

1953-1954

CHEVROLET ENGINE ASSISTANT 1954 REF. 1003 2

by waltons

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON MONDAY 10 FEBRUARY 1986

AT 5.00 p.m.

PRESENT.

Mrs W Marshall Smith (Chairman)
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
Mrs P J Macdonald (Headmistress)
Mr L C Saxby (Secretary)

APOLOGIES.

His Grace the Archbishop of Cape Town
Professor M Ashley
Mr J E Mudge
Mr P J Stassen

IN ATTENDANCE.

Mrs P Brown (Head of Preparatory School)

MINUTES

Minutes of the meeting held on 18 November 1985 were confirmed.

WELCOME

The Chairman welcomed Mrs Macdonald to her first Council meeting and expressed the hope that she would be happy in her appointment.

PREPARATORY SCHOOL REPORT

This had been circulated. Mrs Mackenzie had offered to come in one day per week to help with the gardens.

Mrs Newton Thompson agreed to contact the Cape Times and the Argus to arrange publicity for the new day boarding scheme at the Prep.

HEADMISTRESS'S REPORT

This had been circulated. It was agreed that Speech Day should be towards the middle of the fourth term on the Matric's last day of formal school. The Headmistress would arrange the date and would ask Mr Michael Cassidy to be the Guest Speaker. If he was not available Mr John Peake was suggested. In place of Speech Day at the end of the fourth term there would be a Valedictory Service.

Mr van Zyl reported that the committee considering means by which numbers at the Prep. could be increased felt that scholarships should be advertised in the hope of filling some of the vacancies. The scheme still requires considerable thought but the committee would make its proposal known before the next meeting.

EDUCATION COMMITTEE

The report was tabled. Mrs Heywood said Professor Ashley had agreed to be Chairman of the Education Committee in her place. This was approved and Mrs Heywood was thanked for her many years service as Chairman of the Committee. She said she would still be available when required while Professor Ashley took his sabbatical.

At present the school was not competent to offer Computer Science. Members of Council considered it most important that this be rectified as soon as possible. The Headmistress said that the Drama, Music and Art departments were very generously staffed while there was a need for a fully qualified guidance teacher who would also teach another subject.

A P S were looking into another examination to replace J M B but at present there appears to be a rather confused situation. At the Headmistress's suggestion it was decided that as three years notice was required, the School should apply to the Cape Peninsula Authorities to enter candidates for their examination in 1989.

Entrance examinations were considered essential. A thorough check of background and standards was required before a pupil was admitted. It was a very complex problem which the Headmistress and Education Committee would have to go into very carefully.

BUILDING COMMITTEE

Since the report was circulated the following quotations for the construction of the new house for the Headmistress had been received:-

C J Wade (Pty) Ltd	R104 700
Sea and Shore Construction	R 97 307
Bellandia	R 92 610

It was agreed the Bellandia's quote be accepted. The Chairman, the Headmistress, Mrs Hoffman and Mr Hendry would, however, meet to discuss the suggested savings that could be made. The plans have been approved by the City Council.

FUND RAISING

This should be co-ordinated in the whole school.

SUBSIDY

The A P S considers the position regarding the subsidy to be unclear and not hopeful.

FINANCE COMMITTEE

Preliminary figures for 1985 indicated that we should at least break even instead of having a deficit as expected.

As a result of the decision taken to accept the revised quotation for our pension fund our brokers had advised us that it was now possible to increase pensions payable at 1 January 1985 by 10%. Alternatively the excess funds would be retained and possibly a bigger increase made in the future. The committee would decide which course would be preferable.

The committee would also decide whether the Mutual loan should be refunded

J.

PUBLIC RELATIONS

Arising from the report that was tabled, the Headmistress had contacted the Headmistress of Rustenburg who advised that the rumour that a girl who had returned to Herschel had been expelled from Rustenburg was quite untrue.

It was again confirmed that parent's queries regarding teaching should be made to the Headmistress and not Council.

RULES

A teacher's committee chaired by the Headmistress was updating the school rules. These would be circulated to parents as soon as they were ready.

The meeting closed at 7.30 p.m.

.....
Chairman

12-5-86
.....
Date

(INCORPORATED ASSOCIATION NOT FOR GAIN) HELD ON

MONDAY 12 MAY 1986 AT 5.00 p.m.

PRESENT.

Mr W Marshall Smith (Chairman)
Mr R Hendry
Justice R Marais
Mr J Millar
Mr J Mudge
Mrs A Snyders
Mr G van Zyl
Mrs P Duff (Headmistress)
Mr L Saxby (Secretary)

IN ATTENDANCE.

Mrs P Brown (Head of Preparatory School)

APOLOGIES.

His Grace the Archbishop of Cape Town
Mrs B-L Hoffman
Mrs H Newton Thompson
Professor M Ashley
Mrs J Heywood
Mr D Loch Davis
Mr P Stassen

MINUTES

Minutes of the meeting held on 13 May 1985 were confirmed.

ANNUAL FINANCIAL STATEMENTS

The Annual Financial statements for the year ended 31 December 1985 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 for the ensuing year and their remuneration R4000.

COUNCIL MEMBERS

Mrs Newton Thompson, Mr Peters and Mr Loch Davis resigned in accordance with the Articles of Association and being eligible were unanimously re-elected to the Council.

OFFICE BEARERS

The following elections were unanimously approved:-

Chairman - Mr Marshall Smith
Deputy Chairman - Mr Loch Davis
Secretary/Treasurer - Mr Saxby

COMMITTEES

Finance/Administration
Buildings/Grounds
Education
Public Relations
Preparatory School

Mr Peters Mr Millar
Mr Hendry Mr van Zyl
Professor Ashley, Justice Marais Mr Mudge
Mrs Newton Thompson Mr Pyott
Mrs Hoffman Mrs Snyders

Date... 12/5/1986

Ad hoc Chairman.....



A MEMBER OF ARTHUR YOUNG INTERNATIONAL

Arthur Young

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

April 30 1986

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 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 1985 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 1985

NATURE OF BUSINESS

To maintain a school for girls.

STATE OF AFFAIRS

For the year under review the Association reports a net retained income of R5 558 (1984: R23 788), after setting aside R20 000 (1984: R40 000) to the reserve for improvements and new developments.

EVENTS SUBSEQUENT TO THE YEAR END

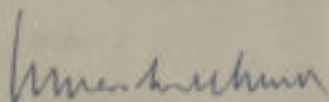
Since the date of the balance sheet no events have occurred which are material in their effect on the affairs of the Association.

MEMBERS OF THE COUNCIL

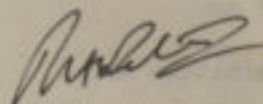
The council remained unchanged from 1984.

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 1985

		1984
SCHOOL FEES	<u>R1 319 741</u>	<u>R1 153 731</u>
RETAINED INCOME for the year	<u>R 5 558</u>	<u>R 23 788</u>
after taking into account the following items of:		
INCOME		
Subsidy received from the Department of Education	56 945	59 885
Net profit/(loss) on disposal of fixed assets	1 252	1 680
EXPENSE		
Additional provision for accident insurance	-	2 160
Depreciation of fixed assets	48 194	37 051
Additional provision for unfunded retirement benefits	8 724	9 107
Auditors' remuneration		
Audit - current year	4 000	3 300
- previous year	450	510
Other services	400	350
Interest on loans	22 698	18 611
Amount set aside to reserve for improvements and new developments	20 000	40 000
Operating lease - furniture and equipment	1 678	1 344

NOTE:

Income and expenditure during the year, respectively credited or debited direct to reserves or provisions amounted to R62 818 (1984 - R60 975) and R98 305 (1984 - R47 167) (see note 2).

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
BALANCE SHEET AT DECEMBER 31 1985

	Note		1984
Capital employed			
PAID UP GUARANTEE FUND		516	516
NON-DISTRIBUTABLE RESERVES	2	<u>995 375</u>	<u>1 012 687</u>
		995 891	1 013 203
PROVISION FOR ACCIDENT INSURANCE		7 221	7 221
PROVISION FOR UNFUNDED RETIREMENT BENEFITS		73 370	56 259
TRUST FUNDS	3	6 000	4 950
SECURED LONG-TERM LIABILITIES	4	94 310	94 575
FOUR SCHOOLS' TRUST LOAN	5	<u>80 677</u>	<u>80 677</u>
		<u>R1 257 469</u>	<u>R1 256 885</u>
Employed as follows			
FIXED ASSETS	6	1 030 220	1 024 031
INVESTMENTS	7	5 250	4 950
CURRENT ASSETS			
Debtors	8	54 811	72 894
Cash on hand and at bank		2 877	1 774
Cash deposits		<u>215 095</u>	<u>195 244</u>
		<u>272 783</u>	<u>269 912</u>
CURRENT LIABILITIES			
Creditors		18 309	26 574
Fees received in advance		16 821	8 658
Bank overdraft		<u>15 654</u>	<u>6 776</u>
		<u>50 784</u>	<u>42 008</u>
NET CURRENT ASSETS		<u>221 999</u>	<u>227 904</u>
		<u>R1 257 469</u>	<u>R1 256 885</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
SOURCE AND APPLICATION OF FUNDS STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1985

SOURCE OF FUNDS

Retained income for the year	5 558
Items not involving a flow of funds	
Depreciation of fixed assets	48 194
Transfer to reserve for improvements and new developments	20 000
Increase in provision for unfunded retirement benefits less utilised	17 112
Increase in Trust Fund	1 050
Profit on disposal of fixed assets	(1 252)
Funds derived from operations	90 662
Income from Four Schools' Trust less bursaries and scholarships	5 986
Proceeds on disposal of assets	1 987
Sundry projects: amounts received, less applied	4 527
Net income from Herschel Appeal	1 003
Decrease in working capital	5 907
	<u>R110 072</u>

APPLICATION OF FUNDS

Fixed assets purchased - new buildings, furniture and equipment	55 120
Increase in investment	300
Repayment of long-term loans	265
Refurbishments during the year	54 387
	<u>R110 072</u>

DECREASE IN WORKING CAPITAL

Represented by	
Increase in cash resources	(12 075)
Decrease in other items	17 982
	<u>R 5 907</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1985

1 ACCOUNTING POLICIES

The financial statements are prepared on the historical cost basis and the following accounting policies apply:

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 for but replacements are written off against revenue as and when incurred.

1984

2 NON-DISTRIBUTABLE RESERVES

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

Endowment account	48 451	48 451
Donations	125 652	125 652
Grant from the industrial fund for assistance to private schools in South Africa	10 800	10 800
Surplus on sale of staff residence	3 443	3 443
Jubilee fund	21 444	21 444
	<u>R209 790</u>	<u>R209 790</u>

2.2 Herschel Appeal

Appeal fund donations received to date	345 442	344 444
Additional funds raised during the appeal	2 036	2 023
	<u>347 478</u>	<u>346 467</u>
Less administration expenses incurred to date	41 559	41 551
	<u>R305 919</u>	<u>R304 916</u>

The state of the Herschel Appeal at
December 31 1985 was as follows

Total monies pledged	345 442	344 727
Less donations received to date (before deducting expenses incurred)	<u>345 442</u>	<u>344 444</u>
Pledges outstanding	<u>R -</u>	<u>R 283</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1985 (CONTINUED)

		1984
2	NON-DISTRIBUTABLE RESERVES (CONTINUED)	
2.3	The Four Schools' Trust	
	Share of trust income received for the year	21 966 17 837
	Less bursaries and scholarships for the year	(15 980) (13 612)
	Less transfer to retained income	(5 986) (4 225)
	<u>R -</u>	<u>R -</u>
2.4	Sundry projects	
	Opening balance	41 073 48 503
	Receipts/(utilised) during the year (net)	4 527 (7 430)
	<u>Balance at year end</u>	<u>R 45 600</u> <u>R 41 073</u>
2.5	Reserve for improvements and new developments	
	Opening balance	100 623 80 000
	Transfer in respect of refurbishing of dormitories written off during the year (1984: capitalised)	(54 387) (19 378)
	Amount transferred from income	20 000 40 000
	<u>Balance at year end</u>	<u>R 66 236</u> <u>R 100 622</u>
2.6	Retained income	
	Opening balance	356 286 308 898
	Retained income for the year	5 558 23 787
	Transfer from The Four Schools' Trust	5 986 4 224
	Written back from reserve for improvements and new developments in respect of projects capitalised	- 19 377
	<u>Balance at year end</u>	<u>R 367 830</u> <u>R 356 286</u>
	<u>TOTAL NON-DISTRIBUTABLE RESERVES</u>	<u>R 995 375</u> <u>R 1 012 687</u>
3	TRUST FUNDS	
	Trust funds consist of the following	
	W Duncan Baxter Trust Fund	2 000 2 000
	Bursary Fund	2 000 2 000
	Sundry Prize Funds	2 000 950
	<u>R 6 000</u>	<u>R 4 950</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1985 (CONTINUED)

1984

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	11 150
Loan 6168	4 000	4 000
Loan 41134	25 999	26 000
	<u>41 149</u>	<u>41 150</u>
Loan 62525	53 651	53 650
Less current portion included in creditors	<u>490</u>	<u>225</u>
	<u>53 161</u>	<u>53 425</u>
	<u>R94 310</u>	<u>R94 575</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 R936 502.

Interest on the above mortgage bonds was paid at a rate of 23½%
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 1985 (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	50 268	936 502
Furniture and equipment	203 380	123 654	79 726
Motor vehicle - bus	14 985	5 993	8 992
Pianos	5 449	899	4 550
	<u>R1 210 584</u>	<u>180 814</u>	<u>1 029 770</u>

Cutlery, crockery and glassware at nominal value	200
Linen and curtains at nominal value	250
	<u>R1 030 220</u>

1984

Freehold land and buildings at cost (mortgaged see note 4.2)	986 771	33 382	953 389
Furniture and equipment	151 127	97 474	53 653
Motor vehicle - bus	14 986	2 997	11 989
Pianos	5 450	900	4 550
	<u>R1 158 334</u>	<u>134 753</u>	<u>1 023 581</u>

Cutlery, crockery and glassware at nominal value	200
Linen and curtains at nominal value	250
	<u>R1 024 031</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
1985	3 113,55
	<u>R706 781,07</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1985 (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
	1985	16 446,90
		<u>R279 989,71</u>
TOTAL COST		<u>R986 770,78</u>

1984

7 TRUST FUND INVESTMENTS

7.1 Listed investments - at cost

1 000 7½% redeemable cumulative
preference shares in
Safren Limited

R 2 000 R 2 000

Market value

R 880 R 950

7.2 Unlisted investments - at cost

90 paid-up indefinite period shares in
South African Permanent Building Society

1 200 900

1 paid-up indefinite period share in
Allied Building Society

50 50

R1 000 Syfisa Participation Bonds

1 000 1 000

R1 000 Board of Executors
Participation Bonds

1 000 1 000

R 3 250 R 2 950

Council's valuation

R 3 250 R 2 950

TOTAL INVESTMENTS

R 5 250 R 4 950

8 DEBTORS

There is a provision for
irrecoverable debts of

R10 000 R10 000

9 TAXATION

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

10 CAPITAL COMMITMENTS

Authorised but not yet contracted for:

In respect of a house to be built on the
school grounds for the Headmistress

R90 000 R -

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON MONDAY 12 MAY 1986AT 5.20 p.m.PRESENT.

