) who won Western Province Colours for Sailing at Easter and, more recently, the South African Yacht Racing Association Colours for Mirror Sailing.
- 10) Mrs Marr who was primarily responsible for the organization of the Private Schools' Biology Conference held at the Diocesan College at the end of last term at which the visiting lecturer was Dr Harry Wong from San Francisco U.S.A.

Senior School A cont.

- 11) The Senior Choir on their performance at a combined Herschel/S.A.C.S. Choral Evening held at S.A.C.S. last term.
- 12) The four girls who won Certificates of Merit in the annual Maths Contest organized by the Shell Company and held at U.C.T. - Stephanie Dutkiewicz and Dorrit Zelezniak (Std X), and Karen Preiss and Kirsten Jensen (Std VI).

B. Other School Activities

- 1) Sociological Club meetings this term have included a well-recommended film on D H Lawrence and the first films called "The Christians", an excellent series obtainable from the Educational Department Library. We have also had a talk by Evelyn Dalberg.
- 2) Theatre: Parties of girls have been taken to Henry IV Part 1 (at the Diocesan College) and to "Falstaff" and Fiddler on the Roof" (at the Nico Malan).
- 3) Parent/Teachers' Evenings

Meetings with staff were arranged for parents of Standard VI, VII and X pupils earlier in the year. This term we have had meetings for parents of Standard VII and IX pupils.

- 4) Mountain Club

Mrs Feast reports that there has been an encouraging increase in membership recently. She is grateful to Mr Fletcher for his continued interest and for the training he is giving girls in rock-climbing techniques.

- 5) Debating Society/Historical Society

Lunch-hour debates have become a regular feature of our school programme and the standard is definitely improving. Debates so far for this term have been as follows:-

That noise is the curse of the 20th century (Stds IX - X)

That the modern child controls its parents (Std VII)

That intelligence is an over-rated quality (Sts VII)

That military training should be compulsory for girls (Std VI)

The Historical Society has also held a lunch-hour debate on a more serious topic namely "The conflict in the Middle East continues to cause world tension and is a direct result of the Israeli refusal to end their illegal occupation of Palestine". The speakers from the Std VII and IX History classes were in my opinion very well-prepared indeed and spoke with assurance and a good knowledge of this important and controversial issue.

- 6) Christian Union

The Secretary reports that attendance at lunch-hour meetings has definitely improved since the 'Mission' last term. The Boarders' Fellowship group meets on Monday evenings and have been invited to St Cyprian's for a combined meeting with a similar group there.

- 7) Staff/Prefects' Meetings

Formal meetings are held on a quarterly basis but this year's prefects have also invited different staff members to a more informal type of meeting on several Wednesday evenings during the year (usually with tea and cake provided!)

7) Staff/Prefects' Meetings cont.

(These are in addition to the staff meetings and the prefects' meetings held with myself every Friday morning - during hymn practice time for staff and in the first period for prefects.)

At our most recent formal staff/prefect meeting the main items for discussion concerned House Spirit and Membership of Societies. On the latter issue the decision was taken to make membership of at least one school society or extra-mural activity (in addition to sport) compulsory as from the beginning of next year. A sub-committee will meet shortly to discuss the means of implementing this because of course there will need to be checks on attendance and penalties for non-attendance etc.

- 8) Inter-House events: The Inter-House Hockey was won by Rolt. The Inter-House Quiz (with a new trophy this year, presented by Mrs Rosenthal in memory of her husband) is to be held shortly. The Std IX's have worked very hard this year on their House Magazines.
- 9) Rehearsals are under way for the plays to be presented shortly "Poor John, Poor Jean", and "Ernie's Incredible Illucinations". (I was disappointed to have to postpone "The Sound of Music" to next year but felt obliged to take the advice of the staff responsible who felt that a longer period of time was needed for the training of the girls' voices.)
- 10) The Choir are rehearsing for their participation with the Cape Town Symphony Choir and Orchestra in Elgar's "Dream of Gerontius" (in the City Hall on Tuesday 25 September.)
- 11) Mums' and Dads' Hockey match on Sunday 19 August: once again this proved an enjoyable event. Our thanks to Mrs McMillan (mother of Alison, our Hockey Captain) who was responsible for the organization of the parents' teams and the refreshments.
- 12) Social Responsibility Club

Twenty girls are now involved in a programme of regular weekly visits to elderly folk in Claremont under the guidance of a Red Cross worker who gives advice and organizes a regular report-back session. Others have given service through street collecting. Eighteen Std VIII - IX girls took part in the recent One-to-One day at the Good Hope Centre when mentally handicapped children were entertained by teenagers. On another occasion some of our girls took a party of children from the Annie Starck Village to Rhodes Memorial.

13) Class Charity efforts

Most of these have either been held already or are planned for the immediate future. (Std VI W will be holding a Roller Skating afternoon on Sunday 16 September!)

C. Staff

1. Mrs Westgate is on Long Leave this term. Her Geography classes are being taken by Mrs Midlane.
2. Mrs Holland, our Librarian and Std VII - VIII English teacher, has given notice to leave at the end of the year. (The question of her replacement was discussed at our last Education Sub-Committee meeting.)
3. Mrs Dunleavy has replaced Mrs Webb as the assistant part-time French teacher.

Staff cont.

4. The two teachers who were new at the beginning of this year, namely Mrs Charlesworth (Biology, General Science) and Miss McKenna (English, History and Divinity) have both proved exceptionally good, both in their teaching and in their leadership in extra-mural activities.
5. Mrs Gibbons has been absent for only four days this term. She is setting us all a marvellous example of courage, determination and dedication to work. If she does need to be absent again, it will be possible for Miss Wood, our other Senior Maths teacher, to take over her Std IX and X pupils and for me to take over the Std VII's.

D. Numbers for 1985

We anticipate the following:

Std X	46 (allowing for about 6 possible leavers at the end of Std IX)
Std IX	50
Std VIII	66 (3 classes) (We could possibly accept a few more girls at this level but Council policy as previously decided was to keep the overall standard number at about 65.)
Std VII	46
Std VI	50 (at present we have 54 booked but there are 5 Std V's who have not yet let us know about next year, and then we have a further 12 on the waiting list.)

Signed:

P A Geldard

HERSCHEL

COURSES OFFERED AT HERSCHEL FOR STD V111

ONE SUBJECT must be chosen from each of the following groups:-

1. ENGLISH
2. AFRIKAANS (Immigrants may study French)
3. LATIN/FRENCH/XHOSA/ART/BIOLOGY/MUSIC
4. PHYSICAL SCIENCE/SPEECH AND DRAMA/ART/TYPING
5. BIOLOGY/GEOGRAPHY/HISTORY
6. MATHEMATICS/HOME ECONOMICS

Please complete the following, indicating a preliminary selection of subjects
for 19_____

SUBJECT CHOICE

NAME OF PUPIL: _____

CHOICE OF SUBJECTS

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

SIGNATURE OF PARENT: _____

Date: _____

PREPARATORY SCHOOL

Clubs and Societies

About half of the girls in the School are involved in Clubs. Some Clubs seem to be more popular than others. The handwork clubs seem to have fewer girls attending. The Chess Club are to play their first match against Golden Grove shortly.

Jonkershoek

The three days spent at Stellenbosch in May were most successful.

Baking Competition

A baking competition was held on 7th August in the Preparatory School Hall by Bokomo. The afternoon was enjoyed by parents, staff and children. The winners will be involved in a competition at Cavendish Square in the near future.

Three very successful Musical Evenings were held at the end of last term.

Outings

Std 1 visited Groote Constantia and Std V went to Silvermine.

Inter-Schools General Knowledge

Our team won through to the Semi-Finals where, although they did not win, the girls acquitted themselves well.

Kingswood Hockey Team

Herschel parents hosted these girls for two nights of their stay in Cape Town. Our team lost to Kingswood 3 - 1. Kingswood presented the School with a copy of Tony Grogan's book "Settler Country".

Bilingual Exchange System

About 15 girls from Herschel and 9 boys from Western Province Preparatory School will be going to an Afrikaans School in Klein Drakenstein on Saturday 1st September, where a programme has been arranged. We shall be hosting this School later in the year.

At Home

Preparatory School Staff were At Home to parents on the second Thursday of term. The Std 111 teachers each had a general meeting with parents on the first Thursday.

Audio-Visual Room

Our Audio-Visual Room is now in operation and all classes are using it. We are anxious that the School should provide us with additional computers and a printer as a matter of urgency.

Three more Prep School Staff members have embarked on a Computer Course.

P. Brown
.....
PAT BROWN

KINDERGARTEN REPORT : AUGUST 1984.

This is the vital learning term for Sub A and B and the girls are meeting the challenge of the more difficult work well. There has been a marked maturity all round and this is partly due to the concert. Appearing on stage is a big step for these little ones and having had such successful performances has helped to boost the confidence of many of the timid ones and provide a challenge for the confident girls.

We took our little play "The Frog Princess" to an old age home in Hanover Park and were enthusiastically received and given a wonderful tea-party by the members of the G H Starck Home.

The Sub A mothers and teachers attended a lunch at Mrs Walker's home and this informal meeting went well and was most enjoyable. A wine and snacks evening has been arranged for Sub B parents and teachers in Mrs J Louw's home next week.

Mrs Brown, Mrs Davies, Mrs Butler and Mrs de Villiers attended a symposium on Early Detection of Learning Problems at Cape Town Training College and found this most stimulating.

We have tried to make this term "Learning through Fun" so making crumpets in Afrikaans, having a party and then writing about it, making up your own play and producing it, seeing slides about the Dentist, growing bulbs and seeds etc. are some of the ways we have used.

M Davies
.....

Mrs M Davies
Head of the Kindergarten.

REPORT OF EDUCATION COMMITTEE

The Education Committee discussed the question of the librarian's post which will become vacant when Mrs Holland leaves. She holds it as a part-time post in addition to teaching three English classes (18 periods per week).

As a result of careful consideration the committee recommends that the post be made a full-time one and that the new librarian be appointed to co-ordinate all the facilities for study attached to the resources centre of which the library is a central and integral part. The librarian should be able to recommend and review purchases of books, stimulate reading, advise staff members on the implementation of research projects and audio-visual programmes and have a sufficient understanding of computer resources to handle the necessary software in co-operation with such members of staff as have specialised computer knowledge.

If this recommendation is implemented, there will be a vacancy for a part-time English teacher. Depending on finances and the availability of an entirely suitable person, this could lead to the creation of a post of teacher/psychologist as previously discussed.

The question of Standard VII options was fully aired and the committee endorsed the Headmistress' view that the options as offered are the best combination available with our present staffing resources.

The Headmistress reported that in accordance with a previous recommendation, a decision had been taken to introduce compulsory membership of at least one extra-mural school club for each girl.

It was noted that no action had been taken by the building committee regarding improved living quarters for the Housemistress.

The committee wishes once more to draw attention to the need to offer special facilities for the gifted child as well as the importance of the broad cultural education for all pupils.

JEANNE HEYWOOD

HERSCHEL ASSOCIATION

FINANCE COMMITTEE REPORT

1. <u>FIRST TWO TERMS -</u>	1984
SURPLUS	
- Actual	32 100
- Budget	24 900
Variance	6 200

NOTES ON REVENUE AND EXPENDITURE

The surplus for the first two terms is particularly satisfactory but it must be remembered that some allowance was made in the 1984 Budget for the expected increase in teachers salaries during the year. Government has now confirmed that increases of approximately 22,5% will come into effect on 1 October 1984 and this will mean the surplus at the end of the year will only be some R13 000.

The number of pupils was less than expected, hence the lower revenue from the Provincial Subsidy and from Tuition Fees than anticipated.

Depreciation for the first half of the year of R8 000 has been provided for the buildings. This was not allowed for in the Budget and accounts for the difference in the General Expenses to date.

2. 1985 BUDGET

NOTES A Teaching salaries

Budget increases of 22,5% have been made to maintain the differential with Government Schools, payable from 1 October 1984.

A policy should be set to reach parity over a period of time - this should be considered if productivity can be improved.

It may be possible to increase salaries in the 3rd Term 1985, depending on cash flows.

B. Bond

The bond facility of R95 000 should not be repaid at this stage.

C. Non Teaching Salaries

Non teaching salaries and wages are increased by 12%.

D. Fees

Fees have been increased by 20% on average. A letter to parents stating the reasons for the increase should be sent out.

REVENUE AND EXPENDITURE ESTIMATE 1985

	ESTIMATE 1984 R	ESTIMATE 1985 R
<u>REVENUE</u>		
Registration fees	2 000	2 000
Sundry revenue	1 000	1 000
Lunches	10 500	10 000
Four School Trust	17 837	16 500
Provincial Subsidy	60 000	56 000
Interest	17 000	7 000
SUB-TOTAL	108 337	92 500
Extra subjects	70 000	65 000
Boarding fees	149 500	164 000
Tuition fees	939 500	1 099 000
	1 159 000	1 328 000
Less: Scholarships, Bursaries and allowances	20 000	25 000
SUB-TOTAL	1 139 000	1 303 000
TOTAL	1 247 337	1 395 500

REVENUE AND EXPENDITURE ESTIMATE 1985 (Continued)

	ESTIMATE 1984 R	ESTIMATE 1985 R	
<u>EXPENDITURE</u>			
<u>General</u>			
Catering	68 000	75 000	
Domestic charges	51 000	54 000	
Administration	29 000	31 000	
Class materials	32 000	34 500	
Interest	19 000	20 000	22 300
Insurance	10 000	10 000	
Bad debts	5 000	5 000	
Motor vehicle expenses	600	600	
Sports requisites	1 400	1 600	
Security guard	4 600	5 000	
Property maintenance	34 000	27 000	
Depreciation - replacements	27 000	30 000	
Reserve - New buildings/equipment	23 000	20 000	
Contingency allowance		7 000	
SUB-TOTAL	304 600	320 700	323 000
<u>Non Teaching Staff</u>			
Salaries - Administration	49 400	55 700	
- Domestic	48 000	54 300	
Wages	52 500	61 000	
Pension, U.I.F., Provident Contributions	12 500	14 800	
Medical Aid Contributions	1 000	1 200	
SUB-TOTAL	163 400	187 000	
<u>Teaching Staff</u>			
Salaries	648 000	740 000	756 000
Long leave	4 300	12 500	
Pension, U.I.F., Provident Contributions	62 200	71 400	73 400
Medical Aid Contributions	3 100	4 000	
Extra subjects	49 000	55 000	
SUB-TOTAL	766 600	882 900	900 900
TOTAL	1 234 600	1 390 600	1 410 900
SURPLUS	12 737	4 900	(15,000)

Adjustment to
at
meeting

+1 Teacher

TUITION FEES

	PRESENT FEES R	NUMBERS	ESTIMATES FOR 1985	
			FEES R	REVENUE R
Pre-preps	240	16	290	4 640
Sub A	240	20	290	5 800
Sub B	245	26	295	7 670
Std 1	330	28	400	11 200
Std 2	390	34	470	15 980
Std 3	430	40	520	20 800
Std 4	450	36	545	19 620
Std 5	460	35	555	19 425
Std 6	500	50	605	30 250
Std 7	530	44	640	28 160
Std 8	570	63	690	43 470
Std 9	580	48	700	33 600
Std 10	580	49	700	34 300
		489		274 915
				per term

TUITION FEES

= R1 099 660 per annum

BOARDING FEES

Estimated 82 at R500 per term = R41 000 = R164 000 per annum

3 September 1984

REPORT TO COUNCIL

HERSCHEL PREPARATORY SCHOOL COMMITTEE

The Minutes and Report-backs from the Clubs have been enclosed for Council's perusal to indicate the positive channels of communication that have been opened up by the Committee. It will inform members of current Preparatory activities and rather than summarize the minutes for purposes of a Report I have enclosed them without editing.

BRENDA-LYNNE HOFFMAN

MINUTES OF THE PREPARATORY SCHOOL COMMITTEE MEETING HELD ON THURSDAY
9th AUGUST 1984 AT 1.45 P.M.

PRESENT : Mrs P Brown, Mrs Margie Davies, Mrs E Bray, Mrs A Snyders,
Mrs Louw, Mrs Byers, Mrs Sturgeon, Mrs Walker, Mrs Davies and
Mrs B Hoffman

APOLOGIES: Miss P Geldard

-
1. Mrs Brown welcomed the members of the committee.
 2. The minutes of the previous meeting were taken as read.
-

BUSINESS ARISING

1. CLUBS

Mrs Brown advised the members that just over half the pupils from Std 1 to 5 were involved in clubs.

Reports by the various staff members who run the clubs, are attached.

Committee members expressed their delight at the progress made by the various clubs.

Mrs Hoffman enquired as to why only half the pupils were involved with clubs and Mrs Brown informed her that it was a voluntary thing and some girls already had overcrowded schedules.

Mrs Hoffman requested that a circular letter be sent to all parents informing them of the progress and success of the various clubs, and a decision was taken to do this.

As regards Mrs Purcell's request for 2 further computers and a printer, the committee was advised that funds from the fete had been set aside for this purpose.

Mrs le Fevre suggested that the Art Needlework Club might be lacking in numbers due to the fact that the projects embarked upon were too lengthy. Mrs Sturgeon also mentioned that some pupils had been under the impression that Art Needlework would embrace other aspects of art, not merely artistic needlework.

Mrs Davies stated that short-term projects would be difficult, as anything really worth-while would be time consuming.

Mrs Walker suggested that a B.Sc. student from U.C.T. be approached and requested to give the computer club pupils a talk. Mrs Brown undertook to discuss the matter with Mrs Purcell.

2. BILINGUAL EXCHANGE

Mrs Brown advised members that plans were under way to take certain girls to an Afrikaans-speaking School in Klein Drakenstein on a reciprocal basis.

Mrs Hoffman made the suggestion that each child be assigned to a pupil at the host school, so that they could get acquainted.

REPORTS ON ACTIVITIES AND OUTINGS

1. JONKERSHOEK: Mrs Davies stated that it had been highly successful and much knowledge had been gained by both pupils and staff.

As the School had visited Jonkershoek twice, two alternative venues were suggested, i.e. Disa Kloof at Betty's Bay and Froggy Pond, near Simonstown, where marine projects could be embarked upon.

2. BAKING COMPETITION : 96 girls participated, working in pairs. It was a thoroughly enjoyable afternoon. The winners were as follows:

Std. V : Carol Millar and Laura Porter.
Std. IV: Madeleine Simonis and Nira Lincoln.
Std. III: Robin Sturgeon and Alexandra Kempthorne.
Std. II: Zurina Hisham and Tamaryn Hammond.

3. MUSICAL EVENINGS: Three highly successful musical evenings were held. The performances were well-attended with few empty seats.

The K.G. and Std I pupils entertained the old people at the J G Starck Home in Hanover Park very successfully. The audience were highly appreciative and entertained the girls and staff to tea. They also presented each child with a little bag of sweets and attractive coat-hangers were presented to each staff member.

4. PAUL TRACEY TALK: Mr Tracey entertained the girls on the 27th July. This was superb and highly appreciated by both staff and pupils.

5. OUTING TO SILVERMINE: The Std V's went to Silvermine on the 21st June. This proved most successful. It was a glorious day and a picnic lunch was enjoyed at the dam before returning to School.

OUTING TO GROOT CONSTANTIA: The Std I girls, accompanied by Staff and a new mothers visited Groot Constantia. It was a most enjoyable visit. The girls were shown the homestead, wine cellar, swimming pool and out-buildings.

6. GENERAL KNOWLEDGE QUIZ : Our team consists of Debbie Tyson, Elisabeth Mallet and Lynne Bird. They acquitted themselves extremely well and won through to the Semi-Finals. There is an inter-Schools Quiz held at the end of each term and during library lessons, Mrs Brathwaite also does General Knowledge with the classes.

7. KINGWOOD HOCKEY TEAM : Herschel parents hosted girls from the Kingswood Hockey team. An enjoyable match was played - Kingwood emerged the winners. The visiting team were most impressed by our boarding house, where they changed their clothing. They presented Tony Grogan's book "Settler Country" to us, duly inscribed, and would very much like Herschel to visit them.

PUBLIC RELATIONS:

Although Mrs Newton-Thompson has been approached by both Mrs Walker and Mrs Brown, not much progress has been made and Mrs Brown felt that we should proceed with public relations on our own, using the "Tattler" as the newspaper.

Mrs Hoffman felt that before embarking on making the public aware of Herschel, our own parents should be made aware of what is being done here by means of regular circulars. The Committee agreed with this.

OTHER BUSINESS

1. Mrs le Fevre mentioned that parents had requested more PTA meetings. Parents want to be involved in the education of their children. Mrs Byers replied that in any event when meetings are arranged, only a certain percentage arrive. Mrs Walker suggested that if a questionnaire were drawn up and submitted to parents on various aspects of the School, a great deal of feed-back would be received. Parents would like to know what the teachers have in mind for their classes during the year, what the objects behind certain projects are and to be advised on how they can assist their children.

This suggestion met with the general approval of the Committee.

2. The matter was raised as to whether or not the girls were allowed to bring yoghurt to school. Mrs Brown stated that yoghurt had been banned as containers were constantly being left littering the grounds. After lengthy discussion, it was decided that a reward system would be devised to encourage the girls to keep the grounds free from litter.
3. Mrs Sturgeon requested that a class-room be left open on rainy days where pupils could wait for their lifts. Mrs Brown stated that this was not feasible, particularly as girls were welcome to join the Prep. class in such an event. Parents were welcome to phone the school in emergencies and their daughter's would be accommodated in the prep. class. The prep. class was, however, not to be mistaken for an after-school care centre!

Mrs Brown undertook to circularise parents informing them of the prep. class facility for emergencies.

4. Mrs Walker enquired as to how well the K G staff were qualified to recognise remedial problems, as one or two parents had expressed their disappointment at not being made aware of problems early enough. Mrs Davies replied that the KG staff were well qualified but pointed out that many problems only manifested themselves at the Std II and Std IV levels. At a very young age, although the child may be intellectually able to do things, they are too immature. The KG certainly do keep tabs on the little ones and have tests which they carry out to form opinions.
5. Mrs Walker requested that a prefect be assigned to escorting children to the busstop after school. This was discussed and it was finally decided that it was unfair to burden a Std V child with such a responsibility.