His Grace the Archbishop of Cape Town
 Mr W Marshall Smith (Chairman)
 Mr R Hendry
 Justice R Marais
 Mr J Millar
 Mr J Mudge
 Mrs A Snyders
 Mr G van Zyl
 Mrs P Duff (Headmistress)
 Mr L Saxby (Secretary)

IN ATTENDANCE.

Mrs P Brown (Head of Preparatory School)

APOLOGIES.

Mrs B-L Hoffman
 Mrs H Newton Thompson
 Professor M Ashley
 Mrs J Heywood
 Mr D Loch Davis
 Mr P Stassen

MINUTES

Minutes of the meeting held on 10 February 1986 were confirmed.

PREP. SCHOOL REPORT

This had been circulated. It had not been possible to interest any magazines or newspapers in publishing an article on the Day Boarding Scheme. It was however considered essential that the scheme be given publicity and it was agreed that someone should write it up, a photograph taken and some reporter be asked to place it in a magazine or Cape paper.

The Chairman advised Council that a letter of condolence had been sent to Mrs Davies.

Mrs Brown then left the meeting.

HEADMISTRESS'S REPORT

This had been circulated. Regarding the position of Hindu, Muslim and Jewish girls and their attendance at our Divinity lessons, after considerable discussion it was agreed that the Headmistress use her own judgement.

The Government's latest proposals for the Subsidy are due at the end of the month. Teacher's qualifications are a possible problem area, they may have to be brought up to Government standards within four years.

Every effort is being made to reach parity with Government Academic Salaries. The Headmistress will be checking the teachers work load, to which there could be a backlash. Council would support the Headmistress if this should happen.

It was agreed that the school should write the Cape Senior Certificate instead of the J M B in 1988 if possible.

His Grace the Archbishop joined the meeting and was welcomed by the Chairman who said how very privileged the Council were in view of His Grace's heavy commitments.

2.

HEADMISTRESS'S REPORT continued

A major fund raising campaign was essential to finance the future capital requirements of the school. A committee would be necessary for this. For the future planning of Herschel the Chairman will form a Committee with Committee Chairmen and co-opt other members not necessarily members of Council. The Headmistress agreed to prepare the first agenda.

The Headmistress was congratulated on a most informative report.

FINANCE COMMITTEE REPORT

The first term had resulted in a very satisfactory surplus but the suggested increases of academic salaries to Government scale this year would result in a deficit of some R25 000 at the year end.

BUILDING COMMITTEE REPORT

This had been circulated. A quotation of R1500 to form a small office for the Guidance Counsellor in the Matric Common Room was approved.

Mr van Zyl agreed to check on the availability of the municipal ground next to the Prep., at present used by Western Province Prep.

PUBLIC RELATIONS COMMITTEE REPORT

This had been circulated but matters of concern had already been dealt with by the Headmistress.

EDUCATION COMMITTEE REPORT

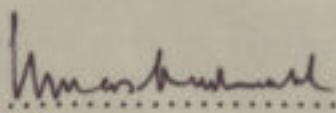
Covered by Headmistress's report.

BUDGET

Members of Council were reminded that the 1987 budget has to be approved by Council at their meeting on 8 September. Mr Saxby must be advised of any items to be considered for inclusion in the budget before 31 July.

In conclusion, His Grace the Archbishop told the Council that he was kept well informed regarding the school and that it gave him great joy to see that all members have the interests of the school at heart.

The meeting closed at 7.10 p.m.


.....
CHAIRMAN

8.9.86
.....
DATE

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON MONDAY 8 SEPTEMBER 1986AT 5.00 p.m.PRESENT.

Mr W Marshall Smith (Chairman)
 Mr R Hendry
 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
 Mr P Stassen (Representative of Provincial Administration)
 Mrs P Duff (Headmistress)
 Mr L Saxby (Secretary)

IN ATTENDANCE.

Mrs P Brown (Head of Preparatory School)

APOLOGIES.

Professor M Ashley
 Justice R Marais

RESIGNATIONS.

Mrs Heywood and Mrs Newton Thompson. The Chairman expressed the Council's appreciation and thanks for all that they had done for Herschel, Mrs Heywood for the Education Committee and Mrs Newton Thompson for Public Relations.

MINUTES

Minutes of the meeting held on 12 May 1986 were confirmed.

PREP. SCHOOL REPORT

This had been circulated. Pre-Prep. to Standard 1 would be single stream in 1987 but there would be two streams for Standard 2 to Standard 5. Once again the advantages and difficulties of obtaining suitable publicity from the media was discussed.

PREP. COMMITTEE REPORT

This was tabled. This committee was proving an important link in communication between the parents and school solving many problems in their initial stages.

Mrs Brown then left the meeting.

HEADMISTRESS'S REPORT

This had been circulated. It was agreed that R500 be made available for a presentation to "Donnie" Pelston and R30 000 to purchase a pension and assist him buying a house on his retirement after 50 years service.

The proposed conditions of service for teachers which included revised long leave conditions, were approved subject to confirmation to the headmistress by the Vice Chairman.

Having been granted permission, it was agreed that Herschel pupils would write the Cape Senior Certificate in 1988.

Headmistress's Report cont.

Speech Day has been changed to Thursday 23 October and the guest speaker will be Dr Hannah-Reeve Sanders.

Declining numbers in the Prep. School continues to be a matter of concern. After considerable discussion it was decided that Mr van Zyl would carry out a preliminary investigation regarding the whole future of the school, inviting other opinions, and then report to a committee as soon as possible.

FINANCE COMMITTEE

The regulations for the new subsidy were still not available and therefore the budget would have to be adjusted later. While an increase of 20% in fees was warranted, it was agreed that the increase be limited to 15% as anything more than that could prove counter productive. Every effort was to be made to utilize the additional income from the new subsidy to upgrade the school rather than reduce fees.

The school has not as yet received its share from the Four Schools Trust, but this was expected shortly.

Revenue and Expenditure for the first two terms showed a surplus of R34 000 but by the end of the year the effect of the 10% followed by a 5% increase in the academic salaries will reduce the surplus to about R9000.

The R94 200 loan from the S A Mutual was repaid at the end of June.

BUILDING COMMITTEE REPORT

This had been circulated. The Headmistress would investigate how best to set about improving the school gardens.

EDUCATION COMMITTEE REPORT

This had been covered in the Headmistress's report.

PUBLIC RELATIONS COMMITTEE REPORT

This had been circulated. Members should contact the Chairman with any suggestions to fill the vacancies on the Council.

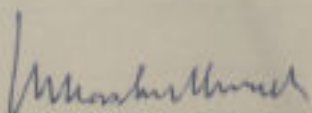
FUND RAISING

The Headmistress would make a preliminary investigation, approaching individuals for ideas and assistance, and a committee would then consider her findings.

OVERDRAFT

It was resolved that Mr Saxby should advise Barclays Bank that the school still required the same facility of R100 000.

The meeting closed at 7.05 p.m.


.....
CHAIRMAN

17.11.88
.....
DATE

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON MONDAY 17 NOVEMBER 1986AT 5.00 p.m.PRESENT.

Mr W Marshall Smith (Chairman)
 Professor M Ashley
 Mr R Hendry
 Mrs B-L Hoffman
 Mr D Loch Davis
 Justice R Marais
 Mr J Millar
 Mr J Mudge
 Mr R Peters
 Mrs A Snyders
 Mr G van Zyl
 Mrs P Duff (Headmistress)
 Mr L Saxby (Secretary)

IN ATTENDANCE.

Mrs P Brown (Head of Preparatory School)

APOLOGIES.

His Grace the Archbishop of Cape Town
 Mr P Stassen

MINUTES

Minutes of the meeting held on 8 September 1986 were confirmed.

PREP. SCHOOL REPORT

This had been circulated together with the Junior Prep. report.

PREP. COMMITTEE REPORT

This had been circulated.

Mrs Brown then left the meeting.

HEADMISTRESS'S REPORT

This had been circulated.

New Subsidy. The application form had only just arrived and there had not been time to study it yet. It was considered essential that we ensure we qualify.

Salaries. The Finance Committee, together with the Headmistress and Chairman would meet to discuss salaries.

Speech Day 1987. It was agreed that the Headmistress would write immediately inviting His Grace the Archbishop to be our Guest Speaker. In view of the success of the timing of this year's Speech Day, next year it would again take place on the last formal school day for the Matrics, which will be 22 October 1987.

Fund Raising. It was agreed that we must go ahead as early in 1987 as possible and a decision made as to what we were raising funds for. Through Mr Peters we should make use of Bishops' experience to find out what was required. A paid Administrator would have to be employed and a Chairman appointed. The Committee would consist of those members of Council able to attend any meeting called by the Headmistress. The next meeting would be on Monday 8 December at 5.30 p.m.

Bequest. The Headmistress' suggestion that one half of the Fenella Douglas bequest of R20 000, be used for a scholarship and the remaining half for some form of commemoration was approved.

2.

BUILDING COMMITTEE REPORT

This had been circulated. Both the Prep. and Senior Schools were most enthusiastic with regard to the efficiency and expertise of the new Estate Manager, Mr Greenwood.

FINANCE COMMITTEE

The Council's agreement to the amendments for the Four Schools Trust's Constitution was confirmed. The additional loan made to the School amounted to R397 040, of which a cheque for R30 339 had been received and the balance of R366 701 was in investments made by Syfrets. It was agreed that Syfrets should continue to manage these investments for the School.

COUNCIL VACANCIES

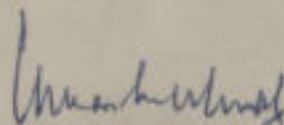
It was unanimously agreed that Mr R Wood be invited to join the Council and that His Grace the Archbishop be consulted regarding the possible appointment of a member of his staff. The other two vacancies would not be filled at present.

The Chairman advised Council that he would be retiring as Chairman after the next meeting.

The meeting closed at 6.40 p.m.

10-2-87

Date



Chairman

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON TUESDAY 10 FEBRUARY 1987AT 5.00 p.m.PRESENT.

Mr W Marshall Smith (Chairman)
 Professor M Ashley
 Mr R Hendry
 Mrs B-L Hoffman
 Mr D Loch Davis
 Justice R Marais
 Mr J Mudge
 Mr R Pyott
 Mrs A Snyders
 Mr G van Zyl
 Mr R Wood
 Mr P Stassen (Representative of Provincial Administration)
 Mrs P Duff (Headmistress)
 Mrs V Devis (Acting Secretary)

APOLOGIES.

His Grace the Archbishop of Cape Town
 Mr Millar
 Mr Peters
 Mrs Brown
 Mr Saxby

WELCOME

The Chairman welcomed Mr Wood to the Council.

MINUTES

Minutes of the meeting held on 17 November 1986 were confirmed.

LEAVE OF ABSENCE

Mrs Hoffman requested Leave of Absence for six months.

PREP. SCHOOL REPORT

This had been circulated together with the Junior Prep. report.

PREP. COMMITTEE REPORT

This had been circulated.

HEADMISTRESS'S REPORTMatriculation Results.

The 1986 Joint Matriculation Board results were very pleasing particularly English and Afrikaans. On behalf of the Council, Mrs Hoffman expressed thanks to the staff for the very good results.

Joint Matriculation Board.

The school is not very happy with the administration of the Joint Matriculation Board, there were several mistakes with the results, which meant that some girls only received their final results several weeks after the results were first received. The Joint Matriculation Board is winding down but as yet no date given. In view of this, Council is pleased that Herschel has decided to write Cape Senior Certificate but has left options open if another more suitable examination is introduced in the future.

Staff.

A late resignation had come from Mrs McClurg who is leaving South Africa to settle in the United States of America.

BUILDING COMMITTEE REPORT

This had been circulated. Mr Hendry again expressed his satisfaction with the work done by Mr Greenwood and his staff, and said that Mr Greenwood had saved the School money in so many ways with various items of maintenance that he had undertaken.

FINANCE COMMITTEE REPORT

This had been circulated.

Mr Adonis Pelston.

It was agreed that Mr Pelston's daughter, with whom he lives, be granted a gratuity of R13 350 in recognition of services rendered by him.

PUBLIC RELATIONS COMMITTEE

Mrs Snyders agreed to act as Chairman of this committee. No comment at this stage of the term.

EDUCATION COMMITTEE

It was agreed that no formal meetings would be held. Educational matters would be reported in the Headmistress's report. The Headmistress regularly has meetings with the Management Committee which consists of senior members of staff and she would consult Council if she thought it necessary.

MR VAN ZYL'S SECOND REPORT

This had been circulated and was discussed at some length.

FUND RAISING

It was decided to wait until the end of February to see how much we received as a subsidy before final arrangements for fund raising was discussed. It was agreed to meet as soon as possible after the end of February.

MR MARSHALL SMITH

Mr Marshall Smith stood down as Chairman and handed over to Mr Loch Davis. In paying tribute to Mr Marshall Smith, Mr Loch Davis thanked him for all that he had done for Herschel and asked that he be made an Honorary Life Member of the Association. This was passed unanimously.

The meeting closed at 7.10 p.m.

.....12/5/1987.....
Date

Adlon
Adlon Chairman

MINUTES OF A SPECIAL MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON TUESDAY 10 MARCH 1987AT 5.00 P.M.

PRESENT : Mr D Loch Davis (Chairman)
 Mr R W Hendry
 Mrs B L Hoffman
 Judge R M Marais
 Mr W Marshall-Smith
 Mr J R Millar
 Mr J E Mudge
 Mr R H C Peters
 Mrs A Snyders
 Mr G J van Zyl
 Mr R Wood
 Mrs P J Duff (Headmistress)
 Mrs C Brathwaite (Co-Ordinator/Fund Raising)
 Mr L C Saxby (Secretary)

The Chairman advised the members of Council that the purpose of the meeting was to discuss a fund raising Appeal only.