Mrs Davies advised that there was a new Timetable for the School bus and she would try to find her copy for the Secretary's information, and transmission to interested parents.

6. Mrs Snyders raised the question of a telephone booth for the pupils. This has already been investigated and the Post Office are only prepared to instal boxes at Senior Schools.

The meeting closed at 3 p.m.

The next meeting will be held on Thursday, 25th October, 1984, at 1.45 p.m.

.....

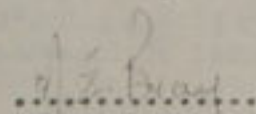
.....

Date.

KEEP FIT CLASS

21 members. Classes every Monday from 2.30 to 3 p.m.

All the girls are very keen and we normally have full attendance. The girls are working through the routine well now - although a few still have difficulty in lasting the full half-hour.


.....
MRS E BRAY

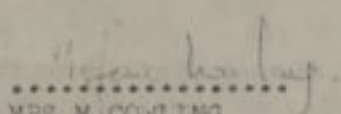
SOCIAL RESPONSIBILITY CLUB

18 members (16 Std 1V's, 2 Std V's) : Meet alternate Wednesdays 2.30 to 4 p.m.

We make fortnightly visits to Arcadia where the girls visit the same elderly lady each time. They visit in pairs and most of them have formed a very happy and meaningful relationship with their "adopted granny".

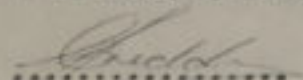
Last term we invited them to the School. They watched a rehearsal of the end-of-term concert and the girls organised a lovely tea-party for them in the 1Va classroom. After tea they were taken on a tour of the Prep School.

I have been amazed at the serious commitment that the group feel towards these old people and the planning and organisation of our activities has come entirely from their ideas and discussions.


.....
MRS M COWLING

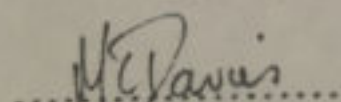
SCRIPTURE UNION

Scripture Union meets every Wednesday lunch time and about 50 to 60 girls attend each week. We try to vary the programme as much as possible and include stories, quizzes, games, films, strip films and visiting speakers. I am assisted each week by Mrs Hammond.


.....
MRS C SNEDDON.

STD 1 CRAFT CLUB

The Std 1 Craft Club has an average attendance of 14 girls and has been split into two groups to allow Mrs Moser and Mrs Davies to give the girls more help with their projects. We have made woven bookmarks and note books for Father's Day and after making the peppermint creams we boxed them attractively for Mother's Day. The girls enjoyed making Rabbit masks for Easter and also the challenge of measuring paper strips before weaving them into place mats. We plan to work with play dough, clay dye and wool this term.


.....
Mrs M DAVIES

CHESS

The Chess Club meets every Thursday afternoon. An average of twenty pupils attend. The girls enjoy the opportunity to play other children and the chance to learn new moves and improve their strategies. Their standard of play is good and showing constant improvement. They have enjoyed consulting the excellent library books in order to learn new moves and settle arguments.

We are still hoping to arrange a few friendly matches against other Schools. Unfortunately, the schools are in the middle of their league season and as a result we have been unable to arrange a date as yet.

B. de Villiers
.....

MRS B de VILLIERS.

FLOWER ARRANGING CLUB

Every second Friday afternoon the Flower Arranging Club meets. An average of 8 girls attend. The name of the club is slightly misleading as our activities include anything pertaining to plants and flowers. We have made and arranged the following :

Pomanders ;
Posies ;
Corsages ;
Spice Ropes (for Mother's Day);
Ikebana Arrangements, using gnarled oak branches and 3 or 4 flowers with foliage;
Something from nothing - purity jar filled with small flowers found in the garden;
Planting of bulbs.

This term we shall be pressing flowers, making pot-pouri and including a visit to Kirstenbosch during the month of September to see the spring flowers.

M. Butler
.....

MRS M BUTLER

THEATRE - PLAYMAKING.

We started off with fifteen members. I was keen to get the girls more involved than my instructing them. However, the ages vary considerably and with the added fact that with very few exceptions, the girls were spasmodic in their attendance, meant that this policy could not be carried out. We tried to get two sketches off the ground. One was a fable for which the actors made up their own words and the other was a proper written one-act play. In order to get something accomplished by the end of term, we had to meet under difficult circumstances at lunch hour for about two weeks. The players were very sketchily dressed and the performance had a few mishaps, but both players and audience seemed to enjoy themselves.

I would make a plea that if anyone wishes to be part of this club, they make a commitment to attend regularly. Otherwise it is most disheartening.

V.K. Timoney
.....

MRS V TIMONEY

COMPUTER CLUB

About 10 members attending on a regular basis on Thursdy afternoons. Some of the best computer talent has hockey then, so there is also a contingent active during breaks.

Initially, games were in great demand (of Space Invaders" type, firing at a moving target), but there are 3 or 4 potential whizzkids who are getting the hang of producing their own programmes, ranging from quizzes to graphic designs and "music."

Having relocated to Resource Centre will make a huge difference - everyone is able to see in comfort what everyone else is doing. It would be WONDERFUL to have a printer and two more computers, preferably with the colour facility. Creativity could then really run riot!

J. Purcell
.....
MRS J PURCELL.

ART NEEDLEWORK REPORT

Started off at the end of the first term with about 9 children, but due to netball being held on a Monday the Std 3's could not attend. We continued through the second term with about 6 Std 4 and 5 girls and at the end of last term only 3 were attending regularly.

This term I am holding the club on a Thursday and only 3 children have circled it on the notice sent out. I have not had a meeting yet this term but hopefully the three girls concerned will arrive today as they have been reminded about it.

P. Hanekom
.....
MRS P HANEKOM

CALLIGRAPHY

This takes place every alternate Tuesday from 2.30 to 3.30 p.m. This term there are 18 girls enrolled and I hope they will continue through to the end of the year. By that time, I hope they will be able to produce something worthwhile. There is an exhibition of early examples of calligraphy at the South African Library which we may visit.

Attendance is regular and the girls are very enthusiastic and keen to learn.

C. Hirshon
.....
MRS C HIRSHON.

RELATIONSHIP BETWEEN BOARDS OF GOVERNORS AND HEADS

The relationship between a Board of Governors and a Head is a matter which can vary between schools as a result of different constitutions in force at the various schools. It is important, however, that wherever possible the rights and responsibilities of the two parties should be set out in a short and concise contract of employment which is discussed between the two parties in detail, before any commitments are made. Notwithstanding the acceptance of the contract by both parties, it is important that there should always be full, free and open communications between the parties at all times in order to avoid any misunderstandings or problems which might arise.

Whilst the Association of Private Schools cannot specify the exact nature of the contract or the relationships which should exist, it considers it might be helpful if the following guidelines were to be used.

Rights and responsibilities of Boards and Heads

The board is responsible for framing general policy of schools. The board is responsible for the appointment of the head. Vacancies for headships should be widely advertised and appointments made after a thorough professional evaluation of the candidates. The board should enter into a formal written contract with the head setting out the details of the appointment and the manner in which changes to the contract may be negotiated.

The termination of a head's appointment should be in accordance with the law and under the provision of the contract between the head and the board. Contracts should stipulate at least two terms' or six months' notice of such termination. Wherever possible such notice should be timed so as to terminate at the year end. Summary dismissal should be given only in cases of conduct recognised by law as amounting to breach of contract, such as serious incompetence, misconduct, or physical or mental incapability.

The head is responsible to the board for the entire internal economy and discipline of the school, as well as for the conduct of its academic and corporate life. The board should as far as possible protect the head from interference in his or her actions and responsibilities in these matters. In all matters, however, the head will be bound by the decisions of the board.

The head has the right of direct access to the board and is responsible for keeping the board fully informed on the state and progress of the school. Efficient management, however, requires that there should be prior consultation between the board and the head over the general and financial policy, and especially the heads long term plans for the school. Wherever possible these should be developed by mutual cooperation.

The head is responsible for the appointment of all teaching, administrative and ancillary staff. The appointment of the deputy head, certain other senior staff and the bursar, should, however, be in agreement with the board. The head is also responsible for the admission of pupils in accordance with the policy laid down by the board.

The dismissal of staff and the expulsion of pupils by the head should be in accordance with the accepted procedure for dismissal/expulsion as laid down in the constitution of the school, or in the head's agreement with the board, or by customary practice.

The head is the normal channel through which requests, complaints or other communication from staff or parents of pupils should normally be addressed to the board, and as a general rule chairman and board members approached direct by staff or parents should advise them of this. It is, however, impossible to prevent a member of staff or parent from submitting a matter directly to the chairman or the board. The chairman should in all such cases keep the head fully informed of developments.

Terms of appointment

The needs of the school will determine the qualities sought in a new head, apart from the educational and management skills which underlie all such appointments. The general goals of a school and the means of setting objectives should be agreed by both parties in advance of an appointment. This should include a time scale for implementing certain of the agreed goals. Circumstances in South Africa dictate the need for clarity about a school's present and projected constituency, the academic goals of a school, the importance which is attached to a school's sporting and other achievements, and the relationship of a school to its local and wider communities.

In order to avoid later misunderstandings, there should be complete clarity about the terms of an appointment. This should include undertakings about tenure, age of retirement, and procedures for termination of services. Procedures for negotiating salary increases and for reviewing other service benefits should also be established in advance of the signing of a contract. Professional practice dictates that heads should not be asked to accept letters of appointment in which important details are left to be determined at a later date.

Heads and boards should also be clear about provisions, if any, for retirement benefits, medical aid, accident and life insurance, housing, remission of school fees, the use of a car, travel and entertainment expenses, domestic help and provision for professional development.

Under existing conditions in South Africa fixed-term contracts are not usually in the interests of heads or schools.

The resolution of disputes

The relationship between a board and its head should be one of absolute trust, with complete frankness in the exchange of views. There should be a generous recognition by the board of the head's freedom of action in the discharge of his or her duties. The head should be

trusted to bring to the board everything which it should know about the state of the school for the discharge of its responsibilities, and, for its part, the board should not place the head under the constraint of constant observation and criticism. Serious disputes will generally be avoided where boards and heads work closely in the setting of objectives and the planning of strategies for their implementation. An on-going system of evaluation of the work of the board, the head, and the other elements of the school will generally ensure that disputes of great magnitude do not arise. Where the head is perceived to be failing to meet the requirements of his or her position, both the head and the board will become aware of such failure through the proper application of a system of evaluation.

Weighty criticisms of the head should be assessed carefully by the chairman of the board and discussed informally with the head. Official admonitions or warnings from the board can be either oral or written but a record of such should always be kept and should be available to both parties. The head should always be given the opportunity to explain his position to the board.

18 July 1984



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 19 NOVEMBER 1984 AT 5.00 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting held on
3 September 1984.
3. Matters arising.
4. Headmistress' retirement end of 1985.
5. Headmistress's report.
6. Reports by Committee Chairmen.
7. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 19 NOVEMBER 1984

5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Professor M Ashley
Mr R Hendry
Mrs B-L Hoffman
Mr D Loch Davis
Advocate R M Marais
Mr J Millar
Mr J Mudge
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mrs A Snyders
Mr G J van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES. Mrs J Heywood
Mr W Diepeveen

IN
ATTENDANCE Mrs P Brown

WELCOME.

The Chairman welcomed Professor Ashley to the Council.

MINUTES.

Minutes of the meeting held on 3 September 1984 were confirmed.

HEADMISTRESS' RESIGNATION.

The Headmistress had expressed her wish to retire at the end of 1985 and her resignation had been accepted.

NEW PRINCIPAL.

It was agreed that the Selection Committee to appoint a new Principal should consist of the following:

The Chairman and the Deputy Chairman of the Council; Mrs Heywood and Mr van Zyl and, as co-opted members, the Headmistress and Mr John Peake, Headmaster of the Diocesan College.

The draft time-table was approved and it was agreed that the Chairman would sign all letters written on behalf of the Selection Committee.

PREPARATORY SCHOOL REPORT.

This had been circulated. Mrs Brown advised that the Christmas Cantata would be held in the Senior School Hall. The Speaker at the Preparatory School Speech Day would be Rev. Tyers.

Mrs Brown then left the meeting.

HEADMISTRESS' REPORT.

This had been circulated. The Standard IX girl who had been barred from the Boarding House on account of theft had since been expelled from the School because of the discovery that she had bunked out at night during the previous week.

It was agreed that the Building Committee should consider ways of improving the School Hall.

BUILDING COMMITTEE'S REPORT.

The Chairman, Mr Hendry, Mrs Hoffman and the Headmistress would discuss alterations to the Housemistress' quarters, dormitories and administration accommodation. Mr Hendry would then consult the architects and have suggestions available by the middle of December. An estimate of the cost was required.

There was a lengthy discussion about accommodation for the Principal. A house opposite the school was to be auctioned. It was resolved that if Mr Pyott could raise sufficient funds the house should be purchased. The school would contribute up to R50,000 towards the cost. If this should prove unsuccessful a decision regarding the form the accommodation should take would only be made after the requirements of the new Principal had been established.

PUBLIC RELATIONS COMMITTEE REPORT.

To enable parents to get to know their children's teachers it was resolved that separate meetings of the teachers and parents for each standard should be held as early as possible in the new year.

PREPARATORY SCHOOL COMMITTEE REPORT.

This was tabled.

EDUCATION COMMITTEE REPORT.

The Committee had not reconsidered the granting of incentive bonuses to teaching staff as yet but will do so as soon as their chairman has recovered from the consequences of orthopaedic surgery.

Professor Ashley was appointed to the education committee.

FINANCE COMMITTEE.

The increase of 12% in non-teaching staff salaries and wages with effect from 1 January 1985 was approved as was a gratuity of R1100 to be paid to Mrs Browne who was retiring at the end of the year and had not been eligible to join the Pension Fund.

PRE-PREP. FEES

Pre-Prep. fees had been reduced to a more realistic figure of R240 per term for 1985 which is R50 less than Sub A fees.

The decision made at the Council meeting of 22 May 1980 that the fees for Pre-Prep. and Sub A should be the same was rescinded.

The next meeting will be held on 11 February 1985.

The meeting closed at 7.20 p.m.

DATE 11.2.85

CHAIRMAN [Signature]



HERSCHEL
CLAREMONT 7700
CAPE

COUNCIL MEETINGS 1985

1st Term Monday 11 February at 5.00 p.m.

2nd Term Monday 13 May at 5.00 p.m.

3rd Term Monday 9 September at 5.00 p.m.

4th Term Monday 18 November at 5.00 p.m.

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 19 NOVEMBER 1984

Senior School

School activities: end of third quarter and early fourth quarter

- (1) S.A.C.E.E. Spelling Contest: Congratulations to Miss McKenna and our entire Standard VI class who came first out of 23 schools in this year's examination with an average of only 1, 04 errors out of 25 words.

(2) Inter-Schools' Hockey

Our 1st XI tied with Rustenburg as winners of this year's Trophy in the Inter-Schools' Open Tournament while our Under 15 A team were runners up in the Under 15 Tournament. The Under 15 B team meanwhile came top of their league for the season.

- (3) School plays - A Touch of Illusion: Congratulations to Mrs McClurg, together with her cast and stage team, on what proved an enjoyable evening's entertainment. The show ran for four nights and each performance was well-attended. The opening play, "Ernie's Incredible Illusions" was amusingly preposterous in theme and very lively, while the second play, "Poor John, Poor Jean", though slower-moving, was nevertheless appealing with its moments of poignancy, its balanced versification and its skillful dance sequences.

(4) Senior Choir

At the end of term our Senior Choir joined with The Cape Town Symphony Orchestra and the Philharmonic Choir in the presentation of Elgar's "Dream of Gerontius" in the City Hall. This term all their rehearsals are geared towards the Carol Service (to be held at St Saviour's on Wednesday 5 December at 8 p.m.)

(5) Visit of Dr Alan Paton

Dr Alan Paton does little public speaking at present and so our Matrics were specially privileged earlier this term to be able to listen to a talk by him in our School Library on their set-book, "Cry the Beloved Country".

(6) Social Responsibility Club

Mrs Marr has been able to organize, under the auspices of the Red Cross Society, for 24 of our girls (Standards VI - IX), working in pairs, to visit elderly folk on a regular weekly basis in order to provide companionship, or assist with such things as reading, walking or shopping. There is a monthly report-back session to the local community worker and our girls have benefited greatly from such an experience.

A tea-party was given here at school (during a morning break and one school period) for handicapped children from the Sunnyday Centre, Lansdowne.

Items are at present being collected for food parcels to be taken at the end of term to a Lunch Club for elderly people in Nyanga.

(7) Confirmation

Eight girls who had attended Confirmation classes here at school taken by Rev. David Cook over the past two terms were confirmed at a service in St John's Church on Sunday 28 October.

J.M.B. Examinations

Herschel was fortunately not affected by the error reported in the Press (namely the omission of any questions on one of the Afrikaans set-works) as we had chosen the alternative book prescribed.

We were, however, appalled at the carelessness of the English examiners in passing a language paper that contained errors of spelling and grammar. Moreover, Mrs Gillham, Mrs Hall and I all feel that the two unseen poems set on the literature paper were very difficult and since this question comes right at the start of the very first examination, it has a regrettably unnerving effect on many candidates. (By contrast, Mrs Gillham, who has been a sub-examiner for the Cape Senior Certificate English Literature paper for many years, says that it is the Senior Certificate examiners' deliberate policy to start the paper with a relatively easy unseen poem so as to inspire confidence and enable pupils to give of their best.)

Death of Joanne Hvidsten

We were greatly shocked by the tragic death of Joanne Hvidsten, one of last year's most promising academic pupils, who won the Drama prize for 1984 and was perhaps best known for her outstanding acting in so many of our school plays. Several members of staff and Matrics were present at her funeral and our heartfelt sympathy goes to her family in their grief.

Staffing

I have made the following new appointments for next year:-

- (1) As the School Librarian, Mrs Brathwaite, who, after giving invaluable service at the Preparatory School for the past two years is happy to accept the challenge of Senior School work.
- (2) As an English teacher also responsible for Counselling, Vocational Guidance etc., Mrs Eddy, who has had experience in two private schools, one in Natal and one in the O.F.S., and comes to us with excellent recommendations.
- (3) As a Maths teacher, Mrs Adley, a teacher of twelve year's experience, also highly recommended. She is willing to take either a full-time or a part-time position and so the actual number of teaching periods will be calculated later: I am still working on the time-table.
(Mrs Gibbons was with us for all her teaching till one week before the Matrics left for study leave, and in this past week she has been coaching Matrics who have come to her at school or at home to ask for help. For the past two weeks Miss Wood has taken over her Standard IX class and Mrs Hall has covered the Standard VII Algebra.)

Enrolment for 1985

At present figures stand as follows:

Std VI	:	52 (12 still on the waiting list)
Std VII	:	43
Std VIII(3 classes):		68
Std IX	:	50
Std X	:	45

(Six Standard IX girls are leaving Herschel in order to attend some institution such as Abbott's College in addition, one Standard IX girl has been this week expelled from the Boarding House because of theft and will almost certainly not return next year.)

School Hall

In view of the fact that we decided against proceeding with fund-raising plans for a new School Hall in the light of the country's present financial position, I think we should regard as a priority the need to improve the existing Hall. Mrs McClurg points out the following inadequacies from the point of view of dramatic productions. (I list them as a record for the attention of the Building Committee).

- a) Instead of a proper stage we have a collection of hollow boxes which are not even secure.
- b) The low ceiling necessitates bending low to reach stage from side.
- c) No dressing room facilities.
- d) No 'flies'.
- e) The low ceiling ruins lighting effects.
- f) The alcoves produce poor accoustic quality.
- g) If the stage is up the curtain cannot be drawn closed in front.
- h) The pillars in the auditorium obstruct sight lines.
- i) The lighting controls are in a position where the technician has no view of the stage.
- j) The proscenium has gaps and light spills.

Speech Day

I hope you will be able to attend the Prize-giving Ceremony at 10 a.m. on Thursday 6 December. Professor John Reid, Vice Principal of the University of Cape Town, and Mrs Reid will be the guests of honour.

P A GELDARD
13 NOVEMBER 1984

PREPARATORY SCHOOL REPORT FOR COUNCIL : NOVEMBER 1984

We are presently busy with the usual fourth term activities.

SPORTS DAY was a very happy occasion. All the girls took part and many parents joined us for tea.

EXAMINATIONS are scheduled for four days 14 - 19 November.

LEAVERS' CAMP The Std V teachers and I will be taking the girls to Churchhaven for a two-day Camp.

CHRISTMAS CANTATA. After the examinations we shall be preparing for the Cantata.

PARENTS' MEETINGS. We invited those mothers who have helped around the School on a regular basis, to tea one morning. This was a great success. Next year's Std 1 Parents will be meeting on Monday 12th November where the programme for next year will be discussed.

CHARITIES.

Big Walk in Tokai Forest

1. All the girls and some parents took part in this sponsored walk in aid of Peninsula School Feeding. We raised over R4,000.
2. We also answered an appeal by the Oasis School for the Handicapped to collect tinned food and paper-back books for their fete.
3. Charity Money this year has been donated to St Michael's Home and Operation Hunger.
4. We have also prayed regularly for starving children in our own land and other parts of Africa.

P. R. Brown.

.....
MRS P R BROWN

JUNIOR PREPARATORY (PREVIOUSLY KINDERGARTEN DEPARTMENT) REPORT : NOVEMBER 1984

Staff

We are sad to say good-bye to Mrs Beck who has taught Sub A at Herschel for the past 10 years. She is, on the advice of her doctor, to retire from teaching and the Junior Preparatory Department will miss her quiet, sound teaching and pleasant personality.