The following resolutions were passed after considerable discussion :-

1. The School should embark on a fund raising appeal to raise R2 000 000 to build a Hall/Theatre complex which would include a number of other facilities.
2. The campaign to raise the money to start as soon as possible.
3. Building also to be commenced as soon as possible in view of inflation. Money to be borrowed if necessary.
4. Mrs C Brathwaite was appointed Co-ordinator.
5. An Action Committee to work with the Headmistress and Mrs Brathwaite would consist of Messrs Loch Davis, Hendry, van Zyl.
6. A Campaign Chairman to be appointed.
7. A part-time Secretary to be employed by the Fund.
8. The School to employ a librarian to replace Mrs Brathwaite.

Mrs Brathwaite was thanked and complimented for the time and effort she had spent preparing the 'Proposed Phases for the Appeal'.

The next meeting would be held on Monday 13 April 1987.

DATE

12/5/1987

Ad hoc CHAIRMAN

MINUTES OF A SPECIAL MEETING OF THE HERSCHEL COUNCIL

HELD AT HERSCHEL ON THURSDAY 9 APRIL 1987 AT 5.00 PM

PRESENT: M^r D Loch Davis (Chairman)
 Mr R W Hendry
 Judge R M Marais
 Mr J R Millar
 Mr J E Mudge
 Mrs A Snyders
 Mr G J van Zyl
 Mrs P J Duff (Headmistress)
 Mrs C Brathwaite (Co-ordinator)
 Mr L C Saxby (Secretary)

APOLOGIES: Prof M Ashley
 Mrs B-L Hoffman
 Mr W Marshall Smith
 Mr RHC Peters
 Mr R J Pyott
 Mr R Wood

Mrs Brathwaite tabled copies of the quantity surveyor's revised estimate and the architect's documentation programme for the project.

It was agreed that the following appointments be made:-

- | | | |
|---------------------------|---|--|
| 1. Appeal Patron | - | Mr Cedric Walton |
| 2. Campaign Chairman | - | Mr Bill McAdam |
| 3. Special Gifts Chairman | - | Mr G van Zyl |
| 4. General Gifts Chairman | - | Mrs B-L Hoffman Deputy Chairman - Mrs P Duff |
| 5. Regional Chairman | - | Mr J Mudge |
| 6. Hon Treasurer | - | Mr J Millar |

Mrs Brathwaite agreed to prepare and circulate a campaign timetable. She also advised that Mr Gwynne^{of} Gwynne Press would supply stationery at cost and Mrs Janice Ashby would not charge for the layout of the brochure.

Date

12/5/1987

Ad hoc

Chairman

[Signature]

MINUTES OF THE MEETING OF THE HERSCHEL COUNCILHELD AT HERSCHEL ON TUESDAY 12 MAY 1987AT 5.15 p.m.PRESENT.

Justice R Marais (Chairman)
 Professor M Ashley
 Mr R Hendry
 Mr W Marshall Smith
 Mr J Millar
 Mr R Peters
 Mrs A Snyders
 Mr G van Zyl
 Mr R Wood
 Mrs P Duff (Headmistress)
 Mr L Saxby (Secretary)

IN ATTENDANCE.

Mrs P Brown (Head of Preparatory School)

APOLOGIES.

His Grace the Archbishop of Cape Town
 Mr D Loch Davis
 Mrs B-L Hoffman
 Mr J Mudge
 Mr R Pyott
 Mr P Stassen

MINUTES.

Minutes of the meetings held on 10 February, 10 March and 9 April were confirmed.

PREPARATORY SCHOOL REPORT.

This report was tabled. The Head of the Preparatory School reported that a few applications were being received for Pre-Prep. and that it was likely that more would be received during the course of the year.

Mrs Brown then left the meeting.

HEADMISTRESS'S REPORT.

This had been circulated. The teaching staff had expressed their willingness to join the Teacher's Federal Council if it would assist the school in its efforts to obtain a 45% grant. It was agreed that the school would pay their initial registration fees of R60 each, if it was considered necessary for the staff to join.

Mr Hendry would discuss with Mr Greenwood the question of someone to assist him with the supervision for his staff, particularly as far as the Prep. was concerned.

BUILDING COMMITTEE'S REPORT.

This had been circulated. During his visit to Natal Mr Hendry would take the opportunity to see the theatre complex at St Johns and the new Resource Centre at St Marys.

FINANCE COMMITTEE'S REPORT.

This was tabled. It was agreed that to increase fees during the year was not desirable and the action to be taken by the school in the event of Government teachers' salaries being increased in the near future was discussed at length. It was decided that no action would be taken until the Government announced its decision.

2.

Finance Committee's Report cont.

Mr Wood suggested that the school should investigate the possibility of loans from institutions or other flexible systems of which parents could avail themselves to assist in the payment of fees. It was agreed that the Public Relations Committee would carry out this investigation.

Mr Peters was authorised to contact our Auditors, Messrs Arthur Young and Co, regarding the further computerization of the accounts.

The meeting closed at 6.40 p.m.

.....
DATE 8/7/1987.....

.....
Chairman

HELD AT HERSCHEL ON TUESDAY 8 SEPTEMBER 1987 AT 5.00 p.m.

PRESENT. Justice R Marais (Acting Chairman)
 Professor M Ashley
 Mr R Hendry
 Mr J Millar
 Mr J Mudge
 Mr R Peters
 Mrs A Snyders
 Mr G van Zyl
 Mr P Stassen (Representative of Provincial Council)
 Mrs P Duff (Headmistress)
 Mr L Saxby (Secretary)

INATTENDANCE. Mrs P Brown (Head of Preparatory School)

APOLOGIES. His Grace the Archbishop of Cape Town
 Mr D Loch Davis (Chairman)
 Mr W Marshall Smith
 Mr R Wood
 Mrs B-L Hoffman (On leave)
 Mr R Pyott

PREPARATORY SCHOOL REPORT

This had been circulated. After the report had been considered, Mrs Brown addressed the Council in connection with her early retirement. The Acting Chairman advised Mrs Brown that Council would respond in due course and after it had given full consideration to the matter.

Mrs Brown then left the meeting.

MINUTES

Minutes of the meeting held on 12 May 1987 were approved.

LOANS FOR PARENTS

Mr Chapman had replied to Mr Wood's letter regarding assistance to parents in the payment of fees saying that Southern Life would consider his suggestion more carefully.

HEADMISTRESS'S REPORT

This had been circulated. There was considerable discussion as to why Herschel only received a 15% Subsidy instead of 45%. A 30% Subsidy to all schools had been suggested by the H.M.C. It was resolved that we must reserve our position until we understand the criteria before making a decision as to whether we agree with the H.M.C. proposal.

PREP COMMITTEE'S REPORT

This was tabled. The Prep. boarding required total reorganisation. It was resolved that Mr Hendry, Mr van Zyl, Mrs Snyders and the Headmistress would investigate and make recommendations regarding improvements and security. The Headmistress said that the boarder parents' representative, Mrs Reid had been very positive and supportive.

M

2.

BUILDING COMMITTEE'S REPORT

This had been circulated. Until the Herschel Ahead Appeal had more information as to the success of their fund raising it was decided to proceed immediately with Phase 1 - Hall and Stage - only. The estimated cost was R1,280,000. If funds should become available and a decision regarding additional building be required urgently this could be made by the Building Committee in conjunction with the Finance Committee. Other members of Council would be contacted for confirmation.

PUBLIC RELATIONS COMMITTEE

The report had been circulated. The A.P.S. has decided that advertising was permissible but it must not be of a comparative nature.

FINANCE COMMITTEE

Mr Peters reported that the Finance Committee had considered estimates for 1988 based on a 15% increase in Tuition and Boarding Fees, 12½% in salaries, to bring them in line with the present Government scales, and a Government grant at only 15%. This would result in an estimated deficit of R284,000. However if fees are increased by 20% the deficit would be reduced by R60,000 and by a further R200,000 if a 45% Government grant was received. It was decided that fees be increased by 20% with effect from 1 January 1988.

Mr Convery had been invited to attend the Finance Committee meeting and offered to help with forward planning using a computer and relevant statistics. Mr Convery had since spent two hours at the school obtaining this information from the Headmistress and would present an alternative proposal before next term that may affect the decision re increase in fees for 1988.

THINK TANK

At the Headmistress's suggestion it was agreed that such a meeting be held one Saturday in the fourth term 1987.

MRS BROWN'S PENSION

A letter had been received from Mrs Brown's attorney shortly before the start of the meeting regarding her pension. It was agreed that the Chairman together with the Finance Committee be given a mandate to deal with the matter. In the meantime Judge Marais would draft a letter in reply.

The meeting closed at 7.10 p.m.

17 Novem 87 1987

DATE

CHAIRMAN

HELD AT HERSCHELON WEDNESDAY 7 OCTOBER 1987AT 5.00 P.M.

PRESENT : Mr D Loch-Davis (Chairman)
 Mrs P Duff (Headmistress)
 Mr R Hendry
 Mr J Millar
 Mr R Peters
 Mr L Saxby (Secretary)
 Mrs A Snyders
 Mr G van Zyl

APOLOGIES : Prof M Ashley
 Judge R Marais
 Mr W Marshall Smith
 Mr J Mudge
 Mr R Pyott
 Mr R Wood

MRS BROWN'S RETIREMENT PENSION

The Chairman together with the Finance Committee had mandate to deal with the matter.

THEATRE COMPLEX

The purpose of the meeting was to discuss the quotations received from the builders. The quotations for the complete complex were :

D Glazer & Son R1 759,759 and Ovcon Cape R1 815,638 with an alternative quote of R1,771,638, if the school agreed to their completing the building within eight months.

The meeting agreed that as it was not possible at present to assess the success of the Appeal, the contractors should be asked to give three quotations :-

1. The hall and toilets.
2. Hobbies, Computer Room etc.
3. Administration, though this is almost certainly not going to be built at this time.

When these were available a Special Council Meeting would be called to discuss the quotations and the total commitment, including such things as furnishings, and decide in the light of the Appeal's finances how many of the phases should be undertaken.

The Chairman and Mr Peters would see Mr Wood regarding financing of the building.

- 2 -

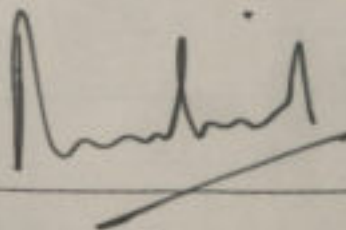
SPEECH DAY

His Grace, the Archbishop, was unable to fulfil his engagement as Speaker and his place would be taken by Dr Esther Lategan.

The meeting closed at 7.10 p.m.

DATE : 17 November 1987

CHAIRMAN :

A handwritten signature in black ink, appearing to be 'R. Lategan', written over a horizontal line. The signature is stylized with a large initial 'R' and a long horizontal stroke at the end.

MINUTES OF THE MEETING OF THE HERSCHEL COUNCIL
HELD AT HERSCHEL ON TUESDAY 17 NOVEMBER 1987 AT 5.00 PM

PRESENT: Mr D Loch Davis (Chairman)
 Mr R Hendry
 Justice R Marais
 Mr W Marshall Smith
 Mr J Millar
 Mr J Mudge
 Mrs A Snyders
 Mr G van Zyl
 Mrs P Duff (Headmistress)
 Mr L Saxby (Secretary)
 Mr D Lilley

IN ATTENDANCE: Mrs P Brown (Head of Preparatory School)

APOLOGIES: His Grace the Archbishop of Cape Town
 Prof M Ashley
 Mr R Peters
 Mr R Wood

MINUTES

Minutes of the meetings held on 8 September, 7 October and 27 October were confirmed.

PREP SCHOOL REPORT

This had been circulated. The Chairman said on behalf of the Council that our best wishes went with Mrs Brown on her retirement. Mrs Brown then left the meeting.

BUSINESS MANAGER

The Chairman welcomed Mr D Lilley who had been appointed to succeed Mr Saxby.

RETIREMENT PENSION

The Chairman, in accordance with the mandate given to him, had agreed to a pension of R10,000 per annum for Mrs Brown. Details would be worked out with the pension fund's administrators.

HEADMISTRESS'S REPORT

This had been circulated. The Headmistress referred to Draft Proposals for strengthening APS and asked Council members to diarise a meeting at Bishops on Monday 15 February 1988 at 6.00 pm at which this would be discussed. Mr P Loveday would be attending.

To cater for the increasing number of pupils taking German a part-time teacher would be required next year.

THINK TANK

A date for the first meeting of the Think Tank would be agreed at the Council meeting on 9 February 1988.

HEAD OF PREP

Mrs Margaret Chambers has been appointed with effect from the second term 1988.

BUILDING COMMITTEE'S REPORT

The report, which had been circulated, dealt entirely with the Theatre Complex. Members of the Council expressed their appreciation for the time and effort spent by Mr Hendry on this project. A special meeting would be convened to deal with start up proposals.

FINANCE COMMITTEE'S REPORT

This had been circulated. The latest number of pupils expected next year as shown in the Headmistress's report will represent an additional income of some R60,000. If the subsidy is increased from 15% to 30% the financial position at the end of 1988 would be further improved.

ACADEMIC SALARIES

The Headmistress said it was essential the School should not only keep up with the Government Academic Salary Scale but also should pay a 13th cheque and then aim to improve our teachers' reward beyond that of the Government. It was agreed that a small ad hoc body would assist the Headmistress with salaries.

INVESTMENTS

Syfrets, Mr Millar and Mr Pyott would carefully monitor our portfolio with Syfrets.

CHAIRMAN'S ADVISORY COMMITTEE

A committee consisting of Mr Millar, Mr van Zyl and Mr Wood, with authority to co-opt, was appointed to make ad hoc decisions binding the Council when the Chairman was not available. Rulings by any two members would have the same effect as those made by the Chairman.

PREP SCHOOL COMMITTEE REPORT

This was tabled.

P R O COMMITTEE

Mr van Zyl resigned from the committee due to pressure of business.

STAFF AND INDUSTRIAL RELATIONS

In view of the difficulties experienced by some schools with their domestic and grounds staff it was resolved that a committee consisting of Mr Loch Davis, Mrs Duff and Mr Lilley should draw up conditions of service for the domestic and grounds staff.

HERSCHEL AHEAD

This report was tabled. Phase I of the fundraising programme has been completed and phase II would start in the New Year. On 29 and 30 January next year there will be dinners to launch Herschel Ahead.

NOMINATIONS FOR COUNCIL

Mrs Hoffman has resigned as she is at present living in the USA. A vote of thanks was passed for her invaluable service to Council particularly as a contact with the old Herschelians. Between now and the end of the year

.... /nominations

- 3 -

NOMINATIONS FOR COUNCIL (cont.)

nominations to fill the vacancies on the Council should be sent to the Chairman. Of particular concern is that an Educationalist (Tertiary) is required. It was felt that nominations should include young parents, other communities and at least one from the Old Herschelians.

RETIREMENT

Mr Lionel Saxby is to retire at the end of 1987. The Chairman and members of Council expressed sincere thanks to Mr Saxby for his loyal and valuable service to Herschel for nine years.

SIGNING POWERS

It was resolved that any two of the following be authorised to sign on behalf of Herschel Association and Herschel School Special Fund at the First National Bank also on behalf of Herschel Association at the Permanent and Allied Building Societies: Mrs Duff, Mr Loch Davis, Mrs Snyders, Mr Millar, Mr Van Zyl, Mr Wood, Mr Lilley.

NON ACADEMIC LONG LEAVE

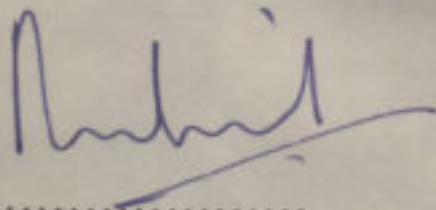
This was originally agreed and minuted 12 June 1978 but has never been implemented. The position would be reviewed by Mr Lilley before the next meeting.

SECRETARY TO THE COUNCIL

Mr Lilley was unanimously elected.

GRATUITIES

Gratuities to members of staff who were not eligible to join the Pension Fund would be discussed in committee.

.....
DATE

10 May 1988

.....
CHAIRMAN

MINUTES OF A SPECIAL MEETING OF THE HERSCHEL COUNCIL HELD AT HERSCHEL
ON MONDAY 7 DECEMBER 1987 AT 5.30 PM

PRESENT: Mr D Loch Davis (Chairman)
Mr R Hendry
Mr J Mudge
Mr G van Zyl
Mr R Wood
Mr D Lilley (Secretary)

APOLOGIES: Prof M Ashley
Mr W Marshall Smith
Mr R Pyott
Mr J Millar
Mrs A Snyders

PURPOSE OF MEETING

The meeting had been called to discuss cash flow and allied matters relating to the funding of the new theatre complex.

BORROWINGS

The unsecured overdraft facility with First National Bank would be increased to R1,3m. It was anticipated that use of this facility would, however, only be required as from June 1988. Interest would be 13% p.a.

CASH FLOW PROJECTIONS

This would be revised to take account of all known future commitments. Income from pledges would be assumed at R20,000 per month until November 1988.

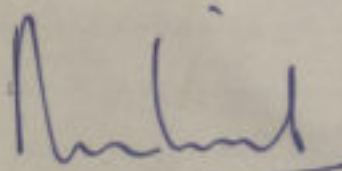
RECEIPTS AND PAYMENTS

A statement would be drawn up showing the position to date.

INVESTMENT PORTFOLIO

It was agreed that the Herschel share portfolio would be liquidated and the proceeds placed at call with First National Bank until required. Interest would accrue at approximately 9% p.a.

The meeting closed at 6.45 p.m.



CHAIRMAN

10 May 1988

DATE

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL
HELD AT HERSCHEL ON TUESDAY 9 FEBRUARY 1988

PRESENT: Justice R Marais - in the Chair
 Mr R Hendry
 Mr W Marshall-Smith
 Mr J Millar
 Mr J Mudge
 Mrs A Snyders
 Mr G van Zyl
 Mr R Wood
 Mrs P Duff (Headmistress)
 Mr D Lilley (Secretary)

IN ATTENDANCE: Mrs E Bray (Acting Head of the Prep)

APOLOGIES: Mr D Loch Davis (Chairman)
 Mr R Peters

CONFIRMATION OF MINUTES

The minutes of the meetings held on 17 November 1987 and 7 December 1987 were confirmed. They would be signed by Mr Loch Davis on his return to Cape Town.

MATTERS ARISING

It was reported that the share portfolio had, with the exception of one stock, now been liquidated. An amount of approximately R370,000 had been realized.

PREP SCHOOL REPORT

Mrs Bray presented her report. A brief discussion regarding pupil numbers ensued and it was agreed that the matter of staffing would be discussed with the new Head once she had taken up her appointment.

The Council and Headmistress expressed their thanks to Mrs Bray for her help as Acting Head of the Prep.

HEADMISTRESS' REPORT

This had been circulated. The Headmistress tabled a statistical comparison of 1987 matric results and these were discussed. The Council expressed its congratulations at these results. Letters of thanks from certain staff members for salary increases granted to them from 1/1/88 were tabled and the Headmistress expressed the hope that Herschel salaries would not fall behind those of government teachers.

DIPLOMA COURSE

The Headmistress proposed that the Council give favourable consideration to the establishment of a diploma course for the less academically orientated pupil - standards 8, 9 and 10. The idea met with interest and enthusiasm and would be discussed further at the "Think-Tank" to be held on Saturday 19 March. The Headmistress would attend the APS meeting to be held at Bishops on Friday 26 February. Mr Loch Davis, if available, would accompany her.

BUILDING COMMITTEE REPORT

This had been circulated. Mr Hendry reported that no contract had, as yet, been signed with Ovcon for the construction of the new theatre complex but building was well under way. It was hoped to bring the completion date forward.

HERSCHEL AHEAD

Mr Van Zyl reported on the feedback from the dinners to launch the Appeal, held on 29 and 30 January and fifteen volunteers had come forward to assist with fundraising. There were 375 families to canvas and a notional target of R500 per year per present family. Old Girls would be approached later in the year.

FINANCE COMMITTEE REPORT

This was tabled by Mr Millar. No figures for the year to 31/12/87 were yet available but after adjusting for the higher government subsidy an estimated surplus of R50,000 was reported.

PR COMMITTEE

No report was tabled. Mr Wood expressed his belief that his committee was an accessory to other committees and would assist when required.

NOMINATIONS FOR COUNCIL

A letter from the secretary of the Old Herschelians Association was tabled nominating Mrs A Snyders as the Old Herschelians Association representative on Council. Other formal nominations were received. After a brief discussion the meeting reached consensus on four candidates whose names would be put forward to the Chairman.

OTHER BUSINESS

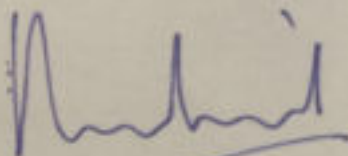
1. SAAIS

The formation of a Southern African Association of Independent Schools was discussed. It was agreed that such an association did not meet the present needs of Herschel which was well served by the Association of Private Schools.

- 3 -

2. INTERPAY SERVICE AGREEMENT

It was resolved that Mr Lilley be authorized to sign an agreement with First National Bank whereby that bank provide the school with a computerized payroll service.



CHAIRMAN

10 May 1988

DATE

AGM 10/5/88

PRESENT:

R W Hendry (R. W. HENDRY) /

G. J. VAN ZYL /

R. M. MARAIS. /

G. R. BARR /

R. WOOD
J. W. HAMMORD. /

A. SNYDERS. /

Margaret Chambers

S. LABIA

W. MARSHALL SMITH /

R. H. PETERS /

P. J. Duff.

J. R. MILLAR

(Committee Meetings only)

Michael

Rock Davis /

D. K. Lillay.



A MEMBER OF ARTHUR YOUNG INTERNATIONAL

Arthur Young

Arthur Young & Company
Chartered Accountants (SA)
Main Tower Cape Town Centre
Heerengracht
Cape Town 8001
PO Box 4807 Cape Town 8000
Telephone (021) 21-4520
Telex 5-27089
Telefax (021) 25-4523

May 3 1988

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 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 1987 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.

CHARTERED ACCOUNTANTS (S A)

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
COUNCIL'S REPORT
FOR THE YEAR ENDED DECEMBER 31 1987

NATURE OF BUSINESS

To maintain a school for girls.

STATE OF AFFAIRS

For the year under review the Association reports a net retained income of R27 923 (1986 net loss R8 933) after setting aside income of R75 000 (1986: R74 395) to the reserve for improvements and new developments.

EVENTS SUBSEQUENT TO THE YEAR END

Since the date of the balance sheet, the portfolio of listed investments of the Association was realised.

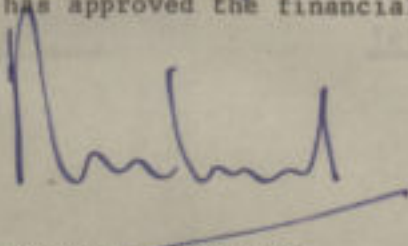
MEMBERS OF THE COUNCIL

Members of council at the date of this report are listed on page 1.

Since the date of the last report, Professor M Ashley, Mrs B Hoffman and Mr R J Pyott resigned from 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 1987

		1986
SCHOOL FEES	<u>R1 677 436</u>	<u>R1 537 449</u>
RETAINED INCOME/(LOSS) for the year	<u>R 27 923</u>	<u>R (8 933)</u>
after taking into account the following items:		
INCOME		
Subsidies received from the Department of Education	251 304	110 080
Net profit on disposal of fixed assets	625	432
EXPENSE		
Depreciation of fixed assets	63 982	58 501
Additional provision for unfunded retirement benefits	6 767	7 339
Auditors' remuneration		
Audit - current year	6 000	5 500
- previous year	(250)	500
Other services	-	500
Interest on loans	-	9 220
Amount set aside to reserve for improvements and new developments	75 000	74 395
Operating lease - furniture and equipment	<u>13 167</u>	<u>6 333</u>

NOTE:

Income and expenditure during the year, respectively credited or debited direct to reserves or provisions amounted to R225 145 (1986 - R99 756) and R101 088 (1986 - R8 061) (see note 2).

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
BALANCE SHEET AT DECEMBER 31 1987

5

	Note		1986
Capital employed			
PAID UP GUARANTEE FUND		516	516
NON-DISTRIBUTABLE RESERVES	2	<u>1 344 788</u>	<u>1 102 142</u>
		1 345 304	1 102 658
PROVISION FOR PERSONAL ACCIDENT LIABILITY		7 221	7 221
PROVISION FOR UNFUNDED RETIREMENT BENEFITS		47 216	52 707
TRUST FUNDS	3	16 100	6 000
FOUR SCHOOLS' TRUST LOAN	4	<u>486 117</u>	<u>477 717</u>
		<u>R1 901 958</u>	<u>R1 646 303</u>
Employed as follows			
FIXED ASSETS	5	1 225 858	1 144 273
INVESTMENTS per page 11		392 998	372 701
CURRENT ASSETS			
Debtors	6	85 377	130 612
Cash on hand and at bank		64 633	500
Cash deposits		<u>170 000</u>	<u>95 000</u>
		<u>320 010</u>	<u>226 112</u>
CURRENT LIABILITIES			
Creditors		34 584	63 597
Fees received in advance		2 324	7 270
Bank overdraft		<u>-</u>	<u>25 916</u>
		<u>36 908</u>	<u>96 783</u>
NET CURRENT ASSETS		<u>283 102</u>	<u>129 329</u>
		<u>R1 901 958</u>	<u>R1 646 303</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
SOURCE AND APPLICATION OF FUNDS STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1987

SOURCE OF FUNDS

Retained income for the year	27 923
Items not involving a flow of funds	
Depreciation of fixed assets	63 982
Transfer to reserve for improvements and new developments	75 000
Provision for unfunded retirement benefits	11 573
Profit on disposal of fixed assets	(625)
Funds derived from operations	177 853
Increase in Four Schools Trust loan	8 400
Donations received - Herschel Appeal	678
- Herschel Ahead	130 653
- Fixed assets	4 027
Proceeds on disposal of assets	1 530
Sundry projects: amounts received, less applied	4 365
Increase in trust funds	10 100
	<u>R337 606</u>

APPLICATION OF FUNDS

Fixed assets purchased - new buildings, furniture and equipment	146 472
Increase in investments	20 297
Retirement benefits paid	17 064
Increase in working capital	153 773
	<u>R337 606</u>

INCREASE IN WORKING CAPITAL

Represented by	
Increase in cash resources	139 133
Decrease in debtors	(45 235)
Decrease in current liabilities	59 875
	<u>R153 773</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1987

1 ACCOUNTING POLICIES

The financial statements are prepared on the historical cost basis and the following accounting policies apply:

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 for but replacements are written off against revenue as and when incurred.

Depreciation for a full year is provided for in the year of purchase and none in the year of sale.

1986

2 NON-DISTRIBUTABLE RESERVES

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

Endowment account	48 451	48 451
Donations	129 679	125 652
Grant from the industrial fund for assistance to private schools in South Africa	10 800	10 800
Surplus on sale of staff residence	3 443	3 443
Jubilee fund	21 444	21 444
	<u>R213 817</u>	<u>R209 790</u>

2.2 Herschel Appeal

Appeal fund donations received to date	348 156	347 478
Less administration expenses incurred to date	41 559	41 559
	<u>R306 597</u>	<u>R305 919</u>

2.3 Herschel Ahead

Donations received to date	142 050	-
Less administration expenses incurred to date	11 397	-
	<u>R130 653</u>	<u>R -</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1987 (CONTINUED)

		1986
2	NON-DISTRIBUTABLE RESERVES (CONTINUED)	
2.3	The Four Schools' Trust	
	Share of trust income received for the year	15 665 40 602
	Less Bursaries and scholarships for the year	(15 665) (14 720)
	Less Transfer to retained income	- (25 882)
		-
2.4	Sundry projects	
	Opening balance	66 768 45 600
	Receipts during the year (net)	4 365 21 168
	Balance at year end	71 133 66 768
2.5	Reserve for improvements and new developments	
	Opening balance	134 887 66 235
	Transfer in respect of refurbishing of dining room and warden's flat during 1986	- (5 743)
	Amount transferred from income	75 000 74 395
	Balance at year end	209 887 134 887
2.6	Retained income	
	Opening balance	384 778 367 829
	Retained income/(loss) for the year	27 923 (8 933)
	Transfer from The Four Schools' Trust	- 25 882
	Balance at year end	412 701 384 778
	TOTAL NON-DISTRIBUTABLE RESERVES	R1 344 788 R1 102 142
3	TRUST FUNDS	
	Trust funds consist of the following	
	W Duncan Baxter Trust Fund	2 000 2 000
	Bursary Fund	2 000 2 000
	Sundry Prize Funds	2 100 2 000
	Fanella Douglas Scholarships Fund	10 000 -
		R 16 100 R 6 000

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1987 (CONTINUED)

4 THE FOUR SCHOOLS' TRUST LOAN

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

5 FIXED ASSETS

	Cost	Accumulated depreciation	Net book value
5.1 Freehold land and buildings at cost	1 210 454	88 926	1 121 528
Furniture and equipment	294 279	197 947	96 332
Motor vehicle - bus	14 986	11 988	2 998
Pianos	5 450	900	4 550
	<u>R1 525 169</u>	<u>299 761</u>	<u>1 225 408</u>

Cutlery, crockery and glassware at nominal value	200
Linen and curtains at nominal value	250
	<u>R1 225 858</u>

1986

Freehold land and buildings at cost	1 108 316	69 587	1 038 729
Furniture and equipment	252 793	158 244	94 549
Motor vehicle - bus	14 986	8 991	5 995
Pianos	5 450	900	4 550
	<u>R1 381 545</u>	<u>237 722</u>	<u>1 143 823</u>

Cutlery, crockery and glassware at nominal value	200
Linen and curtains at nominal value	250
	<u>R1 144 273</u>

5.2 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
Additions since - 1940 - 1947	23 184
1961 - 1967	36 691
1973	33 428
1974 - 1975	13 788
1976	105 468
1977	89 722
1978	144 903
1979	91 375
1980 - 1981	5 437
1982	74 216
1985	3 114
1986 (includes the house of the headmistress - R120 637)	121 545
1987	101 613
	<u>R929 939</u>

Carried forward

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1987 (CONTINUED)

5 FIXED ASSETS (CONTINUED)

5.2 Continued

Brought forward

929 939

(b) Land and school buildings known as The Hill,
Kenmar Crescent, Claremont.