Mrs de Villiers, in Sub B for this year, is to return to Johannesburg with her husband. She has been a very stimulating teacher and has brought many new ideas to our Department this year. We shall all miss her.

Parents and Teachers

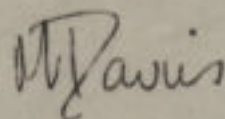
A very successful wine-tasting arranged by K.W.V. and organized by Mrs Walker was held for Pre-Prep, Sub A and Sub B parents. Std 1 (1985) parents will be introduced to the ways, policies and rules of the Prep School and Standard One at a meeting on Monday 12 November.

Pre-Prep, Sub A and Sub B parents have been invited to a Cards and Christmas fun time on the 4th December when the children will tell the story of Christmas in song.

A Sub A to Std 1 swimming gala will be held on 5th December at 9.30 a.m.

We look forward to seeing our parents at Open Day on 5th December when our classrooms will be on view.

New Sub A and Pre-Prep parents and children will attend meetings on Monday 3rd December to introduce them to Herschel and to make them familiar with the school.



M DAVIES
JUNIOR PREPARATORY DEPARTMENT.

MEETING OF BUILDING COMMITTEE HELD ON TUESDAY 9 OCTOBER 1984
AT HERSCHEL SCHOOL

PRESENT: Miss P A Geldard (Headmistress)
 Mr G J van Zyl
 Mr L C Saxby (Secretary)
 Mr B Parks
 Mr R W Hendry
 Mrs M Buntmann (Housemistress)

HOUSEMISTRESS' QUARTERS

These need to be altered to allow for more privacy and more convenience.

The idea would be to separate the present housemistress' and assistant housemistress' accommodation from the pupils' boarding accommodation. At present, the accommodation for housemistress and pupils is interlinked on the floor above the administration and headmistress' office.

A suitable separation could be brought about by constructing a dry wall partition across the passage just short of the assistant housemistress' bathroom. The accommodation beyond this would all become that of those responsible for the supervision of the boarding house. The dry wall partition would have a non-lockable door. In constructing the wall and restricting the area beyond to the house staff only, two bedrooms with two pupils in each would be lost to the boarding house as these bedrooms would be incorporated into an altered housemistress' quarters layout.

STD 8 DORMITORY

At present most cubicles have two beds in them. The feeling is that such an arrangement is a little cramped - especially in summer - and that the existing cubicles could be made slightly smaller and be furnished with only one bed and accessories. Such an arrangement would mean the removal of five of the present 15 beds.

STD 5 DORMITORY

At present there are seven beds. An improvement would be the removal of one bed resulting in a dorm of only six beds.

STUDY DORMITORY

The feeling was that while ideally the senior matric girls (Prefects at least) should have a study as well as a room, the space available in the present structure did not make this possible.

It was suggested however that the Head Prefect of the boarding house should have this privilege. The present study dorm with two beds would become the study and a room for the head of the boarding house. The result would be the loss of a single bed.

The remainder of the pupil accommodation was looked at and it was decided that for the present it was satisfactory.

From the above therefore, to accommodate the same number of boarders as currently occupy the boarding house, space for an additional ten pupils will be required.

LANGUAGE ROOM

Consideration was given to the language room nearest to the sick room area being converted into a dormitory with cubicles. Such a move would possibly require the construction of an additional classroom although Miss Geldard pointed out that of the three language rooms available, two were essential and one could possibly be considered for boarding accommodation.

NEW BOARDING HOUSE

The question of a whole new boarding house being constructed on the estate away from the present establishment was briefly discussed. The expense of such a structure and the charm and attractiveness of the present set up to both parents and pupils alike were considered by the meeting to preclude further discussion on a new structure at this time.

ADMINISTRATION AND PRINCIPAL'S ACCOMMODATION

The first priority is to provide a PABX system for external and internal communication.

It was decided that a re-arrangement of the accommodation presently suitable to the Headmistress should be held over until the new Principal is appointed. Alterations to existing rooms were discussed and various possibilities put forward for converting the present residential and administrative facilities into a purely administrative and parent/child reception set up for the new Principal and the administrative staff. While it is almost certain that residential accommodation will have to be provided for a new Principal, the form it should take, i.e. purchase of a conveniently situated house or construction of a house on the estate, etc. should only be finalised after the requirements of the person to be appointed have been established. The Committee felt however that the Architect should be approached with a view to providing a sketch plan for a possible house to be built on the estate. Such a sketch plan would be shown to potential appointees.

HERSCHEL ASSOCIATION

Selection Committee of The Council :

Chairman : W. Marshall Smith
 Deputy Chairman : D.J. Loch Davis
 Members : Ms J. Heywood
 Mr G. J. Van Zyl
 Co-opted : Miss P Geldard (Headmistress)
 Mr J Peake (Diocesan College)
 :

TIMETABLE

Item	Date 1984	Event	Action By
1.	2 October	Letter mailed re Miss Geldard's retirement mailed to parents and Council members	WMS/DLD
2.	"	Retirement Announcement to staff	PG
3.	"	Retirement announcement to school	PG
4. By 31 October		Draft press advertisement (form 1)	WMS/DLD
5. By 14 November		Selection Committee approves advertisement and settles list of publications	All
6. By 16 November		Archbishop approves advertisement	WMS/DLD
7.	30 November	Advertisements appear in press	WMS/PG
	1985		
8.	31 January	Closing date for applications	
9. By 15 February		Sub-committee meets to consider applications and agree suitable candidates	All
10. By 22 February		Meeting with Archbishop	WMS/DLD
11.	25 February	Forms mailed to referees of suitable applicants (form 2)	WMS

TIMETABLE

Page 2

Item	Date 1985	Event	Action By
12.	29 March	Referees' forms received by this date	WMS
13.	12 April	Evaluation checklists completed (form 3)	WMS/DLD
14. By 19 April		Sub-committee meets to settle short list	All
15. By 31 May		Sub-committee interviews of short list candidates completed by this date	All
16.	7 June	Sub-committee meets to choose new principal	All
17. By 14 June		Chosen candidate meets Archbishop	WMS/DLD
18.	17 June	Council meeting to appoint new principal	All
19.	18 June	Letter regarding appointment mailed to parents	WMS/dld
20.	"	Appointment commencement to staff and school	PG

Minutes of Meeting of Sub-Committee for Selection
of Principal, 14 November 1984

Present: Mr W Marshall Smith (Chairman)
Mr G van Zyl
Mr J Peake
Miss P A Geldard

Apologies were received from Mrs J Heywood and Mr D J Loch Davis.

Matters discussed

1. The draft time-table submitted by the Chairman was unanimously approved.
2. It was resolved that the full Council must finally interview two or three candidates selected by the Sub-Committee.
3. The draft advertisement was approved after some alterations had been made to the wording. It was agreed that this shall be inserted in a number of South African and Zimbabwean newspapers as soon as possible. Members agreed that we should also advertise in England and Mr Marshall Smith undertook to telephone the educational agents, Gabbittas and Thring, in London, to ask for their assistance in the placing of the advertisements. On receipt of applications and the curriculum vitae etc. a letter would be addressed to applicants asking for additional information.
4. The draft referees' report form was not approved. Mr van Zyl suggested that instead a letter should be sent to referees asking them to comment on certain listed attributes in their letters of reference.
5. Mr van Zyl undertook to write to Private Schools and other educational institutions giving notice of the advertisement.

APPOINTMENT OF PRINCIPAL FOR HERSCHEL SCHOOL, CLAREMONT, CAPE

Senior members of the teaching profession are invited to apply to take up the abovementioned post with effect from 1 January 1986.

Herschel is a private Anglican School for girls from pre-primary to Matriculation. It has a teaching staff of 50 and caters for 500 pupils of whom 80 are boarders.

Candidates may be married or unmarried, of either sex, and must be Anglican communicants. The salary and benefits will be commensurate with the responsibilities of the position.

Applications should be addressed in writing to the Chairman, Selection Committee of the Council, Herschel Association, Claremont, 7700 Cape Town, with a curriculum vitae, the names of two referees and a recent photograph. Applications must be received by 31 January 1985.

19.11.1984.

Herschel Preparatory School Committee Report to Council

At our most recent meeting held at the school on 25th October 1984, the following items of general interest were discussed;

1. Public Relations;

Prep School Representatives on the Public Relations Committee are Mrs V. Walker and Mrs Lorna Ramsden. Mrs Ramsden (an Old Herschelian) has also been appointed to the Committee.

2. Meeting with Parents;

These continue to be organised by class representatives with great success. A family braai was to be held for the Standard V's and ± 150 people were expected - a record!

3. Academic;

- a. There is a strong feeling that the girls need to fit into a competitive world and the parents would benefit by a class average being shown on reports. Mrs Brown is unhappy about this and hopes to explain to the parents the approximate percentage that girls in each standard should achieve. The matter was left like this at this stage.
- b. Computers were being widely used but although the Resources Centre is a great asset, it appears that a Video room is also needed as a whole class cannot be accommodated to watch TV while others use the computers. Possibly TV could be moved to the KG empty class-room next year, as an interim measure.
- c. I have enclosed a copy on the Private School System in U.S.A. taken from the New York Times dated November 14th, 1984, for Miss Geldard, Mrs Brown and the Education Committee's interest.

4. General;

A succesful year with closer Staff/Parent relationship.

BRENDA-LYNNE HOFFMAN

PR COMMITTEE REPORT : 19 NOVEMBER 1984

The Committee met with five interested and concerned mothers - two of whom are by training PR people. Various matters arose from this, and the overriding request was that there should be more contact between parent and parent - parent and teacher and parent and council. Follow up meetings are arranged for 12th & 13th November. Miss Geldard has agreed to arrange social meetings in the school hall next year where staff and parents can have a chance of meeting socially and getting to know each other. It is hoped that the Council members who are parents will be there when their daughters form meets and that as many Council members as possible will attend these meetings. They will take the form of a cocktail party after which Mr Pyott will chair a short meeting to get feedback from those present on how they feel it went etc. Standard 6 will meet first, as they are new to the senior school on 5th February. Then Std 7 & 8 together on 12th February. Then 9 & 10 on 19th February.

There seems great confusion amongst parents as to what is the correct form of communication with the school. There was dissatisfaction with form mistresses who seem to know very little about the child and about their work

After the meeting on 12th & 13th November it is hoped that the ideas put forward will be crystallized into a more workable action schedule.

REPORT OF THE EDUCATION COMMITTEE

The question of the possible granting of incentive bonuses to teaching staff was referred to the committee by Council.

This is an issue which has been considered by the committee on a previous occasion and it is important that when it is re-examined, it should receive the consideration of the full committee. The chairman has been indisposed as a consequence of orthopaedic surgery, and Professor Ashley of the Department of Education at UCT, who is to be appointed to this committee, has not attended a council meeting as yet.

There seemed to me to be little point in John Mudge and I (neither of whom is a professional educationist) meeting to discuss this with the headmistress. Accordingly, I decided to leave the matter in abeyance until the committee is at full strength.

Cape Town
19 November 1984

R M MARAIS
Acting Chairman



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 11 FEBRUARY 1985 AT 5.00 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting held on 19 November 1984.
3. Matters arising.
4. Headmistress's report.
5. Reports by Committee Chairmen.
6. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 11 FEBRUARY 1985

AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Professor M Ashley
Mr R Hendry
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Advocate R Marais
Mr J Millar
Mr J Mudge
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mrs A Snyders
Mr G J van Zyl
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

IN ATTENDANCE. Mrs P Brown (Head of Preparatory School)

MINUTES.

Minutes of the meeting held on 19 November 1984 were approved.

PREPARATORY SCHOOL REPORT.

In view of the potential danger of the balcony in the new block at the Preparatory School Mrs Brown would obtain a quotation from Moweld to provide extra protection and advise the Building Committee accordingly.

PREPARATORY SCHOOL COMMITTEE REPORT.

Parents were to be circulated to find who were willing to serve and calling for nominations.

Mrs Brown then left the meeting.

HEADMISTRESS'S REPORT

On behalf of the Council the Chairman congratulated the Headmistress and Staff on the 1984 Joint Matriculation Board results. The Council members also expressed their appreciation of the high standard Mrs Gillham has maintained as Editor of the School Magazine over the years. It was resolved that parents would continue to be charged the full amount for the magazine and that Mrs Hoffman would find out how many Old Herschelians actually wanted a magazine before the question of a subsidy for them could be discussed.

It was unanimously agreed that we ought to have a Chaplain subject to it being financially possible. After considerable discussion it was resolved that the Headmistress and Education Committee should make a specific proposal.

BUILDING COMMITTEE REPORT

It was confirmed that R15 000 of the R50 000 for alterations to the Housemistress's and boarder's accommodation with the Senior School was allocated to the refurbishing of the area, which would start shortly. There was a lengthy discussion as to whether we should upgrade the quality of Senior Housemistress when the accommodation was improved. The Headmistress spoke in support of Mrs Buntmann and said that at present the atmosphere in the Boarding House was a happy one. It was decided that

Building Committee Report cont.

a Sub-Committee consisting of Professor Ashley and Mrs Snyders should check on the staffing and cost effectiveness as well as the happiness and education of the boarders.

PUBLIC RELATIONS COMMITTEE REPORT

The Standard X social was considered a success but certain Council members had reservations about the "question and answer" part of the meeting as did some members of staff. It was agreed that this would have to be watched carefully. Mr Pyott said that he would ensure no abrasive questions would be asked and that those attending these social gatherings in the future would be advised that not all questions would necessarily be answered. Professor Ashley said that the school would get more out of teachers by encouragement than by threatening.

FINANCIAL COMMITTEE REPORT

It was agreed that an I.B.M. personal computer and a word processor should be purchased for the school administration. The cost would be approximately R10 000. The Diocesan College would be contacted, prior to the purchase, for their advice and experience.

LETTER TO PARENTS

The Headmistress agreed to send a letter to parents from time to time similar in content to her report to Council but with appropriate additions or deletions.

The next meeting will be held on 13 May 1985.

The meeting closed at 7.00 p.m.

DATE... 13-5-85

CHAIRMAN... *[Signature]*

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

Senior School

Enrolment

	<u>Total</u>	<u>Boarders</u>
Std X	43 (2 classes)	11
Std IX	50 (2 classes)	16
Std VIII	69 (3 classes)	18
Std VII	46 (2 classes)	9
Std VI	49 (2 classes)	9
	<u>257</u>	<u>63</u>

This number includes 28 new pupils who have come to us from 24 different schools both from within the Republic and from other countries.

The slightly lower number in the Boarding House has enabled us to provide better accommodation in the so-called 'Senior Balcony' in that cubicles previously shared by two girls are now being occupied as single rooms.

1984 Joint Matriculation Board

I am happy to report that once again (for the sixth successive year) all girls passed, 37 with Matriculation and 5 with School Leaving Certificates. The two girls who had gained A aggregates in their own internal examinations last year succeeded in doing so in their finals too, and there were in addition 14 subject distinctions (shown in brackets below).

A aggregates

Stephanie Dutkiewicz (Geography; Physical Science)
Dorrit Zelezniak (French; Mathematics)

B aggregates

Nicola Caine (French)
Leanne Carlyle (English)
Christine Dunckley
Linda Graaff
Susan Levett (English)
Nicky Newton-King
Wendy Perold (Afrikaans; English)
Linda Willis (Linda Willis)

C aggregates

Lisa Bailey
Wilhelmina Bray
Sarah Cross
Sally Dicey
Claudia Fioravanti (Typing)
Ingrid Hommersom (Typing)
Ailsa Leith
Ilse Richter
Judith Schulman (Mathematics S.G.)
Catherine Shub (English)

1984 Joint Matriculation Board cont.

There was only one girl Margaret Malherbe who failed to get a Matriculation pass through inadequate performance - the other four School leaving Certificates were because of subject choices - and there was only one subject failure (Claudia Fioravanti's FF for Mathematics)

The Herschel subject averages are as follows, the + or - sign indicating an improvement or otherwise on last year's average:

Subject	Average %	No. of pupils
+ Music H.G.	70	2
+ English H.G.	66,7	37
+ English S.G.	65	5
+ Speech and Drama	65	7
+ French H.G.	64,4	16
+ Art H.G.	64,2	13
+ Latin H.G.	63,6	7
- History H.G.	63,2	11
+ History S.G.	62,5	4
- Physical Science S.G.	62,5	4
+ Afrikaans H.G.	60,3	37
- Mathematics H.G.	58,5	10
- Physical Science H.G.	58,2	11
+ Home Economics H.G.	57,5	4
+ Geography H.G.	56,4	11
- Typing S.G.	56,1	9
- Afrikaans S.G.	55	3
+ Biology S.G.	55	6
- Geography S.G.	55	1
+ Home Economics S.G.	55	1
- Mathematics S.G.	53,2	25
- Biology H.G.	52,4	23
+ Xhosa	45,3	6

Last year we were able to compare our Herschel averages with those of all white schools who wrote J.M.B. Unfortunately this year the summary analysis sent us by the Secretary is based on all schools (black as well as white) and the averages are regrettably therefore so low as to make a comparison valueless.

School Magazine

It was decided not to rush publication of the Magazine at the end of last term but to follow the practice of most other schools in aiming for publication early in the year. This enables one to include both the J.M.B. results of the outgoing Matric class and the Prize list.

At the request of many we have decided to include, too, Nicola's Farewell address as delivered on Speech Day - a memorable speech from a fine Head Girl.

As Editor of the School Magazine Mrs Gillham deserves our thanks for so willingly undertaking this responsibility year by year: it is a tremendously time-consuming task and she has been able to maintain a high standard each year. In spite of efforts to keep the overall cost as low as possible, the Magazine last year cost R4.00 per copy and is likely to cost more this year. In the interests of good public relations I feel that parents should not be charged the full amount but that Herschel should follow the practice of most other schools and subsidize the Magazine.

Start of first term

The School Calendar indicates many of the activities planned for this term. In addition Mrs Beames is planning to take a group of History Society members to visit Westoe House and Miss McKenna to take the Standard VII's to the Worcester Open Air Museum. Instead of the talk by Mr Diepeveen scheduled for last week's Sociological Club, we had Rosemary Lapping, our Pottery teacher give a delightful and refreshingly original talk and slide-show entitled 'Art in Everyday Life'. We are looking forward to 'As You Like It' at Maynardville this week. On Saturday mornings there are eight tennis teams playing matches against other schools and the Swimming team have already begun training for the Inter-Schools' Gala. We congratulate Penny McClurg (Standard VI) on being chosen for the Western Province Currie Cup team (for the 'butterfly' event.)

Staff

We welcome the following teachers to the Senior School staff this year:

- 1) Mrs Adley (Mathematics)
- 2) Mrs Eddy (English and Guidance)
- 3) Mrs Brathwaite (as Librarian)

In addition, Mrs Brockbank, who in the past two years has taught Speech and Drama mainly to Prep. School pupils, is now covering most of the Senior School work previously handled by Mrs Saffery.

Divinity and Chapel

Divinity lessons this year are being taken by the following people:-

- | | |
|-----------------|-----------------|
| Std VI - VIII : | Miss McKenna |
| Std IX : | Mrs Eddy |
| Std X : | Rev. David Cook |

Rev. Cook will also be taking one or two weekly evening Chapel services for boarders and some of our Sunday services, and also the Confirmation classes from the second quarter. Rev. John Frye will be responsible for the Thursday Communion services. So far this term our Sunday services have been taken by Mr David Christie (a Herschel parent) and Rev. Kirk, Chaplain of the Diocesan College.

Full-time Chaplaincy

You will recall that my previous attempts to obtain a full-time Chaplain had no success simply because there was no-one suitable who was available at the time. Since then I have been in contact with Rev. Trevor Tyers who indicated to me that he has felt a definite sense of vocation calling him to work within the Private School movement. He is at present at the All Saints Anglican Church in Durbanville; I know that he is very highly respected and has an excellent rapport with children and teenagers as well as adults; I feel therefore that he would be an ideal School Chaplain who could be given responsibility for the entire Herschel community, Senior and Preparatory Schools, academic and non-academic staff, and even the parent body. I would be glad if a sub-committee or perhaps the Education Committee could be authorized to interview him.

School Prefects 1985

Our Head Girl and Deputy Head Girl attended a Conference organized for Head Prefects at Stellenbosch University last week-end. They said that this was very worthwhile.

SCHOOL PREFECTS 1985

<u>Head Girl:</u>	Karen Dudley
<u>Deputy Head Girl:</u>	Marion Edmunds
<u>Head of Jagger:</u>	Beth Stuart-Findlay
<u>Head of Merriman:</u>	Caroline Christie
<u>Head of Rolt:</u>	Kyra Pratt
<u>Head of Boarding House:</u>	Deirdre Murray
<u>Deputy Head of Boarding House:</u>	Sonja Petrus

Others:

Joanna Growse

Roshan Karjieber

Alison Kebble

Alison Moultrie

Catherine Stamper

Additional Boarding House Prefects:

Helen Botma

Susan Böttger

Philippa Muir

Signed P A Geldard

PREPARATORY AND JUNIOR PREPARATORY REPORT FOR COUNCIL

We welcomed Mrs Forrester as our Librarian and Mrs Alexander as Sub B teacher this term. They have settled in quickly and we are very happy with them both.

We had a good intake into Pre-Prep this year, starting with 19 pupils. Our numbers in Sub A have risen to 19, there being 9 new girls. Including Pre-Prep we have a total of 41 new girls this term. Our total number in the Prep School is 237 pupils.

On Monday 28th and Wednesday 30th January we held meetings with parents of Std I and II, and III, IV and V respectively. The evenings started with coffee in the staff room at 7.45 p.m. This broke the ice and everyone was able to relax over the coffee cups. It was obvious on both evenings that the parents were enjoying the opportunity of meeting with their friends. A little later, the bell was rung and everyone went to their daughter's classroom. The Staff were able to meet parents and explain what the children would be doing this year, how the Prep and Games Timetables work and were also able to answer questions about all sorts of related subjects. All the Staff are agreed that this was a resounding success.