Cost in 1954

57 000

Additions since -

1955 - 1959

64 761

1960 - 1965

17 203

1968 - 1969

39 525

1972 - 1973

3 054

1974

63 349

1975

16 723

1976 - 1977

1 927

1985 - 1986

16 447

1987

526

280 515

TOTAL COST

R1 210 454

1986

6 DEBTORS

Provision has been made for
irrecoverable debts of

R 10 000

R 10 000

7 TAXATION

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

8 CAPITAL COMMITMENTS

Theatre complex and tennis courts
contracted for

R1 858 706

R -

This is to be financed from an appeal
to parents and from operations.

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
SCHEDULE OF INVESTMENTS AT DECEMBER 31 1987

LISTED	Description	Cost	Market valuation	1986	
				Cost	Market valuation
-	Anglo American Coal Corporation Limited	-	-	3 125	3 500
100	Anglo American Investment Trust	37 300	33 000	37 300	38 300
1 500	De Beers Consolidated - Deferred	51 000	44 475	51 000	51 900
1 500	H J Joel Gold Mining Company - ordinary	15 225	20 400	15 225	19 275
-	H J Joel Gold Mining A Opt	-	-	2 160	2 460
100	H J Joel Gold Mining B Opt	810	875	2 430	2 880
100	Vaal Reefs Exploration & Minerals	35 300	36 000	35 300	37 700
-	Samancor Limited - ordinary	-	-	2 010	2 100
1 200	Anglo American Corporation South African A ordinary	78 881	66 600	71 775	72 600
200	Anglo Vaal Limited 2nd 5% cumulative preferent	20 000	29 000	20 000	20 000
100	Anglovaal Limited - A	21 500	28 500	21 500	19 700
800	Anglovaal Limited Loan Stock	9 200	22 400	-	-
800	Goldfields of South Africa	41 600	46 400	41 600	48 400
-	Rand Mines Limited	-	-	8 300	7 200
3 000	Lifegro Assurance Limited	9 300	9 150	9 300	10 650
1 000	Southern Life Association Limited	5 750	7 500	5 750	6 000
1 500	C B D Property Fund	3 975	4 725	3 975	4 275
600	Sasol Limited	4 740	4 740	4 740	5 700
12 600	Medi-Clinic 11% debentures	14 112	11 970	14 112	15 498
2 000	Rembrandt Group Limited	15 900	17 500	15 900	16 100
100	Trans Natal Coal 13,25 debentures	158	150	199	203
1 000	Safmarine and Rennies 7,5% cumulative preferent	2 000	950	2 000	920
		<u>366 751</u>	<u>384 335</u>	<u>367 701</u>	<u>385 361</u>
			Council's valuation		Council's valuation
UNLISTED					
1 205	Paid-up indefinite period shares in South African Permanent Building Society	12 050	12 050	1 950	1 950
1	Paid-up indefinite period share in Allied Building Society	50	50	50	50
R1 000	Arcadia Participation Bonds	1 000	1 000	-	-
R1 000	SYFSA Participation Bonds	1 000	1 000	1 000	1 000
R1 000	Board of Executors Participation Bonds	1 000	1 000	1 000	1 000
R 47	Syfrets Current Account	47	47	-	-
R1 000	UAL Merchant Bank - call	11 100	11 100	1 000	1 000
	Total unlisted investments	<u>26 247</u>	<u>26 247</u>	<u>5 000</u>	<u>5 000</u>
	Total investments	<u>R392 998</u>	<u>R410 582</u>	<u>R372 701</u>	<u>R390 361</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1987
NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

			1986
INCOME			
Fees			
Tuition and board	1 568 589		1 443 913
Extra subjects	<u>108 847</u>		<u>93 536</u>
		1 677 436	1 537 449
Less bursaries and scholarships		<u>(18 128)</u>	<u>-</u>
		1 659 308	1 537 449
Registration fees		3 692	2 320
Lunches		19 786	18 627
Rent received		-	600
Subsidy - Department of Education		251 304	55 685
Additional subsidy		-	54 395
Sundry revenue		8 012	4 878
Interest received		9 560	15 689
Profit on disposal of fixed assets		<u>625</u>	<u>432</u>
		1 952 287	1 690 075
EXPENSES			
Salaries of staff	1 174 917		1 052 113
Teaching	923 534		856 026
Non-teaching	68 955		59 259
Office staff	91 635		65 540
Special subjects and services	<u>90 793</u>		<u>71 288</u>
Wages of domestic staff and gardeners	96 673		79 076
Provisions	90 834		74 830
Domestic charges	69 199		65 332
Electricity and gas	31 041		28 962
General maintenance	15 797		15 286
Laundry	7 561		8 117
Miscellaneous supplies	9 619		8 992
Water	<u>5 181</u>		<u>3 975</u>
Sport requisites	1 215		1 920
Property charges	39 842		30 796
Grounds	4 033		5 287
Hockey field and tennis courts	1 249		1 931
General maintenance	26 835		20 221
Rates and municipal services	1 430		1 295
Swimming pool expenses and improvements	<u>6 295</u>		<u>2 062</u>
Carried forward	R1 472 680	R1 952 287	R1 304 067
			R1 690 075

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1987 (CONTINUED)
NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

EXPENSES (CONTINUED)

1986

Brought forward	1 472 680	1 952 287	1 304 067	1 690 075
Administration	143 612		108 490	
Advertising for staff	6 689		3 247	
Auditors' remuneration	5 750		6 500	
Bank charges	4 687		3 072	
Bad debts written off	1 657		1 795	
Class materials	65 215		39 475	
Entertainment	5 989		3 413	
Miscellaneous	20 865		20 474	
Motor vehicle expenses	2 259		1 009	
Postages and telegrams	2 307		1 909	
Printing and stationery	14 143		14 379	
Prizes	2 053		2 125	
Telephone charges	11 998		11 092	
Contributions	127 726		109 119	
Provision for unfunded retirement benefits	6 767		7 339	
Pension fund	97 760		85 871	
Teachers' Federal Council	180		-	
Unemployment insurance fund	9 897		7 072	
Medical aid fund	13 122		8 837	
Insurance premiums	31 294		22 384	
Interest on mortgage loans	-		9 220	
Provision for depreciation of fixed assets	63 982		58 501	
Regional services council levies	1 235		-	
Relocation expenses	-		6 032	
Security charges	8 835		6 800	
Total expenses		<u>1 849 364</u>		<u>1 624 613</u>
NET INCOME FOR THE YEAR		102 923		65 462
TRANSFERS TO/(FROM) RESERVES				
Reserve for improvements and new developments:				
Amount set aside		75 000		74 395
Amount written back		-		(5 743)
Refurbishing of dining room and warden's flat written off		-		5 743
RETAINED INCOME/(LOSS) FOR THE YEAR		<u>R 27 923</u>		<u>R (8 933)</u>

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL
ASSOCIATION (INCORPORATED ASSOCIATION NOT FOR GAIN) HELD
IN THE HERSCHEL LIBRARY ON TUESDAY 10 MAY 1988 AT 5 P M

PRESENT: Mr D Loch Davis (Chairman)
Mr R Hendry
Justice R Marais
Mr W Marshall Smith
Mr R Peters
Mrs A Snyders
Mr G van Zyl
Mr R Wood

IN ATTENDANCE: Mrs P J Duff (Headmistress)
Mr D K Lilley (Secretary)
Mrs M Chambers (Head of Preparatory School)
Mr G Barr
Mr J Hammond
Countess S Labia

APOLOGIES: Mr J Mudge
Mr P Stassen
Mr J Millar

MINUTES OF THE 1987 A G M

The minutes of the Annual General Meeting held on Tuesday 12 May 1987 were confirmed.

ANNUAL FINANCIAL STATEMENTS

The Financial Statements, together with the auditors' report thereon, for the year ended 31 December 1987 were approved unanimously and signed by Messrs Loch Davis and Peters.

APPOINTMENT OF AUDITORS

Messrs Arthur Young and Company were appointed for the ensuing year. It was agreed that the Finance Committee would negotiate their remuneration.

APPOINTMENT OF ARCHBISHOP'S REPRESENTATIVES TO COUNCIL

It was reported that no appointments had been made by the Archbishop for the ensuing year.

- 2 -

ELECTION OF COUNCIL MEMBERS

The following four nominees were duly elected to Council:

Mr G Barr	Proposed by Mr Hendry	Seconded by Mr Wood
Mr J Hammond	Proposed by Mr Wood	Seconded by Mrs Snyders
Countess Labia	Proposed by Mr Marshall Smith	Seconded by Mr Hendry
Mrs L Reid	Proposed by Mr Van Zyl	Seconded by Mr Loch Davis

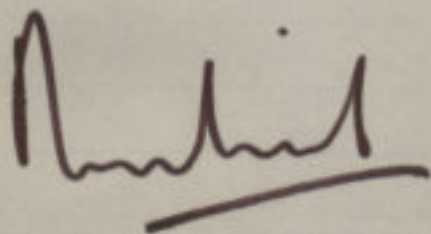
Mrs A Snyders and Messrs Van Zyl and Mudge retired in accordance with the Articles of Association and, being eligible, were unanimously re-elected to the Council.

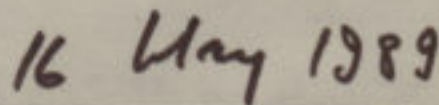
ELECTION OF OFFICE BEARERS

Mr D Loch Davis was unanimously re-elected Chairman.
Mr Lilley's election as Secretary was confirmed.

OTHER BUSINESS

The Chairman stated that for many years the view had repeatedly been expressed that the Memorandum and Articles of Association were outdated and in need of replacement. After discussion, it was agreed that the Chairman, together with the secretary, would give attention to the existing document and that a revised document would be laid before Council for further consideration.



CHAIRMAN

DATE

HERSCHEL ASSOCIATIONANNUAL GENERAL MEETING TUESDAY 10 MAY 1988COUNCIL MEMBERSAppointed by the Archbishop

	<u>Appointed</u>	<u>Last Re-Appointed</u>
Justice Marais	2.5.77	12.5.87
Mr Van Zyl	7.6.77	7.5.84
Mr Mudge	30.11.73	7.5.84
Mrs Snyders	12.2.80	13.5.85
Mr Marshall-Smith	30.3.73	13.5.85
Mr Loch Davis	14.9.81	12.5.86

Elected by Council

	<u>Elected</u>	<u>Last Re-Elected</u>
Mr Peters	14.9.81	12.5.86
Mr Hendry	25.4.83	12.5.87
Mr Millar	25.4.83	12.5.87
Mr Wood	10.2.87	-

+ 2 Vacancies

+ 4 Vacancies

One fourth of the Council shall retire annually, but be eligible for re-appointment or renomination/election as appropriate.

PRESENT OFFICE BEARERS

Chairman	Mr D Loch Davis
Secretary	Mr D Lilley

PRESENT COMMITTEES

Chairman's Advisory Committee	Mr Millar, Mr Van Zyl, Mr Wood
Finance/Administration	Mr Peters, Mr Millar
Public Relations	Mr Wood
Buildings/Grounds	Mr Hendry, Mr Van Zyl
Education	Justice Marais, Mr Mudge
Prep School	Mrs Snyders

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL HELD
AT HERSCHEL ON TUESDAY 10 MAY 1988

PRESENT:

Mr D Loch Davis	(Chairman)
Mr G Barr	
Mr J Hammond	
Mr R Hendry	
Countess Labia	
Justice R Marais	
Mr W Marshall Smith	
Mr J Millar	
Mr R Peters	
Mrs A Snyders	
Mr G van Zyl	
Mr R Wood	
Mrs P Duff	(Headmistress)
Mr D Lilley	(Secretary)

IN ATTENDANCE:

Mrs M Chambers	(Head of Preparatory School)
Mrs C Brathwaite	(Director - Herschel Ahead)

APOLOGIES:

Mr J Mudge
Mr P Stassen
Mrs L Reid

CONFIRMATION OF MINUTES

The minutes of the meeting held on Tuesday 9 February 1988 were confirmed.

PREP SCHOOL REPORT

Mrs Chambers presented her report to Council. Having been thanked, she then left the meeting.

HEADMISTRESS' REPORT

This had been circulated. The Headmistress highlighted certain matters raised in her report. She thanked Council members for attending the "Think Tank" on Saturday 16 April and expressed her belief that the day had proved valuable and that the exercise should be repeated from time to time. The matter of Mrs Smith's retirement as Bursar was discussed and it was agreed that a replacement should be found as soon as possible. The Headmistress reported that the Mayor of Cape Town had agreed to officially open the new theatre complex.

FINANCE COMMITTEE REPORT

Mr Peters, on behalf of the Finance Committee, reported a satisfactory surplus for the first term 1988 and the quarterly accounts were circulated.

It was recommended to Council that a 10% surcharge on fees outstanding 30 days after the commencement of term, be implemented. This proposal was adopted unanimously.

AW

BUILDING COMMITTEE REPORT / HERSCHEL AHEAD

This had been circulated.

Mrs Brathwaite, as Appeal Director, was invited to speak on the necessity for implementing Phase 2 of the building programme as a matter of urgency. Following a short discussion the Council agreed that to proceed with Phase 2 was important but that serious reconsideration should be given to the financial implications. It was agreed that an ad-hoc meeting would be convened by Mrs Brathwaite to investigate the matter further.

It was agreed that Mrs Brathwaite would continue as Appeal Director until the end of the third term 1988.

ELECTION OF COMMITTEE MEMBERS

The following Committee Members were elected:

Chairman's Advisory Committee	: Messrs Millar, Van Zyl, Wood
Finance Committee	: Messrs Peters, Millar, Hammond
Building Committee	: Messrs Hendry, Van Zyl
Education Committee	: Justice Marais, Mr Mudge
Fund Raising Committee	: Messrs Van Zyl, Hammond, Barr Mrs Reid
Prep School Committee	: Mesdames Snyders and Reid
Public Relations Committee	: Mr Wood, Countess Labia, Mrs Reid

ACADEMIC STAFF BENEFITS

It was agreed that full-time members of academic staff would be granted an educational allowance to the value of one third of either Herschel's fees, or the fees of the accepting private school, whichever be the lower, in respect of one child only and to the value of 15% in respect of a second child. No allowance would be granted for a third or subsequent child.