The potential danger of the balcony in the new block has been brought to our attention by a parent. We are most concerned and suggest that some form of extra protection be provided above the existing railing and possibly also below it. We are thinking in terms of a border of ironwork as in burglar guards, to raise the level to a height where the children are not able to sit on the top bar. This would seem to be a matter of urgency.

PAT BROWN
Head of Preparatory

HERSCHEL SCHOOL COUNCIL

BUILDING COMMITTEE REPORT : 11 FEBRUARY 1985

The following aspects of school development and maintenance are currently being undertaken.

1 Housemistress' Accommodation

The Architect is preparing plans for the internal reconstruction of the Housemistress' accommodation. A quotation for the work has been called for from a Contractor and it is our intention to proceed with (and hopefully complete) the work during the mid-year winter school holidays. In the same area presently occupied, the accommodation will provide the Housemistress with a bedroom, sitting-room, office and bathroom. There will also be an Assistant Housemistress bedroom. When the Assistant is in residence she will share the senior housemistress bathroom. This accommodation will be separated from the remainder of the boarding house by double swing doors. The loss of accommodation to the boarders will be two beds.

2 Boarders' Accommodation

On 19 December 1984 a meeting was held at the School to view and discuss alterations to the boarding house accommodation for the girls. Present at the meeting were Messrs Marshall-Smith, Hendry and Parks and previous head of boarding house Nicky Newton-King. From the discussions several aspects for the improvement of the girls' accommodation became apparent.

- *(1) The girls prefer showers to baths. (This is also more economical.)
- *(2) There has been insufficient hot water for baths and showers. Some girls have found it necessary to bath late at night after the water has reheated.
- (3) It is essential that the Head Prefect has her own study/bedroom.
- (4) Desirably all individual clothes cupboards should have proper locks. Clothes and private possessions have 'walked'.
- *(5) There is a shortage of WC's in the boarding house.
- *(6) The matric dorm is cramped with six cubicles; four would be preferable with proper doors rather than curtains. The balance of matric boarders would be accommodated either in a section of the blue dormitory or in the dormitory to the south of the Standard 8 dormitory.
- (7) The Standard 6 dormitory (balcony dormitory) has been arranged with fewer beds. The beds however should be placed against the windows with the through passage behind against the wall.

The beds and lockers should be curtained into cubicles.

*(8) While the flat roof area outside of the matric dormitory could be landscaped and used by the girls to a greater degree, there are several structural aspects requiring prior attention. General waterproofing and maintenance to the roofing and drainage is urgently required. This may be followed by making the area more attractive for use by the girls.

The items marked * are being considered by the Architect and the necessary expansion of facilities have been included in the quotations requested. The intention is that such construction as is required will be undertaken during the winter school holidays. The remaining items and other similar items relating more to internal redecoration are being considered by Mrs Hoffman.

3 School Gates

Erection of the gates to the school hall entrance has been completed at a cost of R2 030.

4 Junior School Sundries

Signboard:

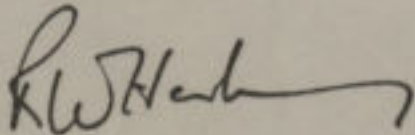
A Junior School directionery signboard has been prepared and negotiations for signwriting are in hand. It is intended to erect the board at the corner in Kenmore Crescent. It is anticipated the total cost will be approximately R140.

Braaivleis Facilities

Two half oil drums on stands are being prepared for the Junior School. These will be portable and robust and should serve the School's braaivleis needs for several years. These will be available within a week or two for an anticipated cost +R20.

External Lighting

A form of lighting is being investigated to illuminate the area of trees outside the hall. It is probable that the light will be in the form of a floodlight fixed to a high section of the building. It will be used only on special occasions.



Roger W Hendry Pr Eng
Chairman, Building Committee

HERSCHEL SCHOOL COUNCIL

Report from the Public Relations Committee

We held no formal meeting. A lot of reports, letters etc. went to class representatives once Miss Geldard gave us the dates for the parent/teacher/council socials for each class.

The Standard X social was held in the Library on Monday 28 January. The School, through Mrs Taylor, provided excellent snacks and Mr Park did an excellent job at the bar. I think it was a well worth while exercise - Richard got an informal meeting going and some good ideas were voiced.

For example:-

- 1) The whole approach to computers may be worth re thinking. Having computers which are hardly used and then only in a "club" context is doubtful. Should we not have a computer lesson at least once a week for everyone?
 - 2) If we are teaching typing it does make sense to have a word processor, for today all offices seem to have them.
 - 3) A proper School Hall and stage.
 - 4) The form of detention given.
 - 5) The appearance of girls and the uniform were brought up.
- The last two I will take up with the appropriate people.

But on the whole, I think it was a very constructive evening, and I think it will be better as we go down the lower classes. I do want to thank Council members who came and greatly added to the stature and quality of the occasion.

The next social is for Standard IX and will be held on 12 February in the Library again. Then Standard VIII on Thursday 21 February, Standard VII on Monday 4 March and Standard VI on Wednesday 20 March.

HELEN NEWTON THOMPSON

30.01.1985.

HERSCHEL PREPARATORY SCHOOL COMMITTEE

Report to Council for meeting to be held on Monday 11th February 1985.

The Committee have not met as yet this year.

On Thursday, 7th February 1985, Miss Geldard, Mrs Snyders and myself will meet to discuss the formation of the Committee for 1985.

Many parents have expressed the wish to be given the opportunity to serve, so we will be formulating a system of election. We will also be defining the roles of the members. There have already been staff and parent meetings in all the classes this year.

BRENDA-LYNNE HOFFMAN



Herschel
Claremont
Cape

8 February 1985

Dear Old Herschelians,

Our 1984 Matrics did extremely well in their Matriculation exams, achieving two A aggregates and 14 distinctions, including 5 in English. Each student who wrote university exemption succeeded, and for the sixth year in succession there were no failures. We also have 42 new members of the Association, of whom we are justifiably proud. Welcome to the Association! Nicky Caine won the Old Herschelians' Prize and delivered a memorable address at Speech Day.

The Old Herschelians in Cape Town enjoyed an excellent luncheon at the new Vineyard Hotel in October, efficiently organised by Judy Smuts. We closed the books at fifty guests and were fascinated by Pauline Mann's (Vogelpoel) speech. She is a distinguished Old Herschelian, living in Basle, and was for many years Secretary of the Contemporary Arts Section of the Tate Gallery. The 1959 Matrics used the occasion to celebrate the 25th anniversary of their matriculation. Ten of us got together and reminisced. It is hoped that the 1960 Matriculants will have a reunion this year and they are asked to contact Jenny Wynne (Brimble) at 34 Eyton Road, Claremont, 7700, (telephone 779053) who has agreed to arrange this.

Pamela Geldard, our Headmistress, will be retiring at the end of 1985. Sadly she lost both her parents last year and has decided to enjoy some travel and recreation time, having been our Headmistress for 7 years, and Headmistress of Epworth in Pietermaritzburg for 10 years. Fortunately she will still be with us this year.

Mary Browne, our ally and friend, has retired to England after 10 years on the Staff. She will be sadly missed as she always championed our cause and enriched our lives in many ways. We have great pleasure in conferring on her honorary life membership of the Old Herschelians' Association.

For many years our accounting has been done on an honorary basis by Mr Traillwood, the grandfather of Old Herschelians, Lindsay and Nicky Jones. He is retiring now and we thank him most sincerely for his valuable help over the years.

Mrs Elisabeth Stockwell, Herschel Archivist, is hoping to organise a History of the school. She would be pleased to have any anecdotes and information that the Old Herschelians would like to give her. Please write to her at 8 Cores Road, Bergvliet, 7800. (Telephone 721806). She is planning a small exhibition of Archival material for Founders' Day, so I do hope you will be there to enjoy it.

In case you are wondering what has happened to the school magazine, it will in future appear during the first quarter of each year. Those of you who have ordered the 1984 magazine will receive your copy shortly.

DATES TO DIARISE FOR 1985

FOUNDER'S DAY

This will be held on Friday, 15th February. All Old Herschelians are invited to the service in St Saviours at 10 a.m., followed by tea under the ilax tree at 10.45 a.m. The A.G.M. will be held in the Library at 11.30 a.m. We will have much on our agenda and I do hope you will make a special effort to attend. As usual, the meeting will be followed by lunch in the dining room at 12.45 p.m. The Inter-House swimming gala will commence at 2 p.m. and you are all invited to attend and join in the fun.

MATRIC LUNCHEON

This will be held on Wednesday, 18th September, at 12.45 p.m. in the School Hall. We would like as many of you as possible to join us. Please contact Di (64-1647) for details.

CAROL SERVICE

This is provisionally set for Wednesday, 4th December at 8 p.m. This date is still to be confirmed, so please check with Di or the office (64-4010), if you intend coming.

LONDON MEETING

This is held annually in May and the President is Pat Forester-Bennett (Halley) of West Court Place, West Monkton, Taunton, Somerset. Please contact her if you will be in London then.

JOHANNESBURG MEETING

Lyn Rowand has kindly agreed to hold a reunion every second year for Old Herschelians living in the Transvaal. She is hoping to arrange a function in September this year. Please contact her at 011-7889836 or 62, 5th Avenue, Inanda, 2196, for further details.

The Life Membership subscription has been raised to R50. If you know of any member who is not receiving correspondence from the Association, could you please contact our secretary, Di Burns, 6 Rose Street, Newlands, 7700, who will rectify matters. Also, please inform us of any change of address. We are looking for somebody to assist us in computerising our addresses, to facilitate correspondence. If anyone has access to a computer or addressograph we would appreciate your help.

We are looking forward to seeing you on Founder's Day on February 15th.

Yours sincerely

Brenda-Lynne Hoffman.
(Chairlady)



HERSCHEL
CLAREMONT 7700
CAPE

THE ANNUAL GENERAL MEETING OF THE HERSCHEL
ASSOCIATION WILL BE HELD AT
HERSCHEL ON MONDAY 13 MAY 1985 AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirm Minutes of the A.G.M. held on
7 May 1984.
3. Annual Financial Statements at 31 December 1984.
4. Appoint Auditors for the ensuing year and fix
their remuneration.
5. Election of Council Members.
6. Election of Office Bearers.
7. Election of Committee Members.
8. Any other business.

HERSCHEL ASSOCIATION.

ANNUAL GENERAL MEETING 13 MAY 1985.

Council Members

Elected by Council

Mrs Hoffman	12-2-80
Mr Peters	14-9-81
Prof. Ashley	19-11-84
Mrs Newton Thompson	2-8-82
Mr Hendry	25-4-83
Mr. Miller	25-4-83
Mr. Pyott	8-8-83

+ 1 Vacancy

Appointed by the Archbishop.

Adv. Marais	7-5-84
Mr van Zyl	7-5-84
Mr. Mudge	7-5-84
Mrs. Haywood	7-5-84
Mrs. Snyder	12-2-80
Mr. Marshall Smith	12-2-81
Mr. Loch Davis	14-9-81

+ 1 Vacancy.

Dates given are the dates members elected or last re-elected.

One fourth of the Council retires annually but are eligible to be re-elected or reappointed.

~~The four members due to retire are~~

Present Office Bearers.

Chairman	Mr. Marshall Smith
Deputy Chairman	Mr. Loch Davis
Secretary/Treasurer	Mr. Saseby.

Present Committees.

Finance/Administration.	Mr Peters, Mr Miller
Public Relations	Mrs. Newton Thompson, Mr Pyott.
Buildings/Grounds.	Mr. Hendry, Mr. van Zyl.
Education	Mrs. Haywood, Adv. Marais, Mr. Mudge, Prof. Ashley.
Prep. School	Mrs. Hoffman, Mrs. Snyder.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL ASSOCIATION

(INCORPORATED ASSOCIATION NOT FOR GAIN) HELD ON

MONDAY 13 MAY 1985 AT 5.00 p.m.

PRESENT. Mr W Marshall Smith (Chairman)
Prof. M Ashley
Mr R Hendry
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Adv. R Marais
Mr J Millar
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mrs A Snyders
Mr G van Zyl
Miss P A Geldard (Headmistress)
Mr L Saxby (Secretary)

APOLOGIES. Mr J Mudge
Dr C R Meintjes

APPOINTMENT. Dr C R Meintjes has been appointed the Provincial Administration Representative to replace Mr W M Diepeveen.

MINUTES. Minutes of the meeting held on 7 May 1984 were confirmed.

ANNUAL FINANCIAL STATEMENTS. The Annual Financial statements for the year ended 31 December 1984 had been circulated. It was agreed that the Accounts and Report be adopted and that they be signed by Mr Marshall Smith and Mr Peters.

AUDITORS. Messrs Arthur Young and Company were appointed Auditors for the ensuing year. The Council expressed its thanks for the work done.

COUNCIL MEMBERS. Mr Marshall Smith, Mrs Hoffman and Mrs Snyders resigned in accordance with the Articles of Association but being eligible were unanimously re-elected to the Council.

OFFICE BEARERS.

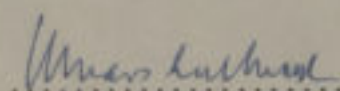
The following elections were unanimously approved:

Chairman - Mr W Marshall Smith
Deputy Chairman - Mr Loch Davis
Secretary/Treasurer - Mr Saxby

COMMITTEES.

Finance/Administration	Mr Peters	Mr Millar
Buildings/Grounds	Mr Hendry	Mr van Zyl
Education	Mrs Heywood	Adv. Marais
	Mr Mudge	Prof. Ashley
Public Relations	Mrs Newton Thompson	Mr Pyott
Preparatory School	Mrs Hoffman	Mrs Snyders

12.5.86
.....
Date


.....
Chairman

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
ANNUAL FINANCIAL STATEMENTS
AT DECEMBER 31 1984

MEMBERS OF THE COUNCIL

His Grace the Archbishop of Cape Town
Professor M Ashley
D Loch Davis
R W Hendry
Mrs J Heywood
Mrs B Hoffman
Advocate R M Marais
W Marshall Smith
J R Millar
J E Mudge
Mrs H Newton Thompson
R H C Peters
R J Pyott
Mrs A Snyders
G J Van Zyl

AUDITORS

Arthur Young & Company

BANKERS

Barclays National Bank Limited, Claremont

REGISTERED OFFICE

21 Herschel Road
Claremont, Cape
7700

CONTENTS

	Page
Report of the auditors	2
Report of the Council	3
Income statement	4
Balance sheet	5
Source and application of funds statement	6
Notes to the financial statements	7 - 11
Supplementary schedule (not forming part of the annual financial statements)	
Detailed income statement	12 - 13



Arthur Young & Company

Chartered Accountants (SA)

Main Tower Cape Town Centre
Heerengracht
Cape Town 8001
PO Box 4807 Cape Town 8000
Telephone (021) 214520
Telex 5-27069
Telegrams 'ArthYoung'

April 26 1985

REPORT OF THE AUDITORS TO THE MEMBERS OF HERSCHEL ASSOCIATION

We have examined the annual financial statements set out on pages 3 to 11.

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 1984 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 12 and 13 because some of the information is in excess of that required by the Companies Act and has not been audited in detail.

Arthur Young & Company

CHARTERED ACCOUNTANTS (S A)

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
COUNCIL'S REPORT
FOR THE YEAR ENDED DECEMBER 31 1984

NATURE OF BUSINESS

To maintain a school for girls.

STATE OF AFFAIRS

For the year under review the Association reports net retained income of R23 787,89 (1983: R26 075), after setting aside R40 000 (1983: R45 000) to the reserve for improvements and new developments.

EVENTS SUBSEQUENT TO THE YEAR END

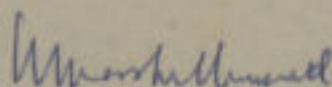
Since the date of the balance sheet no events have occurred which are material in their effect on the affairs of the Association.

MEMBERS OF THE COUNCIL

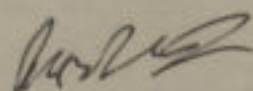
During the year Mr C J Bettison resigned and Professor M Ashley was appointed as a member of the Council.

FINANCIAL STATEMENTS

The council has approved the financial statements set out on pages 3 to 13.



CHAIRMAN OF EXECUTIVE COMMITTEE



MEMBER OF COUNCIL

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
INCOME STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1984

		1983
SCHOOL FEES	<u>R1 153 731,21</u>	<u>R1 041 415</u>
RETAINED INCOME for the year	<u>R 23 787,89</u>	<u>R 26 075</u>
After taking into account the following items of:		
INCOME		
Subsidy received from the Department of Education	59 885,00	64 155
Net profit/(loss) on disposal of fixed assets	1 680,24	(1 663)
EXPENSE		
Additional provision for accident insurance	2 160,00	1 920
Depreciation of fixed assets	37 051,70	32 570
Additional provision for unfunded retirement benefits	9 107,12	8 155
Auditors' remuneration		
Audit - current year	3 300,00	2 940
- previous year	510,00	220
Other services	350,00	290
Interest on loans	18 611,56	17 168
Amount set aside to reserve for improvements and new developments	40 000,00	45 000
Operating lease - furniture and equipment	1 344,22	1 223

NOTE:

Income and expenditure during the year,
respectively credited or debited direct
to reserves or provisions amounted to
R60 974,79 (1983 - R79 435) and R47 166,98
(1983 - R42 940) (see note 2).

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
BALANCE SHEET AT DECEMBER 31 1984

	Note		1983
Capital employed			
PAID UP GUARANTEE FUND		516,30	516
NON-DISTRIBUTABLE RESERVES	2	<u>1 012 687,58</u>	<u>941 642</u>
		1 013 203,88	942 158
PROVISION FOR ACCIDENT INSURANCE		7 220,91	4 035
PROVISION FOR UNFUNDED RETIREMENT BENEFITS		56 258,81	41 628
TRUST FUNDS	3	4 950,00	4 950
SECURED LONG-TERM LIABILITIES	4	94 575,09	94 959
FOUR SCHOOLS' TRUST LOAN	5	<u>80 676,90</u>	<u>80 677</u>
		<u>R1 256 885,59</u>	<u>R1 168 407</u>
Employed as follows			
FIXED ASSETS	6	1 024 031,00	1 012 040
INVESTMENTS	7	4 950,00	4 950
CURRENT ASSETS			
Debtors	8	72 894,31	70 401
Cash on hand and at bank		1 774,56	1 150
Cash deposits		<u>195 243,75</u>	<u>140 235</u>
		<u>269 912,62</u>	<u>211 786</u>
CURRENT LIABILITIES			
Creditors		26 574,63	42 770
Fees received in advance		8 657,67	7 876
Bank overdraft		<u>6 775,73</u>	<u>9 723</u>
		<u>42 008,03</u>	<u>60 369</u>
NET CURRENT ASSETS		<u>227 904,59</u>	<u>151 417</u>
		<u>R1 256 885,59</u>	<u>R1 168 407</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
SOURCE AND APPLICATION OF FUNDS STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1984

		1983
SOURCE OF FUNDS		
Retained surplus for the year	23 787,89	26 075
Items not involving a flow of funds		
Depreciation of fixed assets	37 051,70	32 570
Transfer to reserve for improvements and new developments	40 000,00	45 000
Increase in provision for unfunded retirement benefits less utilised	14 631,41	12 311
Increase in provision for accident insurance	3 185,73	2 260
Increase in donations for fixed assets	9 839,12	10 459
Increase in Trust Fund	- -	200
Loss/(profit) on disposal of fixed assets	<u>(1 680,24)</u>	<u>1 662</u>
	103 027,72	104 462
Funds derived from operations	126 815,61	130 537
Income from Four Schools' Trust less bursaries and scholarships	4 224,50	6 113
Proceeds on disposal of assets	9 070,00	1 555
Sundry projects: amounts received, less applied	- -	10 389
Net income from Herschel Appeal	<u>624,34</u>	<u>542</u>
	<u>R140 734,45</u>	<u>R149 136</u>
APPLICATION OF FUNDS		
Sundry projects: amounts applied, less received	7 430,17	-
Fixed assets purchased - new buildings, furniture and equipment	56 432,46	27 048
Increase in investment	- -	200
Repayment of long-term loans	384,18	1 992
Increase in working capital	<u>76 487,64</u>	<u>119 896</u>
	<u>R140 734,45</u>	<u>R149 136</u>
INCREASE IN WORKING CAPITAL		
Represented by		
Increase in cash resources	58 579,98	101 746
Decrease in other items	<u>17 907,66</u>	<u>18 150</u>
	<u>R 76 487,64</u>	<u>R119 896</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1984

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 - not depreciated

Buildings - 2% per annum on straight line basis

Furniture and equipment - 20% per annum on reducing balance

Pianos - not depreciated

Micro computers - 33 $\frac{1}{3}$ % per annum on straight line basis

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.