DIPLOMA COURSE

It was agreed that the Headmistress' suggestion of a Herschel Diploma Course should be further explored and that this would be discussed by the Headmistress with the Chairman's Advisory Committee if any decision needed to be taken before the next Council meeting.

OTHER BUSINESS

It was suggested that an additional Council member be sought. The name of a suitable candidate was put forward and it was agreed that the Chairman would approach the person concerned.

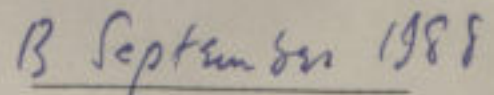
- 3 -

DATE OF NEXT MEETING

The Headmistress requested that the Council change the date of the next meeting as the original date set (6 September) clashed with the date of the HMC conference at which she would be attending. It was agreed that the secretary would liaise with the Chairman and advise Council Members of the amended date accordingly.

There being no further business the meeting closed at 7.35 pm.



CHAIRMAN

DATE

MINUTES OF A SPECIAL MEETING OF THE HERSCHEL COUNCIL HELD
AT HERSCHEL ON TUESDAY 17 MAY 1988 AT 5.30 PM

PRESENT: Mr D Loch Davis (Chairman)
Mr J Hammond
Mr R Hendry
Justice R Marais
Mr W Marshall Smith
Mr R Peters
Mrs A Snyders
Mr R Wood
Mrs P Duff (Headmistress)
Mr D Lilley (Secretary)

IN ATTENDANCE: Mrs C Brathwaite (Appeal Director)

APOLOGIES: Mr G Barr
Mr J Millar
Mr G van Zyl

PURPOSE OF MEETING

The meeting was called to discuss, and if thought fit, to approve the implementation of Phase 2 of the new building programme.

Messrs Hammond and Hendry reported back on an ad hoc committee meeting held earlier in the day to consider the financial implications of proceeding with Phase 2.

A financial report prepared by Mr Millar, which had been circulated, was tabled and the Chairman thanked him "in absentia" for the excellence and comprehensiveness of his report.

The Chairman asked for clarification of exactly what comprised Phase 2 and stated that the school should be clear as to what its priorities were.

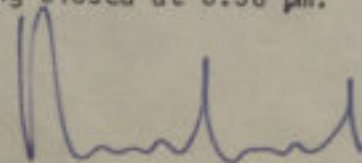
The issue and all relevant financial implications were debated in depth.

Mr Wood suggested the issue of debentures as a means of cheaper borrowing and the Finance Committee was asked to investigate this.

It was finally agreed that, subject to the total projected expenditure being within the parameters set out in Mr Millar's report, and a further saving being achieved as a cushion, the school would proceed with Phase 2.

The implementation of this resolution was delegated to the Finance Committee and the Building Committee, acting together.

The meeting closed at 6.50 pm.



CHAIRMAN

13 September 1988

DATE

HERSCHEL ASSOCIATION

FINANCIAL REVIEW - MAY 1988

1. Introduction

The purpose of this financial review is to assess the impact of the New Theatre Complex and the associated Herschel Ahead appeal on the school's finances, with particular reference to the school's capacity to undertake phase 2 of the project. This review considers the relevant factors under the following sections :

	Page
2 Financial position as at 31 December 1987	2
3 Income and Expenditure Summary	3
4 New Theatre Complex cost	4
5 Herschel Ahead Fund Raising	5
6 Effect of New Theatre Complex/Herschel Ahead on Herschel's financial position and performance	6
7 Conclusion	8
8 Scholarship and bursary funding	8

Annexures

1 Assumed building/funding cash flow "guestimate"
2 20-year occupancy analysis
3 Current occupancy analysis

2. Financial position as at 31 December 1988

The balance sheet as at 31 December 1988 may be summarised as follows :

	R'000
<u>Fixed Assets</u>	1 226
Land & buildings, at cost less depreciation	1 122
Original land & buildings	1 021
New theatre complex	101
Furniture, equipment & vehicles	104
Original cost	315
Less accumulated depreciation	211
<u>Working Capital</u>	50
Debtors	85
Trust fund investments	16
Adjusted cash and deposits	56
<u>Adjusted Current assets and Trust funds</u>	157
<u>Less Current liabilities, Trust funds & Provisions</u>	107
Current liabilities	37
Trust funds	16
Provision for unfunded retirement benefits	47
Provision for personal accident liability	7
<u>Cash Resources</u>	424
Adjusted cash and deposits	178
Investments, at cost, (cash since year-end)	377
	555
Less Herschel Ahead net receipts	131
Receipts	142
Less expenses	11
<u>Capital Employed</u>	1 700
Non-distributable reserves and capital	1 345
Less Herschel Ahead net receipts	131
	1 214
Four Schools Trust loans	486
<u>Capital employed</u>	1 700

Note 1

The adjusted cash and deposits of R56 000 under working capital represent a balancing amount to ensure that working capital is reflected at R50 000. This amount should be adequate to cover contingencies, particularly having regard to the accrual of fees in advance.

Note 2

The cash resources of R424 000 have been derived mainly from the transfer of a share portfolio by the Four Schools Trust and, to a lesser extent, from the accumulation of funds for the purpose of refurbishment and replacement of fixed assets. Accordingly, it is appropriate to allocate a proportion of these funds to meet the school's capital expenditure requirements, and the residual balance may be allocated to the theatre complex.

3. Income and Expenditure Summary

Income and expenditure for the years ended 31 December 1987 and 1986 and the budget, before allowing for the impact of the new theatre complex and Herschel Ahead, for the year ending 31 December 1988 may be summarised as follows :

R'000	Budget 1988	Actual	
		1987	1986
Fees, boarding & extra subjects	2 048	1 700	1 558
Less scholarships and bursaries	(50)	(34)	(15)
Four Schools Trust income	-	16	41
Less FST income transferred to reserves	-	-	(26)
Subsidy	315	251	110
Sundry income	3	9	6
Interest received	-	10	16
<u>Total income</u>	<u>2 316</u>	<u>1 952</u>	<u>1 690</u>
<u>Expenditure</u>	<u>(2 107)</u>	<u>(1 785)</u>	<u>(1 572)</u>
<u>Net income before depreciation</u>	<u>209</u>	<u>167</u>	<u>118</u>
Depreciation	(108)	(64)	(58)
Transfer to replacement reserve	(20)	(75)	(69)
Contingency	(10)	-	-
<u>Transfer to (from) reserves</u>	<u>71</u>	<u>28</u>	<u>(9)</u>

4. New Theatre Complex Cost

Based on information supplied by Mr R Hendry, the cost of completing the tennis courts and phases 1 and 2 of the new theatre complex may be summarised as follows :

<u>R'000</u>	<u>Tennis Courts</u>	<u>Phase 1</u>	<u>Phase 2</u>	<u>Combined Total</u>
Tennis courts	40			
Built	22			
To be built	18			
Building contract			295	
Building contingency			15	
Building escalation			60	
Professional fees			56	
	<u>40</u>	<u>1 816</u>	<u>426</u>	<u>2 282</u>
Furnishing "guestimate"		84	74	158
	<u>40</u>	<u>1 900</u>	<u>500</u>	<u>2 440</u>
Estimated interest on bank loan capitalised during construction period*		23	24	47
Contingency			13	13
	<u>40</u>	<u>1 923</u>	<u>537</u>	<u>2 500</u>

* See assumed building/funding cash flow "guestimate" contained in Annexure 1.

5. Herschel Ahead Fund Raising

It is understood that approximately 91 parents, 40 Old Herschileans and 19 past parents and friends had contributed or pledged to contribute R840 000 as at 10 May 1988. This represents slightly over R5 000 per person.

Mr G Van Zyl has indicated that approximately 300 cards in respect of 300 parents have still to be returned and he is confident that an average of R2 500 per person should be achieved, giving a total of R750 000.

Based on the foregoing and ignoring cancellations, it is possible to estimate the cash flow from the appeal as follows :

R'000	Actual Commit- ment	Expected Commit- ment	Combined Total
Pledges	840	750	1 590
Less Herschel Ahead costs, say	30	10	40
Pledges net of costs	810	740	1 550
Projected cash receipts:			
Cash on hand net of costs	210		
September 1988		148	
Total for 1988			358
March 1989	150		
September 1989		148	
Total for 1989			298
March 1990	150		
September 1990		148	
Total for 1990			298
March 1991	150		
September 1991		148	
Total for 1991			298
March 1992	150		
September 1992		148	
Total for 1992			298

New parents should in future years be a source for additional pledges which should at least offset cancellations.

6. Effect of New Theatre Complex/Herschel Ahead on Herschel's financial position and performance

The effect of the new theatre complex and Herschel Ahead may be summarised as follows :

6.1 Effect on financial position

	R'000
Expenditure on complex at 31 December 1987	101
Existing cash resources	424
Budgeted cash flow for 1988	209
Herschel Ahead cash on hand	210
Herschel Ahead estimated receipts	148
Estimated cash on hand/1988 cash receipts	1 092
Less: "Other" capital expenditure allowance, say	(100)
Contingency	(92)
<u>Estimated Cash Available for Theatre Complex</u>	<u>900</u>

	Tennis Court & Phase 1	Tennis Court & Phases 1 & 2
Estimated New Theatre Complex expenditure	1 963	2 500
Less Estimated cash available	900	900
<u>Estimated bank loan at 31/12/1988</u>	<u>1 063</u>	<u>1 600</u>
Less Estimated annual Herschel Ahead receipts	298	298
<u>Estimated bank loan at 31/12/1989</u>	<u>765</u>	<u>1 302</u>
<u>Estimated bank loan at 31/12/1990</u>	<u>467</u>	<u>1 004</u>
<u>Estimated bank loan at 31/12/1991</u>	<u>169</u>	<u>706</u>
<u>Estimated bank loan at 31/12/1992</u>	<u>-</u>	<u>408</u>

23

6.2 Effect on income and expenditure

Assuming that :

- phase 1 would be available for the last quarter;
- phase 2 would be available from the commencement of 1989;
- budgeted net income before depreciation for the year ending 31 December 1988 is used as a base for future years. Key issues are the continuation of the State subsidy and the occupancy level remaining at the 1988 budget level and fee increases only covering inflationary cost increases;
- interest rates on the bank loan remain constant at 16%;
- depreciation is calculated at a rate of 2% on the total cost of phases 1 and 2. It is possible that parts of the expenditure could be depreciated at higher rates;

the income statement may be projected as follows :

R'000	1988	1989	1990	1991	1992	1993
Budgeted net income						
before depreciation	209	209	209	209	209	209
Less interest on bank loans						
Phase 1	43	148	101	53	10	-
Phase 2	-	84	84	84	79	65
Adjusted net income (loss)	166	(23)	24	72	120	144
Less depreciation						
Existing budget	108	108	108	108	108	108
Phase 1	10	37	37	37	37	37
Phase 2	-	10	10	10	10	10
Adjusted net income (loss)	48	(178)	(131)	(83)	(35)	(11)

It should be noted that :

- Each 1% change in interest rates will affect annual income by

3	14,5	11,5	8,5	5,5	4
=	=	=	=	=	=
- Depending on the standard, income is affected by between R4 220 to R4 720 per annum for each pupil in the senior school and R1 840 to R3 680 per annum for each pupil in the preparatory school. An analysis of the school occupancy level over the past 20 years, together with the current occupancy level, is annexed to this review. Whilst the senior school only has the theoretical capacity for approximately 10 more pupils, the preparatory school is "under" capacity to the extent of between 100 to 150 pupils.

Accordingly, considerable scope exists to enhance income without increasing fees. However, it is vital to attract more pupils to the preparatory school.

7. Conclusion

Based on the foregoing analysis, Herschel probably has the capacity to handle phase 2 provided that :

- 7.1 The aggregate cost of all aspects of the construction and furnishing of phases 1 and 2 does not exceed R2 500 000 by more than a nominal amount.
- 7.2 The residual fund raising effort genuinely has the capability of raising at least R750 000.
- 7.3 Apart from the R100 000 allowance for "other" capital expenditure, a stringent control is maintained over the next two to three years on all operating expenses and capital expenditure. With regard to capital expenditure, there would have to be a total restraint unless additional revenues are generated.
- 7.4 The State subsidy is maintained at current levels for at least the period under review. A decrease from 45% to 30% would result in a loss in revenue of approximately R100 000 per annum.

A meaningful increase in the occupancy level of the school, with particular reference to the preparatory school, would go a long way to reducing the risk of the additional borrowings.

8. Scholarship and Bursary Funding

Traditionally, scholarships and bursaries have been paid out of the income derived from the Four Schools Trust. With the transfer of the share portfolio to Herschel, this source of income will cease. Accordingly, it is recommended that the school funds invested in the new Theatre Complex be treated as a "notional" loan bearing interest which is "notionally" expensed and treated as "income" attributable to the Four Schools Trust in the current and future years.

J R MILLAR

JRM/SS
17.05.88.