1983

2 NON-DISTRIBUTABLE RESERVES

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

Endowment account	48 451,53	48 451
Donations	125 652,04	115 813
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>R209 790,31</u>	<u>R199 951</u>

2.2 Herschel Appeal

Appeal fund donations received to date	344 444,16	343 944
Additional funds raised during the appeal	2 023,77	1 897
	<u>346 467,93</u>	<u>345 841</u>
Less administration expenses incurred to date	41 551,27	41 549
	<u>R304 916,66</u>	<u>R304 292</u>

The state of the Herschel Appeal at December 31 1984 was as follows

Total monies pledged	344 726,96	344 727
Less donations received to date (before deducting expenses incurred)	<u>344 444,16</u>	<u>343 944</u>
Pledges outstanding	<u>R 282,80</u>	<u>R 783</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS

AT DECEMBER 31 1984 (CONTINUED)

		1983
2	NON-DISTRIBUTABLE RESERVES (CONTINUED)	
2.3	The Four Schools' Trust	
	Share of trust income received for the year	17 837,00
	Less bursaries and scholarships for the year	13 612,50
	Less transfer to accumulated surplus	4 224,50
	<u>R</u>	<u>- -</u>
2.4	Sundry projects	
	Opening balance	48 503,43
	(Utilised)/receipts during the year (net)	(7 430,17)
	<u>R</u>	<u>41 073,26</u>
2.5	Reserve for improvements and new developments	
	Opening balance	80 000,00
	Transfer in respect of prep audio visual room completed and gates erected during the year	(19 377,45)
	Amount transferred from income	40 000,00
	<u>R</u>	<u>100 622,55</u>
2.6	Retained income	
	Opening balance	308 894,96
	Retained income for the year	23 787,89
	Transfer from The Four Schools' Trust - current year	4 224,50
	Written back from reserve for improvements and new developments in respect of projects completed during the year	19 377,45
	<u>R</u>	<u>356 284,80</u>
	<u>TOTAL NON-DISTRIBUTABLE RESERVES</u>	<u>R1 012 687,58</u>
3	TRUST FUNDS	
	Trust funds consist of the following	
	W Duncan Baxter Trust Fund	2 000,00
	Bursary Fund	2 000,00
	Sundry Prize Funds	950,00
	<u>R</u>	<u>4 950,00</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1984 (CONTINUED)

1983

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	25 999,98	26 000

	<u>41 149,98</u>	<u>41 150</u>
--	------------------	---------------

Loan 62525	53 649,86	53 909
Less current portion included in creditors	<u>224,75</u>	<u>500</u>

	<u>53 425,11</u>	<u>53 409</u>
--	------------------	---------------

o Long-term unsecured -

Pan Anglican Education Fund	- -	400
-----------------------------	-----	-----

	<u>R94 575,09</u>	<u>R 94 959</u>
--	-------------------	-----------------

4.2 Details are as follows

Secured - loans from the South African Mutual
Life Assurance Society are 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

The mortgage bonds are secured over land and buildings having a
book value of R953 389,00.

Interest on the above mortgage bonds was paid at rates from 19%
to 20% per annum.

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 1984 (CONTINUED)

6 FIXED ASSETS

	Cost	Accumulated depreciation	Net book value
6.1 Freehold land and buildings at cost (mortgaged see note 4.2)	986 770,78	33 381,78	953 389,00
Furniture and equipment	151 127,72	97 474,72	53 653,00
Motor vehicle - bus	14 985,98	2 996,98	11 989,00
Pianos	5 449,95	899,95	4 550,00
	<u>R1 158 334,43</u>	<u>134 753,43</u>	<u>1 023 581,00</u>

Cutlery, crockery and glassware at nominal value			200,00
Linen and curtains at nominal value			<u>250,00</u>
			<u>R1 024 031,00</u>

		1983	
Freehold land and buildings at cost (mortgaged see note 4.2)	967 210	16 495	950 715
Furniture and equipment	130 590	81 263	49 327
Motor vehicle - bus	11 663	4 665	6 998
Pianos	5 450	900	4 550
	<u>R1 114 913</u>	<u>103 323</u>	<u>1 011 590</u>

Cutlery, crockery and glassware at nominal value			200
Linen and curtains at nominal value			<u>250</u>
			<u>R1 012 040</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		85 455,00
Additions since - 1940 - 1947		23 184,13
1961 - 1967		36 691,01
1973		33 428,19
1974 - 1975		13 788,00
1976		105 468,42
1977		89 722,38
1978		144 903,05
1979		91 374,74
1980 - 1981		5 436,44
1982		74 216,16
1984		<u>3 113,55</u>
		<u>R 706 781,07</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS

AT DECEMBER 31 1984 (CONTINUED)

6 FIXED ASSETS (CONTINUED)

6.2 Continued

- (b) Land and school buildings known as The Hill, Kenmar Crescent, Claremont.

Cost in 1954		57 000,00
Additions since -	1955 - 1959	64 760,84
	1960 - 1965	17 203,23
	1968 - 1969	39 525,00
	1972 - 1973	3 054,35
	1974	63 349,08
	1975	16 723,23
	1976 - 1977	1 927,08
	1984	16 446,90
		<u>R279 989,71</u>
TOTAL COST		<u>R986 770,78</u>

1983

7 TRUST FUND INVESTMENTS

7.1 Listed investments - at cost

- 1 000 7½% redeemable cumulative preference shares in Safren Limited

	<u>R 2 000,00</u>	<u>R2 000</u>
Market value	<u>R 950,00</u>	<u>R 750</u>

7.2 Unlisted investments - at cost

90 paid-up indefinite period shares in South African Permanent Building Society	900,00	900
1 paid-up indefinite period share in Allied Building Society	50,00	50
R1 000 Syfisa Participation Bonds	1 000,00	1 000
R1 000 Board of Executors Participation Bonds	1 000,00	1 000

R 2 950,00 R2 950

Council's valuation

R 2 950,00 R2 950

TOTAL INVESTMENTS

R 4 950,00 R4 950

8 DEBTORS

There is a provision for irrecoverable debts of

R10 000,00 R7 000

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 1984
NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

		1983	
INCOME			
Fees			
Tuition and board	1 083 071,64	973 219	
Extra subjects	<u>70 659,57</u>	<u>68 196</u>	
	1 153 731,21		1 041 415
Registration fees	2 150,00		1 940
Lunches	11 364,35		10 770
Rent received	1 970,00		120
Subsidy - Department of Education	59 885,00		64 155
Sundry revenue	3 520,74		4 942
Bad debts recovered	- -		120
Interest received	33 503,29		11 967
Profit on disposal of fixed assets	<u>2 048,21</u>		<u>1 345</u>
	1 268 172,80		1 136 774
EXPENSES			
Salaries of staff	<u>791 108,66</u>	<u>662 519</u>	
Teaching	645 727,15	534 793	
Non-teaching	48 200,00	39 505	
Office staff	49 765,00	42 650	
Special subjects and services	<u>47 416,51</u>	<u>45 571</u>	
Wages of domestic staff and gardeners	53 328,45	48 601	
Provisions	59 580,95	55 890	
Domestic charges	<u>50 201,91</u>	<u>50 888</u>	
Electricity and gas	22 986,81	23 438	
General maintenance	12 308,44	10 847	
Laundry	5 243,36	4 885	
Miscellaneous supplies	6 081,24	8 500	
Water	<u>3 582,06</u>	<u>3 218</u>	
Sport requisites	1 581,46	1 608	
Property charges	<u>38 383,99</u>	<u>53 459</u>	
Grounds	1 901,16	1 958	
Hockey field and tennis courts	1 212,34	4 092	
General maintenance	29 996,52	20 619	
Rates and municipal services	1 014,65	1 081	
Swimming pool expenses and improvements	4 259,32	5 025	
Alterations to sick bay and laboratory	- -	20 684	
Carried forward	R994 185,42	R1 268 172,80	R872 965
			R1 136 774

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1984 (CONTINUED)

NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

			1983	
Brought forward	994 185,42	1 268 172,80	872 965	1 136 774
EXPENSES (CONTINUED)				
Administration	<u>61 526,06</u>		<u>64 871</u>	
Advertising for staff	2 142,72		1 268	
Auditors' remuneration	4 160,00		3 450	
Bank charges	1 196,65		1 578	
Bad debts written off	1 301,19		1 775	
Doubtful debts provision	3 000,00		2 000	
Class materials	22 783,69		28 453	
Miscellaneous	11 214,02		13 236	
Postages and telegrams	1 404,90		1 262	
Printing and stationery	6 552,27		5 641	
Prizes	1 772,61		1 447	
Telephone charges	5 378,10		3 924	
Motor vehicle expenses	<u>619,91</u>		<u>837</u>	
Contributions	<u>77 155,29</u>		<u>54 010</u>	
Provision for unfunded retirement benefits	9 107,12		8 155	
Pension fund	61 631,57		40 008	
Unemployment insurance fund	2 237,85		1 938	
Medical aid fund	<u>4 178,75</u>		<u>3 909</u>	
Insurance premiums	7 140,33		15 878	
Interest on mortgage loans	18 611,56		17 167	
Expenditure incurred on discontinued school hall project	3 754,10		-	
Provision for depreciation of fixed assets	37 051,70		32 570	
New linen and curtains written off	444,78		1 958	
Loss on disposal of fixed assets	367,97		3 008	
Security charges	<u>4 147,70</u>		<u>3 272</u>	
Total expenses		<u>1 204 384,91</u>		<u>1 065 699</u>
NET INCOME FOR THE YEAR		63 787,89		71 075
Amount set aside to reserve for improvements and new developments		<u>40 000,00</u>		<u>45 000</u>
RETAINED INCOME FOR THE YEAR		<u>R 23 787,89</u>		<u>R 26 075</u>



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 13 MAY 1985 AT 5.15 p.m.

AGENDA

1. Apologies
2. Confirmation of minutes of the meeting held on 11 February 1985.
3. Matters arising.
4. Chairmans report on selection of new Principal.
5. Headmistress's report.
6. Reports by Committee Chairmen.
7. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 13 MAY 1985

AT 5.15 p.m.

PRESENT. Mr W Marshall Smith
Prof. M Ashley
Mr R Hendry
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Adv. R Marais
Mr J Millar
Mrs H Newton Thompson
Mr R Peters
Mr R Pyott
Mrs A Snyders
Mr G van Zyl
Miss P A Geldard (Headmistress)
Mr L Saxby (Secretary)

APOLOGIES. Mr J Mudge
Dr C R Meintjes

MINUTES.

Minutes of the meeting held on 11 February 1985 were approved.

NEW PRINCIPAL.

The Chairman reported on the progress made by the Selection Committee. A short list of five applicants had been compiled, four of whom have been interviewed and the fifth would be seen on 20 May. The standard had been good. Council members could read the relevant C.V.'s if they wished. The Selection Committee must complete negotiations, including the "salary package", and then present this to Council for approval. In the event of a marginal choice the Committee would prepare a paper for Council for their consideration and decision. Council would be convened as soon as possible after meeting the final candidate.

HEADMISTRESS' REPORT.

The girls the Headmistress was taking to the Grahamstown Festival would share a bus with S.A.C.S. this year. Alison Moultrie and Sonja Petrus had been chosen for Rotary Exchange. Standard VI have won the spelling contest for the second year running. The Headmistress would send a newsletter to parents.

PREP. REPORT

The Prep. was congratulated on raising R5000 from the sale of bulbs for an inter-com. system.

BUILDING COMMITTEE REPORT.

The senior Boarding House had been refurbished during the holidays and the renovation work planned for the housemistress' area would be undertaken by C J Wade (Pty) Ltd during the coming holiday. The Headmistress expressed her appreciation of the improvements and said the girls and parents were delighted.

It was agreed that any items of major expenditure would be passed by the committee concerned and then agreed by the finance committee.

PREP. SCHOOL COMMITTEE REPORT.

The Committee was very happy with the way things were going.

EDUCATION COMMITTEE REPORT.

It was agreed that the post of School Chaplain be shelved but should be reconsidered when funds became available.

PUBLIC RELATIONS COMMITTEE REPORT.

The Committee has now had each class social with staff. The Headmistress agreed to answer items raised in her newsletter to parents indicating what action was to be taken in each case.

FINANCE COMMITTEE.

The school had a surplus of R5000 for the first term and it was anticipated that it would break even at the end of the year. It was agreed that fees should not be raised at this time.

In order to enable the Finance Committee to prepare the 1986 Budget in time to be approved at the Council meeting on 9 September, committee chairmen must advise Mr Saxby by 31 July of any items they wish to be considered for incorporation in the 1986 Budget.

SPEECH DAY SPEAKERS.

The Education Committee would arrange speakers for the Senior and Preparatory speech days.

FUND RAISING.

A letter from the National Fund Raising Council offering to investigate our fund raising potential was considered. It was agreed that the Headmistress would advise then that their services were not required.

STAFF-COUNCIL DINNER.

The annual dinner for Staff and Council members would be held after the Council meeting on 9 September.

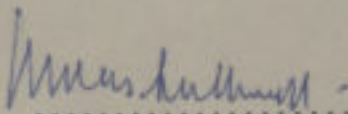
BOARDING HOUSE STAFF.

The Sub-Committee investigating the Boarding House staffing recommended no change at present.

DATE OF NEXT MEETING.

The next Council meeting will be held on 9 September 1985 at 5.00 p.m.

.....9-9-85.....
DATE


.....
CHAIRMAN

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 13 MAY 1985

SENIOR SCHOOL

Enrolment

The following changes have occurred in the figures shown in my first term's report:

Std X: Fiona Gilliland left to go to England; Alison Moultrie became a boarder - 30 day girls, 12 boarders	42
Std IX: One new girl accepted	51
Std VIII: No change	69
Std VII: One day girl left at end of 1st quarter	45
Std VI: One boarder left; one new boarder accepted	49
	<u>256</u>

J.M.B. Results

A few girls applied for a re-mark in one of their subjects. This has resulted in an additional subject distinction (from a B to an A) for Dorrit Zelezniak in Music and an improvement (from a D to a C) in History for Nicky Newton-King and Judith Schulman.

Hortors Book Fair Literary Quiz

We entered a team of three Matriculants for this, as a result of which Alison Moultrie was selected for the Final round. She then won second prize (a book for herself and a R200 book voucher for the School Library.)

Debating Society

In addition to School debates held during many of the lunch hour periods we have had debates with the Diocesan College and Rondebosch Boys High. At an Inter-Schools' Forum Discussion evening held at Milnerton recently we entered a team of five who won the contest and received high praise from the adjudicator. The team consisted of Marion Edmunds, Liora Lazarus, Alison Moultrie, Sonja Petrus and Cathy Searll.

Science Olympiad

15 girls entered this year. All passed and four gained places in the top 10%, Marian Bladergroen, Susan Böttger, Caroline Isted and Rehana Loghdey. (Last year we had only one in the top 10%, Stephanie Dutkiewicz.)

School Play

Rehearsals of The Boyfriend have been in progress ever since early last term and we look forward to full houses each night. I appreciate the tremendous amount of work that has gone into this production on the part of Dawn McClurg the producer and Brian Burke the Musical Director in particular, and also of

School Play cont.

Mr Park and Mrs Montgomery in the making of sets, Mrs Brockbank, Mrs Weerts and Miss Wood in the making of costumes, and of all the others, girls staff or parents who have been involved. The fact that we have had to use the hall of another school for the venue does of course underline our own need for better staging facilities.

Grahamstown Festival

I shall be taking some of our Matric pupils to the Festival in Grahamstown in July. This year's Schools' Festival has been limited to Matriculants and there are five of our girls who wish to attend.

French department

Mrs Steytler will be leading another tour to France this year. Nine of our French pupils plan to accompany her, together with several from other schools.

Earlier this year Mrs Steytler offered to run a French class for some of the mothers of pupils. Approximately six mothers have made use of her offer and attend a weekly lesson on Tuesday mornings arranged especially for them. They are enjoying their course and claim to be making good progress!

A group of French pupils will shortly be participating in a French dramatic evening arranged by the Alliance Francaise.

Scientia

Mrs Thompson has started a new school society called Scientia in order to encourage an interest in General Knowledge. Meetings are being held fortnightly in the lunch hour.

Parent/teachers' meetings

Following the five social gatherings held in the first quarter, we now plan to hold five meetings at which parents can discuss their daughter's progress in school work with the teachers concerned on an individual basis. The Standard VI, VIII and X meetings are scheduled for the second quarter, and the Standard VII and IX meetings for the third quarter.

Confirmation

Rev. Cook has started this year's Confirmation class for boarders. Day girls have been encouraged to join classes at their own parish churches but in special circumstances they will be allowed to join with the boarders.

Sport

Congratulations to our swimming team who came third out of nine schools at the Inter-Schools' Gala. Mrs Botha reports that team spirit and co-operation were excellent this year and I felt that after all their hard training they certainly deserved success. Special congratulations to Penny McClurg (Std VI) who broke the record for her age group in Butterfly, was selected for the Western Province Open team, and won the Bronze medal in her age group at the South African National Championships.

In the Inter-Schools' tennis, Herschel came only 6th out of nine schools in the open section, but 2nd in the Std VI section.

Hockey and netball matches are already being played this term. Hockey is probably the favourite sport at Herschel and certainly the one that involves the greatest number of girls in team play. This term we started with five Open and two Under 15 teams but because of the enthusiasm and ability of girls who

Sport cont.

were disappointed about not getting into a team, Mrs Botha is now arranging for an additional Open team. In the third term we do usually include one or two additional Std VI teams.

Excursions

These have included the following:

- A visit to the Worcester Open Air Museum (Std VII)
- A Symphony Concert in the City Hall arranged especially for schools (Std VI)
- The Hortors Book Fair at the Baxter Theatre (Std VI)
- A matinee of "A Passage to India" (Stds VIII - X)
- Lectures at U.C.T. on Forensic Science and Archaeology (Senior Science pupils)
- "West Side Story" at Westerford (Senior Drama pupils)
- Rock climbing expeditions (Mountain Club)
- A visit to the Chinese Cultural Exhibition (Std VII)
- A talk and film on the Okavango Swamps arranged by the Wild Life Society (Environmental Club)
- A visit to Westoe House (History Society)

Sex Education

As the result of requests from parents, Mrs Eddy our Guidance teacher, (together with Mrs Marr and Mrs Charlesworth the Biology teachers) has arranged for Mrs Raaff of the Family Planning Association to give a series of talks, two per standard (Stds IX and X this term, Stds VI - VIII next term.)

P A Geldard

30 April 1985

PREPARATORY SCHOOL REPORT FOR COUNCIL : 29 APRIL 1985

Towards the end of last term, two Staff Members and twelve children spent a day at Groot Drakenstein near Paarl. We were entertained by a small Afrikaans medium school, the idea being to improve the girls' Afrikaans and also to forge a good relationship between the two language groups. It was a most successful day and one was beginning to think entirely in Afrikaans by lunch time! We plan to reciprocate by inviting the girls to Herschel and the boys will be catered for by Western Province Preparatory who also took part in the outing. We are presently negotiating to exchange a group of six Std V's with Groote Schuur Laerskool with a similar object in view.

The Std 3, 4 and 5 classes, with their teachers, spent three days this term at Froggy Pond Fresh Air Camp. The outing was of an educational nature and the museums and historical monuments in and around Simonstown provided us with an interesting programme. Environment Studies relating to the Coastal Area were also carried out and the staff felt that the girls had benefitted by the experience. The communal dormitories provided much fun and the swings and roundabouts proved most popular.

Herschel hosted the Inter-Schools Quiz on 22nd April and our team acquitted itself well, coming second to S A C S.

The Galas at the end of last term were well organised and much enjoyed. Herschel came third in the Inter-Schools Gala at Newlands and our teams did well in the Inter-Schools Tennis Tournament. Justine Peters and Sarah Worthington were entered in the age group above their chronological age and did exceptionally well to get through to the Finals, losing at 6 - 4 to Rustenburg.

We have been on a Fund-Raising spree, selling bulbs - and hope to make a profit of about R5000. The staff and parents have put in a great deal of time and effort in organising this. We are planning to use the money to instal an Inter-Com system which will save much time and energy.

I have been getting to know the girls in the lower part of the School this year. Previously I have taught only the Std 5 classes, now I see the Std 2, 3 and 4 classes on a weekly basis and I discuss Current Events or any subject of interest. I am finding this contact with the girls most rewarding.

P R BROWN.
Head of Preparatory

JUNIOR PREPARATORY REPORT FOR COUNCIL : APRIL 1985

We were pleased to welcome Mrs Alexander to Sub B this year. She has settled down with us very easily and her experience in remedial teaching is already proving beneficial to the Junior Preparatory Department.

The staff are grateful for the opportunity afforded for attending in-service training programmes. Mrs Wheeler, Mrs Munro and Mrs Davies are attending seven lectures on the Emotional and Behavioural Problems of Childhood at the Cape Town Training College and will also go to a workshop in the third term. Mrs Butler, Mrs Alexander and Mrs Davies attended a workshop at U.C.T. on Environment Study. We really enjoyed this workshop and gained a great deal of information and stimulation from the excellent speakers and were able to share many ideas with fellow teachers.

We are planning a concert around the story of Hansel and Gretel which will take place at the end of the term. The Pre-Prep., Sub A, Sub B and Std 1 classes will take part.

At a meeting for parents later this term we plan to demonstrate how we teach Mathematics in Sub A and B and Creative Writing in Sub A.

Mrs M Davies

Head of the Junior Preparatory Department

HERSCHEL SCHOOL COUNCIL

BUILDING COMMITTEE REPORT : 13 MAY 1985

The following aspects of property improvement and ongoing maintenance have been undertaken since the Building Committee Report of 11 February 1985.

1 Boarders' Accommodation

In co-operation with Brenda-Lyn Hoffman involving Mrs Hoffman's time and expertise the boarding accommodation (excluding the Housemistress' area) has been refurbished and upgraded. All existing accommodation was closely looked at and each area was planned separately for appropriate upgrading and redecoration.

In general most areas were recarpeted and repainted. Partition curtains were replaced together with curtain railings, and exterior window curtains were lined. Each child has been provided with:

- bedside light
- lock-up cupboard
- mirror
- pin board
- desk and chair

The Standard VI dormitory has been partitioned - 2 girls to a cubicle - and each girl has a new bed, new chest of drawers and a new cupboard.

Through a concentrated effort almost all of the work was completed during the 10 day holiday over the Easter period.

The cost of undertaking the work has amounted to R30 500 with an additional amount of +R2 200 for some outstanding fittings currently being installed.

The boarders returned from holiday to a boarding-house very different from the one they had left and the reaction has been extremely positive making the whole exercise very rewarding.

The Building Committee records its appreciation to Brenda-Lyn Hoffman for the time spent and organisation involved in accomplishing such a worthwhile improvement to the School.

2 Housemistress' Accommodation

The Architect has prepared sketch plans of the proposed reconstruction and renovation work planned for this area of the boarding house. Based on the sketch plans a quote for undertaking the work has been received from C J Wade (Pty) Ltd amounting to +R18 000. Discussions with the present Housemistress have led to various changes in the Architect's proposals and final

- plans are still required. It is intended that provision for a laundry facility for the boarders will also be made. Plans will be finalised in time for the Builder to commence work at the start of the June/July holidays and complete the work during the break.