Annexure 1

ASSUMED BUILDING/FUNDING CASH FLOW "GUESTIMATE"

Phase 1 and Tennis Courts

R'000	Expend- iture	Funding		Bank loan	Bank Inter- est @ 16%	Cumulative Bank loan
		Herschel Ahead	Herschel cash/inv			
Expenditure to :						
10/5/1988	427	210	217			
June	265		200	65	1	66
July	265			265	4	335
August	265			265	8	608
September	265	148		117	10	735
October	285		125	160	-	895
November (retention)	150			150	-	1 045
December (courts)	18			18	-	1 063
Total Phase 1	1 940	358	542	1 040	23	
Interest capitalised	23					
Total cost Phase 1 and Tennis Courts	1 963					

Phase 2

July	80		80	1	81
August	80		80	2	163
September	90		90	3	256
October	80		80	4	340
November	90		90	6	436
December	80		80	8	524
Total Phase 2	500		500	24	
Interest capitalised	24				
Total cost Phase 2	524				

HERSCHEL ASSOCIATION
20-YEAR OCCUPANCY ANALYSIS

<u>Year</u>	<u>Senior School</u>	<u>Prep. School</u>	<u>Total No. of Pupils</u>
1967	164	172	336
1968	161	183	344
1969	166	167	333
1970	152	183	335
1971	141	174	315
1972	181	174	355
1973	215	207	422
1974	229	224	453
1975	237	238	475
1976	241	277	518
1977	242	308	550
1978	254	315	569
1979	240	314	554
1980	247	339	586
1981	264	314	578
1982	262	292	554
1983	254	275	529
1984	253	248	504 ?
1985	257	238	495
1986	268	216	484
1987	251	212	463

1988 Numbers as at 07/09/1987 :

<u>Prep. School</u>		<u>Senior School</u>	
P.P	20	Std 6	37 + 8 (26)
A	20	7	43 (24)
B	30	8	49 + 2 (210)
1	15	9	41 (23)
2	27 + 3	10	50
3	30		
4	30		220 + 10 = 230 + 23?
5	30		
	<u>202 + 3</u>		

Total Prep. + Senior = 435

HEADMISTRESS'S REPORT TO THE SCHOOL COUNCIL

TUESDAY 10 MAY 1988

CURRENT OCCUPANCY ANALYSIS

ENROLMENT : 2nd Term 1988

SENIOR:

<u>Standard</u>	<u>Boarders</u>	<u>Day Girls</u>	<u>TOTAL</u>
10	8	35	43
9	8	33	41
8	11	49	60
7	12	35	47
6	10	42	52
	49	194	243

PREPARATORY:

5	5	29	34
4	4	29	33
3	5	25	30
2	6	19	25
1	1	15	16
Sub B	1	30	31
Sub A	1	29	30
Pre-Prep	-	22	22
	23	198	221

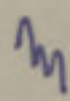
TOTAL :	72	392	464
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PUPIL MOVEMENT : SENIOR SCHOOL

Withdrawals:

Std 8 : End of first term - Victoria Loesch (to board at Rustenburg)
 During first term - Faheema Dhansay (social pressures)
 Std 9 : During first term - Amelia Opie (to Sans Souci)
 Std 9 : Kirsty Smythe) Brooks students returned to America after
 Std 10 : Daphne Seaman) 1 term at Herschel

JRM/ss
 16.05.88.



COUNCIL MEETING, 13/7/88.

NAME

SIGNATURE

P. J. C. Smith - Johnson

S. LABIA

B. Wood

R. W. HENDRY

MARGARET CHAMBERS

A. Snyders

L. van Reid

J. R. MILLAR

J. W. HAMMOND

G. R. BARR

R. M. MARMS

P. J. DUFF

J. Loch JAVIS

G. J. VAN ZYL

L. Labia
B. Wood
R. W. Hendry
Margaret Chambers
A. Snyders
L. van Reid
J. R. Millar
J. W. Hammond
G. R. Barr
R. M. Marmis
P. J. Duff
J. Loch Javis
G. J. van Zyl

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL HELD AT
HERSCHEL ON TUESDAY 13 SEPTEMBER 1988 AT 5.00 PM

PRESENT:

Mr D Loch Davis	(Chairman)
Mr G Barr	
Mr J Hammond	
Mr R Hendry	
Prof C Johnson	
Countess Labia	
Justice R Marais	
Mr J Millar	
Mrs L Reid	
Mrs A Snyders	
Mr G van Zyl	
Mr R Wood	
Mrs P Duff	(Headmistress)
Mr D Lilley	(Secretary)

IN ATTENDANCE: Mrs M Chambers (Head of the Prep)

APOLOGIES:

Mr W Marshall-Smith
Mr J Mudge
Mr R Peters

CONFIRMATION OF MINUTES

The minutes of the meeting held on 10 May 1988 and of the Special meeting held on 17 May 1988 were confirmed.

ELECTION OF COUNCILLOR

Professor Johnson's election to Council, proposed by Mr Loch Davis and seconded by Justice Marais, was unanimously approved. The Chairman extended a warm welcome to Professor Johnson.

PREP SCHOOL REPORT

Mrs Chambers presented her report. The question of accommodating increased numbers in the pre-prep was discussed. It was agreed that no applicants for 1989 should be turned away and Mr Hendry and Mrs Chambers would investigate means of accommodating them. If necessary, a second pre-prep teacher would be engaged on a part time basis. Mrs Chambers then left the meeting.

HEADMISTRESS'S REPORT

This had been circulated. The following corrections were noted:

Page 5: Three pupils to enter in April 1989 are to enter Std 8, not 9.
Page 7: Add, under capital development, 'Learning Resource Centre'.
Item b) 2) should read Standard VIII not VII

The Headmistress highlighted certain points raised in her report and the engagement of a Maths teacher was discussed. It was agreed that the Chairman or his advisory committee would offer the Headmistress whatever assistance she may require in resolving the problem.

It was reported that a short list of candidates for the post of Arts Director had been drawn up. The Chairman would assist with final selection.

PLANNING

The Chairman expressed his belief that the time had come to undertake a comprehensive 3 to 5 year business plan. The Headmistress asked that a planning committee be formed and Messrs Barr, Hammond and Wood agreed to comprise this committee.

COMMITTEE REPORTS

The Chairman asked that each committee provide the secretary with its written report two weeks before each Council Meeting in order that all reports may be circulated with the Agenda.

BUILDING COMMITTEE REPORT

This had been circulated. Mr Hendry reported that R25 000 had been budgeted for planned maintenance in 1989 and that capital requirements were of the nature of R150 000. It was restated that in the light of the decision taken on Phase II of the Theatre project, capital expenditure would have to be curtailed.

FINANCE COMMITTEE REPORT

The proposed fees and budget for 1989 had been circulated.

The budget and proposed fee increases, averaging 18%, were approved.

Academic Salaries:

It was agreed to move away from 'across the board' salary increases. Basic salary increases of 7% would be granted. A further 9% in the aggregate would be awarded by the Headmistress on merit, in consultation with the Chairman or his advisory committee.

FUND RAISING COMMITTEE

Mr Van Zyl reported on the state of the Herschel Ahead appeal. A total of R1,187m had been pledged to date and 202 pledge cards were still to be returned. It was agreed that all non donors should again be approached and Mr Van Zyl undertook to arrange this.

PREP SCHOOL REPORT

This was tabled. Mesdames Reid and Snyders reported favourably on progress at the Prep and stated that the new head had been well selected.

- 3 -

PROPOSED MEMORANDUM AND ARTICLES OF ASSOCIATION

This had been prepared and the Chairman would circulate copies to certain Council members for perusal. The matter would then be discussed further.

GENERAL

1. Confidentiality

The Chairman stressed the confidential nature of matters discussed in Council and asked that members take cognisance of this.

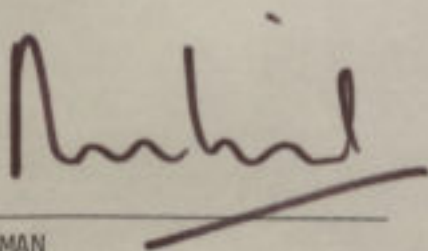
2. St Saviours Church

It was reported that Dean King was to be the new incumbent.

3. Bank Overdraft Facility

It was agreed that the overdraft facility of R100 000 would be renewed. The Business Manager was asked to attend to this.

There being no further business the meeting closed at 7.40 pm.



CHAIRMAN

15 November 1988

DATE

76

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL HELD IN
THE HERSCHEL LIBRARY ON TUESDAY 15 NOVEMBER 1988 AT 5 PM

PRESENT:

Justice R Marais (in the Chair)
Mr G Barr
Mr J Hammond
Mr R Hendry
Countess Labia
Mr J Millar
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr G van Zyl
Mr R Wood
Mrs P Duff (Headmistress)
Mr D Lilley (Secretary)

IN ATTENDANCE:

Mrs M Chambers (Head of the Prep)

APOLOGIES:

Prof C Johnson
Mr D Loch Davis (Chairman)
Mr W Marshall Smith
Mr J Mudge
The Most Rev D M Tutu

CONFIRMATION OF MINUTES

The minutes of the meeting held on 13 September 1988 were confirmed. The Chairman would be requested to sign these on his return to Cape Town.

HEAD OF THE PREP'S REPORT

Mrs Chambers presented her report. Mr Hendry asked whether the proposed new pre-prep accommodation would meet medium term needs and the Headmistress suggested that the real answer would be to erect purpose built facilities. After a short discussion it was agreed not to incur the costs of converting the proposed new room but that the existing two rooms would be upgraded as a temporary measure. A budget of R5 000 was agreed for this. The matter of pre-prep accommodation would be reviewed during January 1989 and Mrs Chambers was asked to establish from Barkley House what statutory regulations governed pre-prep facilities.

HEADMISTRESS'S REPORT

This had been circulated. The matter of staffing was discussed briefly and it was agreed that both Mr Clarke and Mrs Taylor, both of whom were of post-retirement age, would continue to be employed for 1989. The Finance Committee would give attention to the matter of their positions beyond this one year period.

m

The Headmistress requested that a date be set for a future "Think Tank". It was agreed, however, that such an exercise should form part of the planning function and as such would be co-ordinated by the planning committee. The suggestion of a Herschel video or slide/tape presentation was discussed and it was agreed that the P R committee would consider this along with the need for a new prospectus. The acting chairman expressed the Council's appreciation of the Headmistress's hard work during the past year and offered the Council's congratulations on her achievements.

BUILDING REPORT

This had previously been circulated.

FINANCE REPORT

This was tabled and discussed briefly. The award of scholarships (R26 780) and bursaries (R25 820) for 1989 was ratified.

It was agreed that notional interest at 15% p.a. would be charged on the R370 000 of the Four Schools Loan now applied to the Theatre. This interest to fund scholarships and bursaries. The proposed 1989 Academic salary scales were approved for implementation on 1/1/89 but a new salary policy would be formulated during 1989 to take effect from 1990.

FUND RAISING COMMITTEE

Mr Van Zyl reported that R1,283m had to date been pledged to which R485 000 had already been received in cash. The Hawthornden evening raised approximately R10 200 and the Fashion Show R5 040.

173 parents had yet to be canvassed and a further $\pm$ 72 new parents would be added to this list. It was agreed that these parents would be written to and a follow up phone call be made where necessary. Other alternatives would then be investigated. Mrs Duff and Mr Van Zyl would liaise with regard to Appeal Office staffing during the first term 1989.

PUBLIC RELATIONS

This report was tabled. Mr Wood advised against overusing the Herschel name in fund raising.

PREP SCHOOL REPORT

This was tabled. The matter of a pay telephone was discussed and it was agreed that a re-application would be made. Fund raising activities would in future be more closely monitored so as to avoid the danger of over-burdening parents.

PLANNING COMMITTEE

It was agreed that the planning committee would convene before the end of January 1989 so as to formulate a modus operandi and sketch its future policy.

GENERAL1. Date for next year's meetings

A schedule of proposed dates for next year's meetings was circulated. Members of Council would advise the secretary by Friday 18 November should any date not be suitable.

2. Education

Mr Barr suggested the formation of a consultative committee. It was agreed that the assistance of 'outside' professionals should be sought when necessary but that the aspect of confidentiality should not be overlooked.

3. Regional APS Meetings

Mrs Duff requested that a Herschel representative attend these meetings next year.

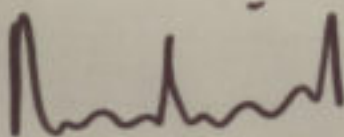
4. Theatre Committee

Mrs Duff announced the formation of a Theatre Committee, the purpose of which would be, inter alia, to assess the suitability of future lessees and their productions to the Herschel Theatre.

5. Memorandum & Articles of Association

The secretary reported that the Chairman still had the matter under consideration and that he would report more fully at the next meeting.

There being no further business, the meeting closed at 7.25 pm.



CHAIRMAN1959.02.21

DATE

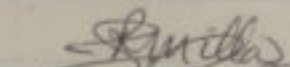
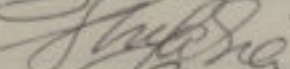
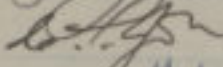
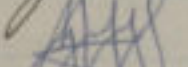
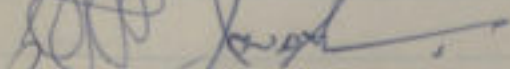
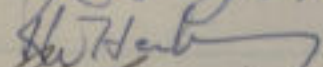
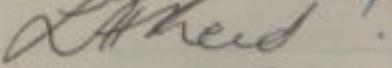
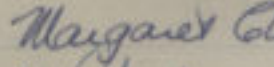
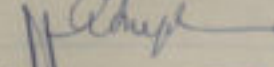
COUNCIL MEETING

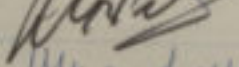
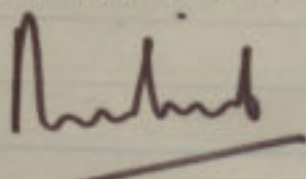
21/2/89

ATTENDANCE

SIGNATURE

NAME








 Margaret Chambers





 Mrs. S. L. Smith


J.R. MILLAR,
 S.M. LABIA
 C.T. JOHNSON
 G.J. VAN ZYL
 J.W. HAMMOND
 R.W. HENDRY
 L.H. REID
 M.V. CHAMBERS
 A. SNYDERS
 J.E. MUDGE
 R.H. MARAIS
 R.H. PETERS
 W. MARSHALL SMITH
 J. LOCH DAVIS

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL HELD IN
THE HERSCHEL LIBRARY ON TUESDAY 21 FEBRUARY 1989 AT 5 PM

PRESENT:

Mr D Loch Davis	: Chairman
Mr J Hammond	
Mr R Hendry	
Prof C Johnson	
Countess Labia	
Justice R Marais	
Mr W Marshall Smith	
Mr J Millar	
Mr J Mudge	
Mr R Peters	
Mrs L Reid	
Mrs A Snyders	
Mr G van Zyl	
Mrs P Duff	: Headmistress
Mr D Lilley	: Secretary

IN ATTENDANCE: Mrs M Chambers : Head of Prep

APOLOGIES:

Mr G Barr
Mr R Wood

WELCOME

The Chairman welcomed members of Council to the first meeting of the new year.

CONFIRMATION OF MINUTES

The minutes of the meeting held on 15 November 1988 were confirmed.

REPORT OF THE HEAD OF THE PREPARATORY

Mrs Chambers reported that 244 pupils were enrolled at the Prep and that all had settled in well. The question of new pre-prep accommodation was raised and the Headmistress suggested that the matter be examined by the Prep School Committee. The Chairman agreed and asked that the Prep Committee present a recommendation to Council.

Mrs Chambers then left the meeting.

HEADMISTRESS'S REPORT

This had been circulated. The Chairman congratulated the Headmistress on the excellent 1988 matric results. The Headmistress reported that pupil numbers had increased and that this was encouraging. All girls had settled in and the Headmistress said that she was satisfied with the new teachers. She elaborated on several points in her report and asked Council members to give some suggestions for a speaker at Speech Day. The response from Norwich Life regarding the use of their recently acquired sports facilities

had been discouraging. It was agreed that the City Council be approached with a view to the use of the Douglas Murray field and it was reported that Councillor Kantey would be willing to assist in this regard.