3 Library Repairs

The cracked brickwork in the Library windows was repaired by Geocon. As the bricks are irreplaceable except at very considerable cost the cracks were grouted with an epoxy grout to bond the existing bricks back together again. The work was completed in March for a cost of R1 180.

4 Roofing Renovation

Currently in progress is the reroofing of the Welsh slate area over dormitories 3 and 4 to 8. This is essential work and is being carried out by Stephen Jones (Pty) Ltd at a cost of R7 658.

5 Junior School Sundries

(i) Signboard

The signboard at the corner in Kenmore Crescent has been erected.

(ii) Braai/leis Facilities

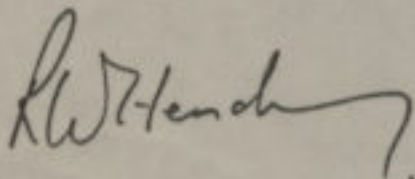
The Junior School is in possession of two $\frac{1}{2}$ oil drums and stands. Should the need arise the Senior School currently in possession of four $\frac{1}{2}$ oil drums would make available additional drums to the Junior School.

(iii) Balcony Railings

After receiving three quotations for the placement of additional railings on the balcony outside the elevated classrooms, Oriental Art has been authorised to proceed with the installation for an amount of R985.

(iv) External Lighting

A pole will be erected near the trees on the lawn to support the lights required and the supply cable from the school hall. The cable will only be erected and connected when required.



R W Hendry
Chairman : Building Committee

07.05.1985.

HERSCHEL PREPARATORY SCHOOL COMMITTEE

REPORT FOR COUNCIL MONDAY 13th MAY 1985.

A good liason system exists between staff, parents and the committee. The parents on the committee are positive and enthusiastic and communication is working very well. They query and report on many small items at each meeting and have established that each member can contact their class teacher directly, on any matter.

There is plenty happening on an educational level for the Staff. The Junior Preparatory Staff have attended a Workshop at UCT on Environmental Studies and a Seminar on Learning and Behavioural Problems over a period of 15 weeks. The Staff appear motivated.

Mrs Brown will be sending out a termly newsletter to parents after the committee meeting, to inform them of items discussed. The first one has already been circulated. Parents will also be informed of Staff news, uniform requirements, etc, each term.

BRENDA-LYNNE HOFFMAN

The Education Committee met to discuss the question of a School Chaplain. We were agreed that it would be an excellent addition to what the School can offer and that the spiritual life of the School must be of central concern to the Council. At present this need appears to be adequately if not ideally cared for by ministers from Christ Church, Kenilworth and well qualified members of staff. The committee is gratefully aware of how much Miss Geldard has done in building up this aspect of the School's life.

In considering what would be the rôle of Chaplain at Herschel we saw two possibilities. In addition to teaching some senior divinity classes the Chaplain could teach an academic subject and be involved in extra-mural activities, thus influencing pupils' thinking and getting to know them in a less "religion-orientated" and more informal setting. He would also be available for counselling after school hours. He would thus be chiefly devoted to the Senior School.

Alternatively the Chaplain could do all the the divinity teaching from Sub A to Matric and prepare the girls for confirmation. This would not leave much time free for counselling. Within both these systems the Chaplain would take all Chapel services and if possible exercise a pastoral ministry which would extend to the families of girls where necessary or possible.

Either of these programmes would be excellent, though general opinion favoured the first one.

However, there are various obstacles to these attractive possibilities. The Chapel at Herschel is too small for the whole school to attend services and thus to benefit from formal ministry. The School day cannot start with a service in the present small Chapel, nor can parents be included in Sunday services there. The question of financial priorities has to be considered: the Chaplain would have to have a house as well as a salary, and this would place a considerable additional strain on the School's finances. The committee considered ways of overcoming this by suggesting a part-time Chaplain attached to the parish of St Saviour's. Thus the School would participate in the life of the community in which it is situated. It was felt that some arrangement could be made by which the School could subsidise an additional priest at St Saviour's, but this would have to be worked out in consultation with the Archbishop. Several difficulties can be foreseen. I consulted the Rev. Ian Eve on this issue since he has experience of Herschel's needs, and he has agreed to participate in any discussion with the Archbishop if the Chairman should require it.

It was very much regretted that the post of School Chaplain could not be created at present, since the Rev. Mr Tyers is available and interested in this ministry, but the Committee decided to recommend that such a post be shelved with the recommendation that it should be reconsidered when funds become available.

Mrs J E Heywood

Report to Council from Public Relations Committee

We have now had each class social with staff. I am sure it was a constructive and worthwhile exercise.

These are some of the points raised.

- (1) Library needs money. Why not raise Library levy? Ask parents to sponsor a book. Possibly have displays of books to draw the children's attention to a subject brought up at Sociological Club.
- (2) Security of the School at night was questioned
 - a) Should there be better lighting?
 - b) Boarders fetched from dark corner and returned to empty building, no one seemed to be there to receive them.
- (3) Are we satisfied with the boarding establishment, are the children being loved and cared for by a caring person?
- (4) Clubs and societies were brought up by the 6 and 7 groups. They felt there was not sufficient direction to join clubs. Also felt if 6 and 7 are not included in Sociological Club then they should have one of their own.
 - a) Could we not combine with Bishops in some clubs e.g. photography?
 - b) Should there be more lunch hour discussions involving everyone? Very enthusiastic about Debating Society which seems to involve and include everyone. They would like this type of thing extended to other societies.
 - c) More stimulation and knowledge about current affairs, especially in lower classes.
- (5) Wanted more social occasions to include both parents. Parents to play School at Tennis or Hockey or any other game. Mr Dennis Gowdy said he would get fathers and mothers teams together.
- (6) P.T.A. brought up twice.
- (7) List of staff and qualifications and list of School rules brought up and it was felt these should be sent to Std 6 parents before the start of the new year. School rules with special emphasis on clothing and what is and what is not permissible. Why are girls using blazers as filing cabinets with pockets stuffed full of papers? Why do girls sit in blazers all day? At Rustenburg no blazers worn inside School result is tidy blazers. Clothing seems a great problem area both from the untidy appearance and what is and is not correct. (Jerseys, what kind? School pants, gym clothes etc. The only thing that everyone knew was you had to wear a ribbon. Rolled down socks a current problem.) They were keen that it be known that in Herschel uniform smoking and drinking was not permitted.
- (8) Computers were brought up at every meeting (except Std 6 when Mrs Brathwaite pre-empted the question and told parents about the new computers) but I think they also want to know that it is not only a club activity, but that there will be proper lessons and that the child will gain some elementary knowledge about computers. We have had them for quite some time, but girls in Stds 8, 9 and 10 know nothing about computers.
- (9) Should we have a Tutorial System?
- (10)
 - a) Parents want to be advised by the School if their child is not performing properly either work-wise or behaviour.
 - b) Why are our results not as good as Bishops. Same background same kind of children.
 - c) Why do we not have an entrance examination and not take just anyone who applies.
 - d) Why is there not streaming in subjects early on? Why should a clever girl be held back by the duller ones.

- (10) e) Are we giving enough attention to the gifted children. If so what?
- (11) One teacher came and said if the parents were able to ask us questions, was a teacher? To which I replied "of course". The teacher asked.
 - a) Are we striving for As in Matric?
 - b) Are we trying to produce an educated child with an enquiring mind?
 - c) Are we becoming a remedial school?
- (12) I have asked Brian Gannon to talk to parents about their teenagers as he has a remarkable rapport with them and seems to be able to put across their thinking.
- (13) a) Sex education was brought up by a doctor parent. Others thought parents might be interested in a talk by Dr Sapire from Family Planning at Groote Schuur. The doctor who brought it up would like to see the school sex education done by a young person in T shirt, jeans and tackies sitting on the desk and talking to the girls on their own level - possibly very small groups so that they can ask the sort of questions they can't ask their parents.
- b) Girls should have more talks on drug abuse, by someone they can relate to.

At the last meeting of all class representatives on Friday 12 April they felt that we should think of having a Herschel dinner-dance, in the third term, and make it a fun evening where all parents and old girls can mix and have fun together.

It was felt that possibly in February next year we should think if an evening at the school, with games, a disco, braais, sheep on a spit, barn dancing, beer garden etc. where parents, children, friends and staff can all get together and participate.

10.5.1985

HERSCHEL SCHOOL COUNCIL

Report on Boarding House Staffing

With regard to the staffing of the Boarding House, we both feel very strongly that we should be guided by the recommendations of the Headmistress namely that Miss Geldard supports Mrs Buntmann and that at present the atmosphere in the Boarding House is a happy one.

We find it significant that the Headmistress has not received any complaints from parents regarding Boarding House supervision and we feel hesitant to question girls directly.

We also feel that Miss Geldard spends considerable time at the Boarding House and therefore has the opportunity to gauge the position personally.

Staff in attendance in the Boarding House:

Mrs Buntmann	Senior Housemistress	3 pm ... after breakfast weekends
Mrs White	Trained Nursing Sister	7 am to 4 pm Mon to Fri Also on Call
Mrs Hurn	Assistant Housemistress	On duty during day
Mrs Robertson	Assistant Housemistress	Weekends and evenings Unpaid in return for board and lodging
Mrs Bluett	Housemistress Prep School	
Unpaid student	Assistant Prep School	
Mrs Taylor	Although primarily in charge of kitchen, Mrs Taylor contributes knowledge and experience from Red Cross and is a tower of strength to Staff and girls	
Mrs Brink		

Professor Ashley and I recommend that the Boarding House staffing situation remain as it is at present.

ANNE SNYDERS



HERSCHEL
CLAREMONT 7700
CAPE

A SPECIAL MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 10 JUNE 1985 AT 5.30 p.m.

AGENDA

1. Apologies
2. Consider the report of the Sub-Committee for
Selection of the New Principal

MINUTES OF THE SPECIAL MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 10 JUNE 1985 AT 5.30 p.m.

PRESENT.

Mr D Loch Davis (Chairman)
Mr R Hendry
Mrs B-L Hoffman
Adv. R Marais
Mr J Mudge
Mrs H Newton Thompson
Mrs A Snyders
Miss P A Geldard (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES.

His Grace the Archbishop of Cape Town
Mr W Marshall Smith
Professor M Ashley
Mr J Millar
Mr R Peters
Mr R Pyott
Mr G van Zyl
Mrs J Heywood

NEW PRINCIPAL.

The report of the committee appointed to select a principal to succeed Miss Geldard from the beginning of the first term 1986, which had been circulated, was discussed.

Mr Loch Davis advised the council that all members who were unable to be present at the meeting had been contacted by him and had accepted the committee's findings.

Adv. Marais proposed and Mrs Newton Thompson seconded that Mrs P J Macdonald be invited to become principal of Herschel as of the beginning of the 1986 school year. This was carried unanimously.

The appointment would be for a period of 7 to 10 years subject to review after 5 years.

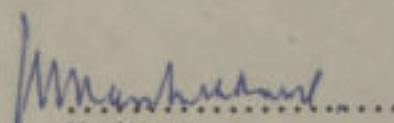
The selection committee was thanked for the time and effort that had been devoted to reaching their recommendation.

Miss Geldard and Mr Saxby then left the meeting.

The financial package was discussed and it was agreed that Mr Loch Davis be authorised to negotiate this with Mrs Macdonald and confirm it with the finance committee.

It was also agreed that free accommodation be supplied and whether this would mean building a house on school land, buying, leasing or some more suitable arrangement would be discussed by the building and finance committees and their recommendation made to council.

.....9-9-85.....
Date


.....
Chairman



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 9 SEPTEMBER 1985 AT 5.00 p.m.

AGENDA

1. Apologies
2. Confirmation of the minutes of the meetings held on 13 May and 10 June 1985.
3. Matters arising.
4. Headmistress's report.
5. Consideration of 1986 budget.
6. Reports by Committee Chairmen.
7. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 9 SEPTEMBER 1985

AT 5.00 p.m.

PRESENT.

Mr W Marshall Smith (Chairman)
Professor M Ashley
Mr R W Hendry
Mrs J Heywood
Mrs B-L Hoffman
Mr D Loch Davis
Judge R M Marais
Mr J R Millar
Mrs H Newton Thompson
Mr R H Peters
Mr R J Pyott
Mrs A Snyders
Mr G J Van Zyl
Miss P A Geldard (Headmistress)
Dr C R Meintjes (Representative of Provincial Administration)
Mr L C Saxby (Secretary)

APOLOGIES.

His Grace the Archbishop of Cape Town
Mr J E Mudge

IN ATTENDANCE.

Mrs P Brown (Head of Preparatory School)

WELCOME

The Chairman welcomed Dr Meintjes to the Council.

MINUTES

Minutes of the meetings held on 13 May and 10 June 1985 were confirmed.

NEW PRINCIPAL

Mrs Macdonald had written confirming her acceptance of the position of Headmistress as from 1 January 1986. It had been agreed that a house would be built for her in the school grounds.

PREPARATORY SCHOOL REPORT

Each child in Standards 2 to 5 had written a letter to the United Nations headed "Please Save Our World". Mrs Brown was thanked for her report.

PREPARATORY SCHOOL COMMITTEE REPORT

Mrs Nixon was thanked for her comprehensive minutes of the meetings held.

Mrs Brown then left the meeting.

HEADMISTRESS'S REPORT

The Headmistress expressed concern that probably for financial reasons, only a small number of non-whites in the country had been able to attend the English Festival in Grahamstown. It was agreed that it was important to make girls aware of "giving and sharing" and that the Education Committee would look into the possibility of our pupils assisting pupils of poorer schools to attend.

As a result of the bomb scare at the school it was decided that the school should obtain professional advice as to the action to be taken to deal with such emergencies.

Headmistress's Report cont.

The A.P.S. was having a meeting on 10 September to consider a press release to clarify the position of private schools during the present troubles.

FINANCE COMMITTEE REPORT

The budget was submitted and approved. The Finance Committee together with Mr Saxby would consider implementing a fees scale that did not vary with each standard. The first step towards a single fee for the Senior School, one for the Preparatory School, one for the K.G. and one for the Pre-Prep. to be taken with the 1986 fees scale.

Prep. School Committee with power to co-opt, would seek to investigate and identify reasons for the fall in Sub A and B numbers and assist Mrs Davies with a marketing programme. Dr Meintjes reported that throughout the Southern Suburbs there had been a significant drop in the numbers of white pupils at the lower Primary level in recent years.

The loan from the Mutual was not to be repaid at present but Mr Peters would contact them regarding a reduction in the 23,5% interest at present being paid by the school.

BUILDING COMMITTEE REPORT

It was hoped that the house for the Principal would be completed by March 1986. The committee would call for tenders after discussing the plans with Mrs Macdonald in October. The estimated cost of a standard building was R73 000.

PUBLIC RELATIONS COMMITTEE REPORT

There will be a farewell dinner for Miss Geldard at Kelvin on 5 December. This will be attended by Council members and their wives/husbands. A meeting for the parents to say farewell to Miss Geldard would be arranged about a week prior to the dinner.

In view of the number of functions at the end of this year and early next year the suggestion of a braai would be held in abeyance.

The school had received notice of a general meeting of the English Speaking Parents' Association. Mrs Heywood agreed to check and advise Council.

EDUCATION COMMITTEE REPORT

It was agreed that the possibility of admitting boys to the Pre-Prep. class should be considered by the committee.

Mrs Macdonald would appoint a Vice-Principal herself next year.

SPEECH DAY

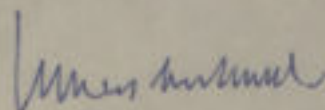
The Headmistress would ask Mr Michael Cassidy to be guest speaker at both Senior School and Junior School speech days. Judge Howie was also suggested.

PRESS RELEASE

An article had appeared in the Cape Times regarding Mrs Macdonald's appointment. It was agreed that when Mrs Macdonald visits Cape Town in October, the Chairman and Mrs Newton Thompson would organise an interview with Die Burger and the Argus.

The meeting closed at 7.00 p.m.

Date 18/11/85


Chairman

We celebrated Arbor Day by planting a tree. Dr Silberbauer kindly agreed to come and speak to the girls and to do the planting. Miss Geldard and Dr Silberbauer joined the Staff at lunch in the Staffroom. In spite of the inclement weather, the whole school gathered around to watch the tree being planted.

Approximately R7000 profit was made from the sale of bulbs earlier this year. The money is to be used to instal an Inter-Com System in the School. It has been brought to our attention that the Iris bulbs were not very successful. In fact, a number of Iris orders were returned to us before planting and we were able to credit our customers and receive a credit from the suppliers.

When you visit the School again, please look at the new pictures in the corridor. These are the girls' work and the money for framing was supplied by last year's Std V class and some of the bulb money.

Mrs Forrester, our Librarian, buys new books with the money collected from fines for over-due books and was able to buy 14 lovely new books on a sale.

The Std V girls have been invited by a representative from the Cancer Association to produce a "No-Smoke Show". This was a follow up to a talk and film. The show is to be taped at the Teachers' Centre during the first week in September and will be shown to other Schools. We are hoping that it will be ready in time for the Std V Open Day and Exhibition of Work on Tuesday 17 September.

Recently six of our pupils spent a day at Groote Schuur School and six of their girls came to us. The idea behind this was to try and get the girls to mix with the other language group. We plan to have another get-together on a social basis soon.

Staff members have attended a number of lectures, as indicated below :

Mrs Hirshon	: Mathematics and Reading
Mrs Bray	: Informative Comprehension.
Mrs Brown	: In service training of teachers.
Mrs Brown and Mrs Moser	: Calculators
Mrs Grant and Mrs Ekama	: Music Workshop
Mrs Forrester	: Fiction books dealing with physical and mental abuse. Workshop of new books recommended by Education Department.

Mrs Purcell took four of the Std V's to a Problem Solving Bowl on 2 September. These sessions are arranged in conjunction with other Schools and serve to extend the brighter children.

The K G Concert and Music Evenings were much enjoyed by all who attended. During the same week, the Concert and some music items were presented as an entertainment for Senior Citizens from two Old Age Homes. Mrs Cowling, the Social Responsibility Club and the Std V's organised a morning tea before the show and the elderly folk enjoyed chatting to the girls while having their tea.

Clubs are going well and the girls seem to be enjoying the activities.

We invited a Civil Defence Officer and Fire Officer to visit the School to give us the benefit of their expert knowledge in this field. They came up with several suggestions which have proved very worthwhile and which we plan to implement. We have had riot and firedrills and the girls have done what was required

quietly and sensibly. We actually staged a riot drill for the benefit of the visiting officers and they told us it was the best they had seen - so we are justifiably proud of our children.

We are sorry that Mrs Di Mackenzie is leaving. She has done so much in the Prep School Gardens, and I should like the Council to be aware that we do need an expert to see that the garden is looked after.

Pax Brown.

MRS P BROWN.

JUNIOR PREPARATORY REPORT : AUGUST 1985

Our Concert "Hansel and Gretel" was enjoyed by both performers and audience. The Standard One girls provided the percussion accompaniment and singing and every girl in the Pre-Prep, Sub A and Sub B classes appeared on the stage. This experience has helped many of the girls to mature and gain in confidence. The concert was put onto Video tape by Mr Klotz who kindly gave us the tape and sound and the children really enjoyed seeing themselves on television. I hope to be able to record all future concerts in this way.

After much discussion and research, we are asking each girl in Sub B to purchase a calculator. These have proved a valuable aid in the drilling and explaining of Mathematical concepts and the remediation of bonds, tables etc. at other schools and the Sub B parents at a Parents' Meeting felt we should follow suit. The calculators will all be of the same kind and will be used by the girls up to Standard Five. Mr Pullinger has kindly arranged for the purchase of the calculators - solar powered R17.50 or battery powered at R12.50.

M Davis

MRS M DAVIES.

HERSCHEL PREPARATORY COMMITTEE REPORT FOR COUNCIL MEETING TO BE HELD ON
MONDAY, 9TH SEPTEMBER 1985.

Items discussed at a well-attended Committee Meeting included:-

A. EDUCATIONAL

1. Exchange of Standard Five students with Groote Schuur to intergrate and learn Afrikaans.
2. Staff attending lectures - eight staff have attended lectures on subjects covering - Mathematics, Reading, Music, Calculators, Informative Comprehension, In Service Training of Teachers and Workshop of New Books for the Library.
3. Gifted children - Cathy Southern was selected to tour America with the Gifted Child Tour and her class raised pocket money for her by having a Cake Sale.
4. Use of calculators in Sub: B. This was discussed and the children will be taught to use calculators and each will have their own.

B. GENERAL

1. A Parachute Debate had been organized by Mrs Walker, but due to lack of response from speakers it had to be cancelled.
 2. The School made R 7 000.00 from the Sale of Bulbs and they have installed an intercom system with part of the proceeds.
 3. The system of Library fines paying for new library books was explained and that each book purchased in this manner has a certificate in the front informing the children.
- There is a positive and happy working relationship on the committee and parents are eager to participate.

BRENDA-LYNNE HOFFMAN

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 9 SEPTEMBER 1985

School activities in the June - July holidays

- (1) On their return the six Herschel girls who had accompanied Mrs Steytler to France (together with girls from Rustenburg and Pretoria Girls' High) reported most enthusiastically on their visit which had included an exciting time in Paris and a hard-working period at the language school in the Loire valley where they met students from several different countries.
- (2) The five Matrics who went to the English Festival in Grahamstown also benefited greatly from what proved a most enriching experience - four days filled with theatrical productions, lectures on set-books, poetry readings, literary discussions and museum visits. I enjoyed accompanying our girls and felt that each of them proved a fine representative of Herschel.
- (3) Deirdre Murray and Nell Hanekom enjoyed the experience of playing for the Western Province team in the Inter Provincial Tournament and Lynette Murray for the Peninsula team. We were also pleased that no fewer than six girls were chosen to play for the Western Province Squash team - Michelle Godson and Nawal Mohamed (for the Under 14 team) and Lucy Burns, Penny Cheesman, Nicky Eckstein and Melissa van Assen (for the Under 16 team).
- (4) Michelle Booth and Caroline Symons were our Herschel representatives this year at the Adventure-into-Service week organised by Rotary.

Forum Discussion

Early this term we entered a team of five girls in the Inter-Schools' Forum Discussion Contest in which over 30 schools participated - Marion Edmunds (as Chairman), Alison Moultrie, Sonja Petrus, Liora Lazarus and Catherine Searll. After winning and receiving warm praise from the adjudicators in the preliminary round, they were disappointed not to win in the Finals but we did manage to come second and Alison Moultrie, as in 1984, was named as runner-up for the Best Speaker's award.

Inter-Schools' Sailing

A team of four entered this year's Windsurfing Regatta - Penny Cheesman, Karen Preiss, Fiona Sass and Tessa Gurney. Out of the three girls' schools who competed, our team came first!

English Alive

We congratulate Nicky Newton-King and Marion Edmunds (Deputy Head Girl of 1984 and 1985 respectively) on having had essays published in this year's edition of "English Alive". In addition Herschel was one of four schools in the country to win a book prize on the basis of the overall quality of the writing submitted (i.e. including the work not actually published). Congratulations therefore to Mrs Hall who was responsible for selecting and sending the material.

Sociological Club

Meetings have been held as indicated on the calendar - films on Shakespeare and on personal relationships, talks on dreams, on the work of Lifeline and on human genetics, and a slide-show on the Cape Point Nature Reserve. The next two meetings will provide time for Inter-House events (Music and General Knowledge). Next term we intend devoting several meetings to a Current Affairs programme in an attempt to give more educational coverage among senior girls to the present national situation.

History Society

A team of Standard VIII History pupils took part in a Quiz organized by the Rondebosch Boys' History Society earlier this term. More recently there was a lunch-hour meeting held when a visiting lecturer from U.C.T. (Mrs Cooper) gave a clear and well-presented talk on the growth of African Nationalism throughout the Continent since the second World War, a topic which forms part of the Matric History syllabus.

Debating

In addition to the fairly regular lunch-hour debates we have introduced this term a Speaker's Forum. Any girl may volunteer to speak on a subject about which she feels strongly, the venue being the area under the Ilex tree and the time lunch-hour. Sarah Penny made a brave (and very competent!) beginning two weeks ago on the subject of the Muizenberg slide! - a plea for the lifting of apartheid in such recreational facilities.

Christian Union

The Christian Union is planning a Week-end Camp at Betty's Bay to be led by Rev. David Cook and a team from the Christ Church Youth Group. Weekly meetings are held regularly and I am grateful to Mrs Eddy for her quiet but enthusiastic leadership in this direction.

Sport

League matches are now over for this season and we look forward to the Inter-Schools' events in Squash, Netball and Hockey. I think a larger number of girls have been involved in playing for teams this year than ever before - especially in hockey where we have had six Open, two Under 15 and two Beginners' (Standard VI - VII) teams. Our thanks in this connection must go not only to our sports mistresses, Mrs Botha and Mrs Hudson, but also to Mrs Inge Fletcher who has faithfully escorted team players to other schools and umpired matches every Saturday morning during the hockey season.

Standard IX Geography excursion

We were very grateful to Professor Retief of the University of Stellenbosch, father of one of our Standard VI's, for arranging for Mrs Westgate and her Standard IX Geography class to visit the National Research Institute of Oceanology earlier this term.

Other activities

These include Mountain Club outings (and my thanks to Mrs Feast for arranging these), Bridge Club meetings, Choir practices and the Choir's singing at weddings, extra Art and Pottery lessons, play practices for the Inter-House Drama Contest, Scientia (which is becoming very popular thanks to Mrs Thompson's keen initiative), and Social Responsibility services such as Street Collecting or the visits to elderly folk (so appallingly, I am afraid, termed the 'Rent-a-Granny' scheme!) The Inter-House Music Contest proved a delightful occasion: congratulations to all concerned, especially the Standard VIII conductors, Michelle Booth, Lynette Dicey and Claire Reilly.

Staff

Mrs Hagen will be retiring from the Music Department and Mrs Timoney from the Prep. School staff at the end of the year. Miss Wood who has been one of our Senior Maths teachers for the past five years, will also be leaving and I did previously mention that Lady Woolley had likewise given notice for the end of the year. I have been interviewing people for the English and Maths posts, having had an unusually good response to our advertisement. For the Music position Miss Sweet has recommended someone and it does not seem likely that we shall have to advertise.

Second-hand Bookshop

We are indeed grateful to the mothers who helped Mrs Marr and Mr Clarke organize this at the beginning of the year - Mrs Crawford-Browne, Mrs Kaminski, Mrs Peters and Mrs Pyott. What a delightful surprise to be handed a cheque for R950 for use in the purchase of educational equipment. The staff decided that this should be spent on a video recorder to be kept in the Library area as there is an increasing desire on the part of the teachers to use video material in many of the school subjects.

Clothing Shop

Here too we are grateful to the faithful band of mothers who provide this much needed service to the School: there is always a demand for good second-hand items of uniform and I feel that the committees of mothers responsible at both Prep. and Senior Schools are really most efficient and helpful. This year Mrs Howse and Mrs Kempthorne are the parent representatives on our Uniform Committee and they have been assisted by Mesdames Abbott, Baigrie, Louw, Preiss, Raaff and van Dugteren. Every year the Clothing Shop has been able to fund some necessary items of school equipment and this year at the Senior School we intend using the amount to purchase a television set to be used with the video recorder mentioned above.

Matric Trial Examinations

These are at present in progress and we are conscious of how important these internal results are as they have to be shown on application forms for admission to University faculties and residences, Technikons and other colleges.

HERSCHEL ASSOCIATION FINANCE COMMITTEE REPORT

MEETING TO BE HELD ON 9 SEPTEMBER 1985

1. RESULTS FOR FIRST TWO TERMS IN 1985

The result for the first two terms indicated a surplus over budget of R14 000. This is due to an increase in revenue of R24 000, an increase in expenditure of R16 000 and a reduction in teaching staff expenses of R7 000.

2. 1986 BUDGET

The 1986 budget has been reviewed and it appears that in order to break even for the year, fees will have to be increased by approximately 15%. We believe that although this is above the increases to be charged by Bishops, we will have to pass on these charges to the parents. On arriving at the break even situation, we have allowed for non-teaching staff increases of 10% and teachers increases of 7,5% from 1 April 1986.



HERSCHEL ASSOCIATION
REVENUE AND EXPENDITURE

1ST AND 2ND TERMS 1985

	<u>BUDGET</u> <u>1985</u>	<u>ACTUAL</u> <u>1985</u>	<u>ACTUAL</u> <u>1984</u>
<u>REVENUE</u>			
Registration Fees	1 000	980	940
Sundry Revenue	500	625	577
Lunches & Day boarding	5 000	8 717	5 390
Four School Trust	8 250	10 983	8 900
Provincial Subsidy	28 000	28 770	30 100
Interest	<u>3 500</u>	<u>14 799</u>	<u>10 740</u>
SUB TOTAL	<u>46 250</u>	<u>64 874</u>	<u>56 647</u>
Extra subjects	32 500	40 862	37 360
Boarding Fees	82 000	75 525	77 504
Tuition Fees	<u>549 500</u>	<u>551 398</u>	<u>471 613</u>
	<u>664 000</u>	<u>667 785</u>	<u>586 477</u>
LESS: Scholarships, Bursaries and Allowances	<u>12 500</u>	<u>11 096</u>	<u>10 085</u>
SUB TOTAL	<u>651 500</u>	<u>656 689</u>	<u>576 392</u>
TOTAL	<u>697 750</u>	<u>721 563</u>	<u>633 039</u>

REVENUE AND EXPENDITURE 1ST AND 2ND TERMS 1985

<u>EXPENDITURE</u>	<u>BUDGET</u> <u>1985</u>	<u>ACTUAL</u> <u>1985</u>	<u>ACTUAL</u> <u>1984</u>
<u>General</u>			
Catering	37 500	33 969	34 330
Domestic charges	27 000	24 913	25 260
Administration	15 500	15 943	13 650
Class materials	17 250	17 091	16 082
Interest	11 150	11 243	9 201
Insurance	5 000	7 079	4 604
Bad Debts	2 500	2 500	2 500
Motor vehicle expenses	300	290	318
Sports requisites	800	819	803
Security guard	2 500	2 370	2 332
Property maintenance	13 500	17 219	18 178
Depreciation - Replacements	15 000	18 000	13 500
Reserve - Improvements & New Developments	10 000	10 000	11 500
Contingency Allowance	3 500	3 500	3 750
Dormitories' curtains and carpets	-	12 168	-
SUB TOTAL	<u>161 500</u>	<u>177 104</u>	<u>156 008</u>
<u>Non-teaching Staff</u>			
Salaries - Administration	27 850	28 500	24 595
- Domestic	27 150	26 805	23 930
Wages	30 500	31 334	26 243
Pension, UIF, Provident contributions	7 400	6 870	5 953
Medical Aid Contributions	600	722	420
SUB TOTAL	<u>93 500</u>	<u>94 231</u>	<u>81 141</u>
<u>Teaching Staff</u>			
Salaries	378 000	366 558	305 723
Long leave	6 250	6 861	4 300
Pension, UIF, Provident contributions	36 700	35 726	29 176
Medical Aid Contributions	2 000	1 850	1 467
Extra subjects	27 500	32 354	24 068
SUB TOTAL	<u>450 450</u>	<u>443 349</u>	<u>364 734</u>
<u>TOTAL</u>	<u>705 450</u>	<u>714 684</u>	<u>601 883</u>
<u>REVENUE</u>	<u>697 750</u>	<u>721 563</u>	<u>633 039</u>
<u>SURPLUS/DEFICIT</u>	<u>(7 700)</u>	<u>6 879</u>	<u>31 156</u>

1986 BUDGET

The attached estimates for 1986 amount to a break even budget. However, this will still require a 15% increase in fees and at the present time an increase of more than 15% could be detrimental.

Boarding fees are increased by 15%. It must be remembered that our number of available beds has dropped without any corresponding drop in expenses.

Tuition fees are increased by approximately 15%.

Scholarships, Bursaries, Allowances

Scholarships	Standard VI	R800
	" VII	R800
	" VII	R400
	" VIII	R500
	" IX	R500
	" X	R400
		<u>R3 400</u>

Allowances 6 000

Bursaries 19 600 Increased by 15% in line with fees

R29 000

Interest

Mutual will not increase our bond. It is assumed it will be repaid and hence the drop in interest payable and receivable.

Salaries and wages of non-teaching staff

Allowance made for 10% increase.

Teachers Salaries

Increase of 7,5% as from 1 April 1986. Assumed there will only be one Sub A and one Sub B.

Pension

The cost of post retirement widowers benefit would be R5 000 in 1986 and would increase each year. To increase our present pensioners monthly pension by R10 would require a lump sum payment of R6 372. Neither have been allowed for in the budget.

Property Charges

Roofs at both the Prep and Senior school will require attention as will the drives.

BUDGET 1986HERSCHEL ASSOCIATIONREVENUE AND EXPENDITUREESTIMATE YEAR ENDING 31/12/86FEES
AGREED BY
COUNCILREVENUE

	<u>BUDGET</u> <u>1985</u>	<u>ESTIMATE</u> <u>1985</u>	<u>ESTIMATE</u> <u>1986</u>
Registration Fees	2 000	2 000	2 000
Sundry Revenue	1 000	1 000	3 000
Lunches & Day Boarding	10 000	15 000	10 000
Four School Trust	16 500	21 900	18 000
Provincial Subsidy	56 000	56 000	54 000
Interest	7 000	18 000	-
SUB TOTAL	R92 500	R113 900	R87 000

R 87 000

Extra Subjects	65 000	78 500	70 000
Boarding Fees	164 000	148 000	170 000
Tuition Fees	1 099 000	1 100 000	1 219 000
	<u>1 328 000</u>	<u>1 326 500</u>	<u>1 459 000</u>

70 000
173 000
1 227 000
1 470 000LESS: Scholarships, Bursaries
and Allowances

	<u>25 000</u>	<u>22 200</u>	<u>29 000</u>
SUB TOTAL	1 303 000	1 304 000	1 430 000
TOTAL	<u>1 395 500</u>	<u>1 418 200</u>	<u>1 517 000</u>

29 000
1 441 000
1 528 000

Revenue and Expenditure - Estimate 1986

BUDGET 1986

<u>EXPENDITURE</u>	<u>BUDGET</u> <u>1985</u>	<u>ESTIMATE</u> <u>1985</u>	<u>ESTIMATE</u> <u>1986</u>	
<u>General</u>				
Catering	75 000	70 000	78 000	
Domestic Charges	54 000	52 000	59 000	
Administration	31 000	31 000	35 500	
Class Materials	34 500	34 000	37 000	
Interest	22 300	22 300	5 000	
Insurance	10 000	15 000	17 000	
Bad Debts	5 000	5 000	5 000	
Motor Vehicle Expenses	600	600	800	
Sports requisites	1 600	1 600	2 000	
Security Guard	5 000	4 800	5 500	
Property Maintenance	27 000	31 000	30 000	
Depreciation - Replacements	30 000	36 000	39 000	
- New Buildings/Equipment	20 000	20 000	20 000	
Contingency Allowance	7 000	-	7 000	
Curtains & Carpets	-	12 000	-	
SUB TOTAL	323 000	335 300	340 800	
<u>Non Teaching Staff</u>				
Salaries - Administration	55 700	57 000	61 300	
- Domestic	54 300	54 000	59 400	
Wages	61 000	63 000	73 000	
Pension, UIF, Provident Contributions	14 800	14 000	17 000	
Medical Aid Contribution	1 200	1 400	2 000	
SUB TOTAL	187 000	189 400	212 700	
<u>Teaching Staff</u>				
Salaries	756 000	736 000	805 000	
Long leave	12 500	12 500	12 000	
Pension, UIF, Provident Contributions	73 400	71 500	78 500	
Medical Aid Contributions	4 000	3 800	4 200	
Extra Subjects	55 000	66 000	60 000	
SUB TOTAL	900 900	889 800	959 700	
TOTAL	1 410 900	1 414 500	1 513 200	<u>1 513 200</u>
REVENUE	1 395 500	1 418 200	1 517 000	<u>1 528 000</u>
SURPLUS/(DEFICIT)	(R15 400)	R3 700	R3 800	<u>R 14 800</u>

TUITION FEES

Estimates for 1986

	<u>Present Fees</u>	<u>Numbers</u>	<u>Fees</u>	<u>% Increase</u>	<u>Revenue</u>
Pre-prep	240	11	260	8.3	2 860
Sub A	290	22	335	15.5	7 370
Sub B	295	17	335	13.6	5 695
Std 1	400	29	465	16.3	13 485
Std 2	470	29	545	16.0	15 805
Std 3	520	31	605	16.3	18 755
Std 4	545	41	630	15.6	25 830
Std 5	555	36	640	15.3	23 040
Std 6	605	48	700	15.7	33 600
Std 7	640	46	740	15.6	34 040
Std 8	690	44	800	15.9	35 200
Std 9	700	68	800	14.3	54 400
Std 10	700	46	800	14.3	36 800

R306 880 per term

= R1 227 520 per annum

Boarders 500 76 570 14.0 R43 320 per term

= R173 280 per annum

The average increase in tuition fees is 15.2%

The increase in revenue over the year compared with the figures I gave you last week would be R11 000 i.e. Tuition R8000, Boarding R3000.

Fees schedule as agreed by Council.

HERSCHEL SCHOOL COUNCIL

BUILDING COMMITTEE REPORT : 9 SEPTEMBER 1985

The following aspects of property improvement and ongoing maintenance have been undertaken and considered since the building Committee report of 13 May 1985.

1 Housemistress' Accommodation

During the recent June/July holidays the Builder C J Wade (Pty) Ltd started and completed a major renovation to the Housemistress' accommodation. The dormitory next door to the previously existing bathroom, which bathroom was exclusively for the use of the Housemistress, has been converted into two bathrooms - one for the Housemistress and one for the Assistant Housemistress. (The Assistant Housemistress previously used a bathroom set aside for her use in the main boarding-house accommodation.) The Housemistress' old bathroom has been converted into a dormitory. In addition a second two-bedded dormitory has been set aside as the Housemistress' sitting-room. The Housemistress and Assistant Housemistress now have an area set aside exclusively for their use consisting of the following:

- One bedroom each
- One bathroom each
- Housemistress' study
- Housemistress' lounge

The area is separated from the remainder of the boarding-house by double-opening doors in the main passage way.

The cost of effecting the above alterations was R19 800.

2 Boarding-house Accommodation

With the provision of a bathroom for the Assistant Housemistress in the new area, the bathroom previously used by her became available for use by the girls. Together with an adjoining linen room the space was converted into a tiled bathroom consisting of two showers and two lavatories for use by the girls. Both facilities were sorely needed and have met with the approval of the boarders.

The cost of this conversion is included in the figure of R19 800.

New carpeting is shortly to be laid along the passageway in the Housemistress' area and along the top landing.

3 Headmistress' Accommodation

With the appointment of Mrs Pamela McDonald as Headmistress from the beginning of 1986 consideration has been given to the construction of a house to meet her requirements in the south east corner of the property. The Building Committee has briefly dis-

cussed the requirements outlined by Mrs McDonald and has begun negotiations with the Architect. Using a fairly standard plan not incorporating the details required by Mrs McDonald but approximating the size and accommodation requirements, a price of R73 000 has been obtained from Builder C J Wade (Pty) Ltd. The price is much as estimated by the Architect. With this figure and with the standard plan as a basis for discussion the Building Committee proposes to meet with Mrs McDonald during the October holidays and incorporate the required details. The Architect will then be asked to prepare the detailed plan and obtain a final price from the Builder.

4 Minor Works

- 4.1 The surfacing to the driveways will be attended to.
- 4.2 Certain windows in the Std 8 dormitory have overwide gaps above them and are causing draughts and leaks. These gaps will be plugged.

R W Hendry Pr Eng
Chairman: Building Committee

PUBLIC RELATIONS COMMITTEE REPORT TO COUNCIL

The parents committee have met at my house about five times. The Spring Ball which they have arranged for 1 November is well under way, and looks as if it will be great fun.

The idea of a braai with dancing, side shows, etc. at Herschel with whole families participating was again discussed. They are very keen on the idea, but I think 1987 may be a better time, as we do have a lot of functions coming off at the end of this year and early next. Anyone with a good idea of who could be persuaded to run it?

There will be a "Goodbye" function for Miss Geldard and a welcome next year for Mrs Macdonald, as well as teacher/parent functions in the Library as we had this year.

HELEN NEWTON THOMPSON

HERSCHEL

REPORT OF THE EDUCATION COMMITTEE

1. The committee met on Wednesday 21 July 1985 and discussed the following matters.
2. THE 1986 SUB A CLASS.
 - 2.1 Mr. Saxby reported that there are 20 girls in the pre-preparatory class of whom 3 have reserved places in Sub A in 1986. Another 3 are undecided. It is assumed that the other 14 girls will enter Sub A next year. There are 5 applicants for places who have been placed on the waiting list.
 - 2.2 The question put to the committee was whether the school should budget for one or two Sub A classes next year. If two classes are catered for, it is unlikely that there will be more than 11 girls in each class. If one class only is provided for, it is likely to consist of approximately 22 girls.
 - 2.3 The committee was advised that, from an educational point of view, a class of 22 is preferable to two classes of 11. While this may seem surprising at first blush, Professor Ashley confirmed that at this early stage of a child's education, there must be enough children in the class to result in sufficiently stimulating interaction. A class of 11 is less likely to provide it than a class of 22.
 - 2.4 We also took account of the fact that once one has allowed two abnormally small classes to come into existence, one is obliged to allow them to work their way through successive standards irrespective of the economics of the situation.

- 2.5 The Headmistress pointed out that if a decision was taken to have one Sub A class only in 1986 it would not be difficult to retrench one of the kindergarten teachers. There is a teacher who is beyond retiring age and who has been hinting that she would like to retire.
- 2.6 Having weighed the pros and cons the committee decided to recommend that the Headmistress should not commit the school to accepting more than sufficient children to fill one Sub A class in 1986 (i.e. an absolute maximum of 24 girls). However, if there are applicants in excess of that number, they should be told that whether or not the school can accomodate them will depend upon whether or not there are sufficient applicants to justify a second Sub A class and they should be invited to place their names on a provisional list. The budget should make provision for this as a contingency.
3. THE ADMISSION OF BOYS TO THE PRE-PREPARATORY CLASS.
This possibility was raised but the committee had not been asked to consider it and, because the Council might not wish to consider it, the committee decided to enquire of the Council whether or not it wished the question to be considered.
4. VICE PRINCIPAL
The Headmistress reported that the Headmistress-designate had said that she would prefer to make this appointment herself rather than be faced with a fait accompli when she takes up her position. The committee considered that this was a reasonable request to make and to recom-

mend that it should be granted.

5. SPEAKER - SPEECH DAY

It was decided to recommend that Prof. Mavis Taylor of the U.C.T. Drama Department or Dr Hannah Reeve Saunders of Groote Schuur Hospital be invited to speak.

CAPE TOWN
30 August 1985



HERSCHEL
CLAREMONT 7700
CAPE

A MEETING OF THE HERSCHEL COUNCIL WILL BE HELD
AT HERSCHEL ON MONDAY 18 NOVEMBER 1985 AT 5.00 p.m.

AGENDA

1. Apologies.
2. Confirmation of minutes of the meeting held on 9 September 1985.
3. Matters arising.
4. Headmistress's report.
5. Reports by Committee Chairmen.
6. Any other business.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 18 NOVEMBER 1985

AT 5.00 p.m.

PRESENT.

Mr W Marshall Smith (Chairman)
Professor M Ashley
Mr R W Hendry
Mrs B-L Hoffman
Mr D Loch Davis
Mr J R Millar
Mr J Mudge
Mrs H Newton Thompson
Mr R H Peters
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 R J Pyott
Mrs J Heywood
Dr C R Meintjes

MINUTES

Minutes of the meeting held on 9 September were approved.

FEES STRUCTURE

The Finance Committee was considering a simplified Fees Structure to be effective when tuition fees are next adjusted.

MUTUAL BONDS

The Mutual had advised Mr Peters that they would not reduce their interest rate nor would they increase their loans on the bonds.

PREPARATORY NUMBERS

The Chairman would co-opt a committee to consider the suggestion that larger bursaries might help increase Preparatory School numbers.

JOINT MATRICULATION BOARD

St Cyprian's are opting out of the Joint Matriculation Board examinations. Professor Ashley would attend the meeting of the Joint Matriculation Board in January 1986 at which they will reach a decision as to whether they will continue as an examining body.

PREPARATORY SCHOOL

Mrs Brown reported on the success of the Bulb Selling Campaign that had enabled them to instal a most efficient Inter-Com. system. Standard V's open day was most successful, and their "No Smoke" video in particular was well received.

Next year Standard I classes will move down to the Sub B classrooms making Sub A, Sub B and Standard I one unit. One of the present Standard I classrooms would then be used as a projects room and the other would be kept blacked out to show films.

PREPARATORY SCHOOL COMMITTEE

As a result of concern at the low intake of pupils to the lower Preparatory classes, Mrs Davies had compiled a report suggesting how our Day Boarding Service could be enhanced. This would be considered by the Chairman's ad hoc committee. The Council expressed their appreciation and thanks to Mrs Davies for the report.

HEADMISTRESS'S REPORT

The Headmistress commented in her report on the extra precautions for security being taken while the matriculation examinations are in progress. There are 41 candidates this year. In concluding what will probably be her last report to a Herschel Council meeting she expressed her thanks to all members of the Council for their support, friendship, interest and encouragement during her years at Herschel.

GUEST SPEAKER

The Headmistress advised Council that Dr Eve Bertelsen had consented to be Guest Speaker at our Speech Day Prize-giving Ceremony on 5 December.

PUBLIC RELATIONS COMMITTEE REPORT

The Council passed a vote of thanks to Mrs Newton Thompson for her organisation of the "Spring Ball". The idea of a Braai was shelved to next year.

FINANCE COMMITTEE REPORT

Mrs Hagen would be paid R3500 from our Provision for unfunded retirement benefits when she retired at the end of the year.

It was agreed that the revised quotation received from the brokers for the Pension Fund be accepted. The new scheme at no extra cost will give us more flexibility in increasing pensions for retired staff.

EDUCATION COMMITTEE REPORT

Professor Ashley reported on the proposed new Educational Council. At present there is considerable confusion but Professor Ashley would continue to monitor proceedings on Herschel's behalf. Herschel would actively seek representation on Committees which it is understood will be set up under the Minister of Own Affairs.

BUILDING COMMITTEE REPORT

The Architects are amending the plans for the Principal's house to incorporate certain proposals that will make the house a better proposition for the future. It was agreed that the house must suit Herschel and that the Chairman and Mr Hendry would meet to discuss the final plans. Mr Hendry hoped we would be able to go to tender before the builder's holiday in December.

GRATUITIES

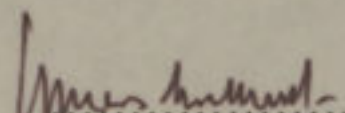
Gratuities of R7000 for Miss Geldard and R3000 for Lady Woolley were approved and would be presented at Speech Day.

NIGHT WATCHMAN

It was agreed that the night watchman be retained during the Christmas holidays.

The meeting closed at 7.00 p.m.

10-2-86
.....
Date


.....
Chairman

HERSCHEL

HEADMISTRESS'S REPORT

TO THE SCHOOL COUNCIL

MONDAY 18 NOVEMBER 1985

Senior School

Matriculation Examinations

The examiners for the Afrikaans and French Oral examinations and also for the Home Economics and Speech and Drama Practical examinations were all very complimentary in their comments about our candidates and we are pleased with the marks obtained. In Music we have only three candidates this year, two on Higher and one on Standard Grade. The performance of one of the former in the Practical examination was below her usual standard and Miss Sweet is disappointed.

The written examinations are now well under way. The girls are writing in the School Hall and, for security reasons, we are keeping the outside door locked; we have also made provisional arrangements for them to write at the Preparatory School should it be necessary for the Senior School to be evacuated.

There are 41 candidates this year, 36 of whom are entered for the Matriculation Certificate and 5 for the School Leaving Certificate.

Speech Day: Prize-giving

Dr Eve Bertelsen of the Department of English at the University of Cape Town has consented to be the Guest Speaker at our Speech Day Prize-giving Ceremony, - Thursday, 5 December at 10 a.m.

In the past two years we have had two additional prizes donated to the School on the basis of an annual award at Prize-giving viz. Mrs McCormick's Prize for Spoken French and Mrs Stockwell's Prize for All-round Participation and Achievement. (The money donated is invested and the interest provides the money for the prize each year.) Since the prize list is already a very long one and I foresee the possibility of additional gifts each year, I felt it best to ask this year's donors to take over responsibility for already existing prizes rather than adding new ones to the list. New donors this year are Mr Gibbons who has invested money for the Mathematics prize in memory of his wife Liz, our Maths teacher who died last year, and Lady Woolley whose name will be attached to the English prize.

Herschel Scholarship Examination

Ten candidates wrote the Scholarship examination last term, six from the Herschel Preparatory, one from Micklefield, one from the Loretto Convent, Strand, and two from the Oranjemund Private School. Three papers are set each year for this examination, one in English, one in Mathematics and one in General Knowledge. This year's winner was Victoria Loesch of Oranjemund. The runners-up were Jane Eedes of Micklefield and Taryn McLulich of Herschel. The value of the scholarship is now R800 per annum for five years.

Enrolment for 1986

Senior School classes are all fully booked for next year but there are often last-minute cancellations. The enrolment figures are as follows:

	Day girls	Boarders	Total
Std X	31	15	46
Std IX	57	17	74 (3 classes)
Std VIII	45	7	52
Std VII	38	11	49
Std VI	37	11	48

These figures do not of course allow for any girls who fail their examinations and need to repeat a standard.

Staff

The staff appointed in Lady Woolley's and Miss Wood's posts (English and Mathematics) are respectively Mrs S Hodge, a recent immigrant who has a B.A. (Hons) degree in English and Literature from the University of Essex and Mrs A C Sudweeks, also an immigrant, who has, taught in South Africa for eight years (at Kingsmead College in Johannesburg), and who has a B.Sc. degree from the University of Exeter.

Early this term Mrs Eddy who was appointed in January for English and Guidance gave notice as from the end of the year so as to join the staff of the Scripture Union on a full-time basis next year. Since Mrs Macdonald wants to have one period of Guidance/Current Affairs with every class instead of other teaching next year, and since Mrs Dunleavy can take over the two Standard VII English classes and Mrs Wilkinson one more of the Divinity, it has not been necessary for me to make a new appointment in her place.

In the Music department Mrs Hagen is retiring after ten years at Herschel. In her place I have appointed Mrs J Sadler, who has taught at St Cyprian's for many years and will be able to help Miss Sweet with Class Singing as well as giving individual piano tuition. Since Miss Heathcock left last year we have had only part-time Violin teachers but Miss Sweet has recommended making another full-time appointment and we have now chosen Mrs M McLean who has a Bachelor of Music degree, an L.R.S.M. teaching diploma, several years' teaching experience and two years experience with the CAPAB orchestra.

School Activities

I shall be reporting on School activities in my end-of-year Speech Day report and so am not including details in this report.

Spring Ball

The Herschel Parents' Spring Ball at the Cape Sun proved an exceptionally happy occasion. It was really good to see so many of our parents (both Senior and Preparatory) there and there was a lovely atmosphere with excellent catering and a fine band.

Carol Service

This will be held at 8 p.m. on Wednesday 4 December in St Saviour's Church. Rev. Cook will conduct the service.

Expression of thanks

Since this will probably be our last Council meeting of the year, I should like formally to express my thanks to all members of the Herschel Council for your support, friendship, interest and encouragement to me on a personal basis during my years at Herschel and also for your hard work on behalf of the School in a wide variety of ways. It has been stimulating for me to work with you and I have learnt a great deal from your advice and leadership.

P A GELDARD

Part of the money raised in our Bulb Selling Campaign has been used to purchase an Inter-Com System which has now been installed. This is proving to be a boon in saving both time and energy.

Std V Open Day at the end of last term was a decided success as the girls were able to give their full concentration to their display. Their "No-Smoke" video was well received by parents and the girls were delighted to see themselves on the screen.

We held our Blisters for Bread Walk early this term at Tokai Forest on what seemed like the hottest day of the year! Parents joined us, either to participate in the walk or to man the check points and we all enjoyed our lunch together afterwards. We raised approximately R4000 for the Peninsula School Feeding Association.

Sports Day on 25th October was a very happy and worthwhile occasion. Again parents joined us. The girls have benefited greatly by Mrs Goodrick's training programme and many records were broken. Each girl was able to contribute points for her house through improving her own time for various distances during class lessons. This engendered tremendous enthusiasm as each child felt that she had contributed to her house by working at improving her own time, and not necessarily by being the best athlete in her age group. The morning thus started with a certain number of points for each house. A very commendable system, I think. Jagger was the winner.

Inter-Schools Hockey, Squash and Netball matches were played last term and our girls acquitted themselves well. Inter-House matches were also played on a class rather than age group basis. Mrs Goodrick has proved herself to be an outstanding teacher and an excellent organiser and we are most fortunate to have her on the staff.

Early this term we held the Inter-House Quiz and this was much enjoyed by all who attended, although we were disappointed by the poor attendance of parents. Mr. Sneddon was the question-master and Mr Tyson, Mrs Timoney and Mrs Brathwaite the judges. Jagger again came out on top.

Two Music Workshops were arranged and the pupils were able to play to their parents.

All the classes have been on outings in conjunction with their current school activities.

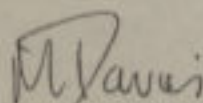
P. R. Brown
.....
MRS P R BROWN
Head of Preparatory

The Prep, Sub A and Sub B classes held a Mini Walk around the school and through the park and we raised R1326 for the Peninsula School Feeding Scheme. It was a very hot day and great effort was needed by all to complete the 7 round required. Many mothers and fathers came to walk with their children and to give out much needed refreshments. Next year we plan to join the Prep School in their Big Walk through Tokai Forest, but we will walk a shorter course.

We usually go on quite a few outings at this time of the year, but have been advised not to do so because of the unrest. We have made use of the school environment and studied the trees and planted mini gardens.

Next year we plan to move the Standard One classes down to the Sub B classrooms and so will have Sub A, Sub B and Std 1 in one unit. We look forward to becoming a closer knit group.

The Pre-Prep have been given a generous gift of R500 by the Second Hand Clothing Shop and we plan to spend it on replacing the very hard worked educational and play equipment which has become rather tatty.



MRS M DAVIES
Head of the Junior Preparatory Department.

REPORT TO COUNCIL FOR MEETING TO BE HELD ON MONDAY, 18TH NOVEMBER 1985.

PREPARATORY SCHOOL COMMITTEE

- I. Matters discussed at the last Committee Meeting included:
 1. Safety precautions - Parents were concerned whether the school had made adequate arrangements during the period of unrest. Mrs Brown was able to satisfy them and also told them that Civil Defence Officers were impressed by their arrangements.
 2. Disciplinary action - Concerning a Std V pupil's unsuitable hairstyle and to the same child being seen smoking on the beach.
 3. Parent support - For school functions - a poor response to the General Knowledge Evening. Some parents wanted more social contact but this put a heavy burden on the representatives to keep phoning parents.
 4. Election of Class Representatives - Voting is taking place this year so the new committee will meet in the first term of 1986.
 5. Xhosa teaching - It was requested that Xhosa be introduced in STd IV - this was not feasible.
 6. Intercom system - with 29 outlets has been installed with the profit from the bulb-selling venture earlier this year.
- II. Concern has been expressed at the low intake of pupils to the lower classes of the Preparatory. Mrs Sydners discussed this with Mrs Davies and Mrs Davies has compiled the enclosed report. I would be grateful if Council members would study this for discussion at the meeting. If we can get some consensus we will be able to motivate and advertise for January 1986.

In discussion with Mrs Pamela McDonald, she also has some ideas she would like to discuss.

BRENDA-LYNNE HOFFMAN

DAY BOARDING : Some Ideas

The Day Boarding Service in operation at the Junior Boarding House in the afternoons is unique to Herschel. If this facility were enhanced, developed and publicised it could prove to be a draw card for new pupils to the School.

At the moment Miss Bluett looks after 30 to 33 girls who stay two or more hours after school until their parents fetch them. The charge is 40c an hour, which works out to approximately R25 per term if the child stays for 1 hour every day of the term.

Many mothers are going back to work and parents are looking for a happy, secure and attractive after-school environment for their children. One new Sub A pupil for 1986 came to Herschel because of the day boarding service.

What follows are some ideas put together by Mrs Butler, Mrs Munro, Mrs Alexander and Mrs Davies to promote a more exciting and structured time for the Day Boarders. The ideas were initiated through talking to Mrs Snyders at the Council/Staff Dinner.

IDEALLY we would need:-

1. Prefab Building/room erected in the fenced area around the Junior Boarding House.

2. The building should have :

A sink and running water	Electrical outlets
Cupboards, lockers and shelves.	Mats (foam) for rest time
Display boards	Puzzles, games etc.
Low blackboard	Books
Television set and video recorder	Paper
Art equipment; paints, brushes glue etc	A piano and musical instruments
A carpet, cushions for a quiet area	A Radio and cassette deck
A stove and baking/cooking utensils.	

3. The appointment of a Nursery or Junior Primary trained teacher, who would come in at 12.30 to 4.30 p.m. to organise the various activities for the girls staying after School.

These would come from the Pre-Prep, Sub A, B, Std 1 and 11 classes. Std 11 would go to the Prep class first and then join the group or do their Prep after activity time.

Std 3 to 5 girls go to Prep from 2.45 to 3.45 p.m. daily and so possibly would be eliminated from this scheme.

4. ALL FEES would need to be channelled back into the scheme until it is well established and funds would need to be available to buy additional equipment e.g. glitter, felt, cassettes, special paper etc.

5. Extra outdoor play apparatus - water play trough, large, loose specially planned pieces of equipment which the children can build up themselves into exciting structures. Pre-Prep could also use this equipment.

6. An expert in P.R. or Advertising to promote the scheme.

ACTIVITY CENTRE PROGRAMME : DAY BOARDERS

12.30	to	1.10 p.m.	Lunch
1.10	to	1.30 p.m.	Rest
1.30	to	2.00 p.m.	Sub A and B girls go down to Sub A and B teachers to do reading homework. Pre-Prep children would be read to.
2.00	to	2.45 p.m.	Free play outside or the free choice of puzzles, indoor games etc. if the weather is bad.
2.45	to	2.00 p.m.	Tea
3.00	to	4.00 p.m.	Organized Activities. *
4.00	to	4.30 p.m.	Clean up and preparation for the next day. Children then go back to Miss Bluett to play until fetched by parents.

*Mr. B on duty
no / P
Activities
afternoon*

* ORGANIZED ACTIVITIES

a. Some activities would be run by the Day Boarding "Supervisor" such as :-

Art	Games	Swimming	Videos
Crafts	Ball Skills	Computers?	Gardening.
Baking	Outings	Walks	

b) Some activities would call for outside specialists*

Drama	Pottery
Brownies	Music
Gym Club	Dance

HERE AND NOW

The Day Boarding scheme could be organised and run by the Prep School Staff.

1. The facility could be housed in the Pre-Prep classroom, the Junior boarders TV room (where it is at present) and the study tables between the Junior Boarders and the Pre-Prep.
2. We already have some of the equipment needed for this scheme in various places around the school.

Pre-Prep classroom - sink, water, tables, chairs, piano, heater.

Boarders TV room - television and video

Audio-Visual room - computers and video.

3. The following would have to be supplemented:-

Art equipment	Waste materials (collected by parents)
Games and puzzles	Magazines " " "
books	
musical instruments	

4. The following would have to be supplied :-

stove and baking utensils	Outdoor extra play
foam mats	apparatus.
a lock-up storage unit	
pottery equipment (if possible)	
Radio and cassette player	

5. One member of staff would need to be the co-ordinator to monitor activity changes and to channel the various talents of the staff into the scheme. Staff would naturally meet to plan the programmes. A fair sharing of the work load would have to be worked out.

However, some help from experts will probably have to be called upon (and paid for) if we are to provide a lively, attractive and exciting Day Boarding service.

A. Davis

REPORT TO HERSCHEL COUNCIL FROM THE PUBLIC RELATIONS COMMITTEE

We had several meetings prior to the Spring Ball, which was held at the Cape Sun on Friday 1 November. It was disappointing that there was not a bigger turn out but we have had lots of very positive feedback, and everyone there really did have fun. It mixed people up and there was a very positive atmosphere.

The idea of a Braai at Herschel was again brought up. People are very keen to have a family occasion at the school. About the end of March was suggested. I think this has to be re-considered. It is seen as involving fathers more. Having various forms of entertainment e.g. Bingo, a gambling room, coconut shies and other games. A dance floor under the Ilex tree with dancing competitions etc. If possible swings and a fun fair things on the cabbage patch. I would like to hear Council's views on this.

Helen Newton Thompson

H E R S C H E L

EDUCATION COMMITTEE

PARENTS & PRIVATE SCHOOL REPRESENTATION ON PROPOSED NEW EDUCATION COUNCIL

The Committee met to consider the implications of the proposals to establish an Education Council to replace the Provincial Council as the body responsible for White Education in the Cape Province. Concern was expressed about the exclusion of Herschel parents from the election of parental representatives on the Council, as well as the private schools as such.

Herschel was represented at a briefing meeting convened by the newly formed English-speaking Parents Association at Rustenburg in October. My information is that the electoral congress organised by the Cape Education Department did not result in an election, but in the appointment of a Parent Committee, including both English and Afrikaans-speaking parents. I believe the A.S.P.S. is investigating the matter of private school representation in the new structure.

MJA

14 November 1985

HERSCHEL SCHOOL COUNCIL

BUILDING COMMITTEE REPORT : 18 NOVEMBER 1985

The following aspects of property improvement and ongoing maintenance have been undertaken and considered since the Building Committee Report of 9 September 1985.

1 Headmistress' Accommodation

As reported at the Council Meeting of 9 September 1985, a fairly standard house plan not incorporating the details required by Mrs McDonald, but approximating the size and accommodation requirements, was used to obtain an approximate construction cost. A price of R73 000 was received from C J Wade (Pty) Ltd.

On 8 October the Building Committee met with Mrs McDonald during her visit to Cape Town and discussed the plan and accommodation details. Later these details were discussed with the Architect who then on 23 October 1985 produced a plan of a house incorporating the relevant accommodation requirements. The Architect estimated the cost of the house as being R75 000. A copy of the plan was forwarded to Mrs McDonald for comment.

A telephonic discussion with Mrs McDonald on 29 October 1985 revealed her general approval of the plan with one or two slight alterations. It was suggested she should discuss these alterations and any others she might have directly with the Architect.

This is the situation to date. The Architect will inform me as soon as he has received comment from Mrs McDonald.

2 Boarding-House Accommodation

Except for bathroom floor tiles the additional ablution facilities for both Housemistress and girls are complete. An amount of +R1 000 (5% of the cost of the contract) is being held back until such time as these tiles are laid. The concrete floors in both areas have not yet dried out sufficiently to permit the laying of the tiles.

3 Paving to Driveway

Certain areas of the Senior School driveway and entrances are in need of rehabilitation.

At the same time the Prep School has an area at the rear of the building which is in need of re-asphalting.

A Specification and accompanying price has been received from Tarmix Paving for both aspects of the work adopting a premix surfacing. In some areas the basecourse of the driveway will also require reinstatement. The work will be carried out after the end of term and before the builders' holiday. The total cost including a 10% discount is R3 661,20.

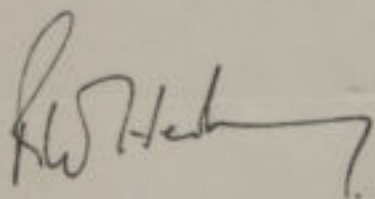
4 Minor Works

4.1 A dry wall partition is to be installed in the Home Economics room to provide a separate area for much needed storage. It is hoped this will be carried out after the end of term.

4.2 Gaps in certain of the windows in the Std 8 dormitory are to be plugged.

Total cost for these items +R800.

4.3 A quote is being obtained for built-in cupboards and re-decoration to the Housemistress' bedroom.



R W Hendry Pr Eng
Chairman : Building Committee

HERSCHEL FINANCE COMMITTEE REPORT
TO THE SCHOOL COUNCIL ON
MONDAY 18 NOVEMBER 1985

1. RESULTS FOR THE FIRST THREE TERMS

The results are R15 000 ahead of budget. A surplus of R3 600 for the first three terms has been achieved against a budget deficit of R11 500. This is due mainly to interest received being R18 000 ahead of budget.

2. SALARY INCREASES - NON ACADEMIC STAFF AND WAGES

We have agreed to increases of approximately 10%. However the Finance Committee will meet with Mr Saxby before the end of term to review actual salary levels relative to the market place.

3. RETIREMENT BENEFIT - MRS HAGEN

The computed retirement benefit of 7,5% of her salary is approximately R3 500. This amount has been provided over the years.

Re reviewed next week

4. PENSION FUND

A revised quotation has been received from the brokers. We recommend that it be accepted. There are no changes to the benefits but the costs will be reduced from 9,55% of the salary payroll to 8,54%. The new scheme which is a deposit administration scheme will give us more flexibility in increasing pensions of retired staff. The effective date is 1.1.1985.

5. RESULTS FOR THE YEAR TO 31 DECEMBER 1985

The latest projection indicates a surplus of R3 700 compared with the original budget of R15 400 deficit, an improvement of R19 100.