The matter of the Prep school boundary fence was raised and it was agreed that the Chairman and Headmistress, in liaison with Mr Barr, would pursue the matter with the City Council.

PLANNING COMMITTEE REPORT

This was tabled. The Chairman asked that the Planning Committee circularize Council members with their proposals well in advance of the next Council meeting.

BUILDING COMMITTEE REPORT

This had been circulated.

Mr Hendry reported that the provisional final costs for the new Theatre Complex were R1 652 005 for Phase I and R460 182 for Phase II. Extras, including a provision of R79 000, were R340 000 giving a total cost of R2 452 187.

FUND RAISING COMMITTEE / HERSCHEL AHEAD

Mr Van Zyl reported that the status had changed little. Letters were to be sent to those parents not yet approached and a follow-up would be done telephonically. A canvasser would then be sent if required. It was projected that a further R500 000 in pledges should come from parents as yet unapproached.

It was reported that as Mrs Brathwaite would be on long leave next term she would not be available as Appeal Director. The Chairman felt that a replacement was necessary and it was agreed that the Headmistress and Appeal Committee would look into the matter of a suitable replacement.

Mrs Duff suggested a cocktail party for new parents at which a presentation could be made and pledges obtained. Failing this, new parents must be approached towards the end of the year.

PREP SCHOOL COMMITTEE REPORT

This was tabled.

PUBLIC RELATIONS COMMITTEE

The P R Committee remarked on the high standard of the school magazine and expressed their favourable comments regarding the condition of the school grounds.

A change to the school uniform was suggested. The Headmistress replied that this matter had been investigated previously and the present choice is what had been wished for.



FINANCE COMMITTEE

A provisional income statement for the year ended 31.12.88, reflecting a surplus of R153 000 over budget, was tabled. This was largely due to increased pupil numbers.

GENERAL1. ASSOCIATION OF PRIVATE SCHOOLS

The Chairman stressed the importance of a Herschel representative attending regional APS meetings. Council agreed that the Chairman should approach Mr Barr with a view to Mr Barr acting as Herschel representative.

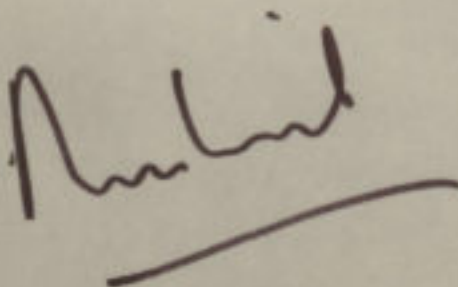
2. DIRECTOR OF ARTS

This appointment was proving a success. The school choir would participate in a Good Friday programme on SABC TV.

3. HISTORY OF HERSCHEL

Mrs Duff reported that Mrs Stockwell had compiled a very comprehensive history of the school and that this had been presented by Mrs Stockwell to the Headmistress. Mrs Duff asked that the Chairman write to thank Mrs Stockwell on behalf of Council.

There being no further business, the meeting closed at 7.05 pm.



PRESENT

17/4/59

G. R. DARR

~~Geo~~ C. T. Johnson.

L. Snyder.

Lynn Reed

E. VanBreda

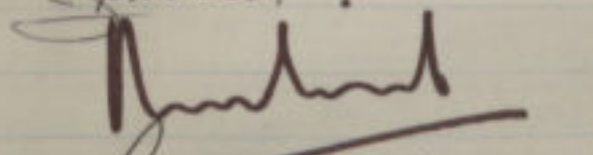
E. P. Foster

Florence Dunleavy.

Margaret Chambers

Wm. Halliday

J. Millico.



 Robert W. Hunt

MINUTES OF A SPECIAL MEETING OF THE HERSCHEL COUNCIL HELD IN THE LIBRARY
AT 5.30 PM ON MONDAY 17 APRIL 1989

PRESENT: Mr D Loch Davis (Chairman)
Mr G Barr
Mr R Hendry
Prof C Johnson
Mr W Marshall-Smith
Mr J Millar
Mrs L Reid
Mrs A Snyders
Mr R Wood
Mrs P Duff (Headmistress)
Mr D Lilley (Secretary)

IN ATTENDANCE: Mrs M Chambers (Head of the Prep)
Mrs C Dunleavy (Vice Principal)
Mrs G Foster (Lady Warden)
Mrs R van Breda (House Mistress - Prep)

APOLOGIES: Mr R Peters
Countess Labia
Mr G van Zyl

PURPOSE OF MEETING

The meeting had been called to discuss matters of security at the school.

WELCOME

The Chairman welcomed members to the meeting and asked the Headmistress to address those present.

The Headmistress introduced Mesdames Dunleavy, Foster and Van Breda to members of Council.

REASONS FOR INCREASED CONCERN REGARDING SECURITY

The Headmistress reported that there had been a definite increase in the number of vagrants and other strangers in the area of the school. Since the beginning of 1989 two video machines had been stolen. Money had been stolen from girls, cash had been stolen from the office safe and the Headmistress herself had recently had money stolen from a locked cupboard in her office. Above all, the safety of the girls, particularly in the boarding houses, was of primary concern.

The Headmistress tabled a copy of a letter sent to parents by the Natal Education department which illustrated that concern for security was not unique to Herschel. Similar measures were being taken by other schools in Cape Town.

- 2 -

FENCING

The Headmistress tabled a letter from the City Administrator whereby the school was advised that the City Council agreed in principle to share half the cost of a new fence on the common boundary at the prep school. It was intended to include this in the Councils 1991 budget. The total cost of such fencing would be approximately R20 000. The Headmistress suggested that the school should go ahead with this fence as soon as possible and that the City Council be asked to approve this on the basis that they will refund the school their half share, plus interest, once the funds become available. The matter would be taken up by the Finance Committee.

SECURITY REPORT

A letter from Fend Security had been circulated to Council Members. It was felt that this report was not comprehensive enough and that a more in-depth study of the school's security requirements was necessary. Mr Barr offered the services of his company's security expert and Council gratefully accepted his offer. The resulting report would be circulated to members of Council and further consideration would then be given to the matter. A short discussion followed. The Chairman recommended that the Headmistress write to those parents who had recently expressed concern about security at both senior and prep schools to advise them that the matter had been discussed by Council and was under review with a view to taking whatever action is recommended and deemed necessary.

Mrs Duff then thanked Council for their support and the Chairman closed the meeting.

DKL/bmk

19/4/89

MINUTES OF THE ANNUAL GENERAL MEETING OF THE
HERSCHEL ASSOCIATION (INCORPORATED ASSOCIATION
NOT FOR GAIN) HELD IN THE HERSCHEL LIBRARY ON
TUESDAY 16TH MAY 1989

PRESENT:

D J Loch Davis (Chairman)
G R Barr
J W Hammond
R W Hendry
Prof C T Johnson
Countess Labia
Justice R M Marais
W Marshall Smith
J R Millar
J E Mudge
R H C Peters
Mrs L H Reid
Mrs A M Snyders
G J van Zyl
R Wood
Mrs P J Duff (Headmistress)
Mr D K Lilley (Secretary)

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

The minutes of the Annual General Meeting held on Tuesday 10th May 1988 were confirmed.

ANNUAL FINANCIAL STATEMENTS

The Financial Statements, together with the auditor's report thereon, for the year ended 31st December 1988 were approved unanimously and signed by Messrs Loch Davis and Peters on behalf of the Council.

APPOINTMENT OF AUDITORS

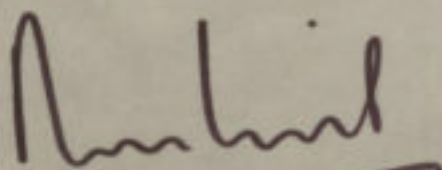
Messrs Arthur Young and Company were appointed for the ensuing year. It was agreed that the Finance Committee would fix their remuneration.

ELECTION OF COUNCIL MEMBERS

Prof C T Johnson was unanimously elected to Council. Messrs W Marshall-Smith and D J Loch Davis and Justice R M Marais retired in accordance with the articles of Association and, being eligible, were unanimously re-elected to the Council.

ELECTION OF OFFICE BEARERS

Messrs Loch Davis and Lilley were unanimously re-elected Chairman and Secretary respectively.



CHAIRMAN

15 May 1990

DATE

COUNCIL MEETING 16/5/89

PRESENT

NAME

SIGNATURE

S. LABIA

R. WOOD

G. J. VAN ZYL

A. Snyders.

R. W. HENDRY

C. T. Johnson

J. E. MUOCC

L. H. REID

J. W. HAMMOND

R. M. REID

G. R. SORR

R. M. MARAIS

J. R. MILLAR

W. MARSHALL SMITH

D. Loch Davis

[Handwritten signatures corresponding to the names in the list, including S. Labia, R. Wood, G. J. Van Zyl, A. Snyders, R. W. Hendry, C. T. Johnson, J. E. Muocc, L. H. Reid, J. W. Hammond, R. M. Reid, G. R. Sorr, R. M. Marais, J. R. Millar, W. Marshall Smith, and D. Loch Davis.]

HERSCHEL ASSOCIATIONANNUAL GENERAL MEETING TUESDAY 16 MAY 1989COUNCIL MEMBERSAppointed by the Archbishop

	<u>Appointed</u>	<u>Last Re-Appointed</u>
Justice R Marais	02/05/77	12/05/87
Mr G van Zyl	07/06/77	10/05/88 *
Mr J Mudge	30/11/73	10/05/88 *
Mrs A Snyders	12/02/80	10/05/88 *
Mr W Marshall-Smith	30/03/73	13/05/85
Mr D Loch Davis	14/09/81	12/05/86

2 Vacancies

* Re-elected by Council

Elected by Council

	<u>Elected</u>	<u>Last Re-Elected</u>
Mr R Peters	14/09/81	12/05/86
Mr R Hendry	25/04/83	12/05/87
Mr J Millar	25/04/83	12/05/87
Mr R Wood	10/02/87	-
Mr G Barr	10/05/88	-
Mr J Hammond	10/05/88	-
Countess Labia	10/05/88	-
Mrs L Reid	10/05/88	-

No Vacancies

Prof C Johnson : Co-opted by Council 13/9/88

One fourth of the Council shall retire annually, but be eligible for re-appointment or renomination/election as appropriate.

PRESENT OFFICE BEARERS

Chairman	Mr D Loch Davis
Secretary	Mr D Lilley

PRESENT COMMITTEES

Chairman's Advisory Committee	Messrs Millar, Van Zyl, Wood
Finance Committee	Messrs Peters, Millar, Hammond
Public Relations Committee	Mr Wood, Countess Labia, Mrs Reid
Building Committee	Messrs Hendry, Van Zyl
Education Committee	Justice Marais, Mr Mudge
Prep School Committee	Mesdames Snyders and Reid
Fund Raising Committee	Messrs Van Zyl, Hammond, Barr and Mrs Reid
Planning Committee	Messrs Barr, Hammond, Wood

HERSCHEL ASSOCIATION
 (Incorporated association not for gain)
 (Registration Number 04/02102/07)
 ANNUAL FINANCIAL STATEMENTS AT DECEMBER 31 1988

MEMBERS OF THE COUNCIL

His Grace the Archbishop of Cape Town
 G R Barr
 D J Loch Davis
 J W Hammond
 R W Hendry
 Prof. C T Johnson
 Countess Labia
 Justice R M Marais
 W Marshall Smith
 J R Millar
 J E Mudge
 R H C Peters
 Mrs L H Reid
 Mrs A M Snyders
 G J Van Zyl
 R Wood

AUDITORS

Arthur Young & Company

BANKERS

First National Bank of Southern Africa
 Limited, Claremont

REGISTERED OFFICE

21 Herschel Road
 Claremont, Cape
 7700

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Income statement	4
Balance sheet	5
Source and application of funds statement	6
Notes to the financial statements	7 - 11
Schedule of investments	12
Detailed income statement (not forming part of the annual financial statements)	13 & 14



Arthur Young

Arthur Young & Company
Chartered Accountants (SA)
Main Tower Cape Town Centre
Heerengracht
Cape Town 8001
PO Box 4807 Cape Town 8000
Telephone (021) 21-4520
Telex 5-27089
Telefax (021) 25-4523

May 12 1989

REPORT OF THE AUDITORS TO THE MEMBERS OF HERSCHEL ASSOCIATION

We have examined the annual financial statements set out on pages 3 to 12. Other than as explained in the following paragraph, our examination included such auditing procedures as we considered necessary.

In common with similar organisations, it is not feasible for the Association to institute accounting controls over donations prior to the initial entry of the donations in the accounting records. Accordingly it was impracticable for us to extend our examination beyond the donations actually recorded.

Subject to the effect of any adjustment which might have been necessary had it been possible to extend our examination of donations received, in our opinion the financial statements fairly present the results of operations for the year ended December 31 1988 and the financial position of the Association at that date in the manner required by the Companies Act.

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

Arthur Young & Company
CHARTERED ACCOUNTANTS (S A)

HERSCHEL ASSOCIATION
Incorporated association not for gain)
COUNCIL'S REPORT
FOR THE YEAR ENDED DECEMBER 31 1988

NATURE OF BUSINESS

The Association maintains a school for girls.

STATE OF AFFAIRS

For the year under review the Association reports net income for the year of R21 274 (1987 - R27 923) after setting aside income of R250 000 (1987 - R75 000) to the reserve for improvements and new developments.

EVENTS SUBSEQUENT TO THE ACCOUNTING DATE

No material fact or circumstance has occurred between the accounting date and the date of this report.

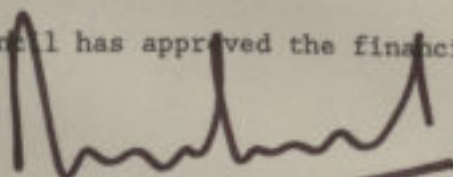
MEMBERS OF THE COUNCIL

Members of the council at the date of this report are listed on page 1.

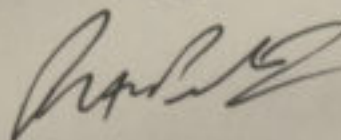
Mr G R Barr, Mr J W Hammond, Countess Labia and Mrs L H Reid were appointed Members of Council on May 10 1988. Professor C T Johnson was appointed Member of Council on September 13 1988.

FINANCIAL STATEMENTS

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



CHAIRMAN OF EXECUTIVE COMMITTEE



MEMBER OF COUNCIL

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
INCOME STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1988

	Note		1987
SCHOOL FEES	1.2	<u>R2 099 197</u>	<u>R1 677 436</u>
OPERATING SURPLUS	2	265 228	102 923
DONATIONS		<u>6 046</u>	<u>-</u>
		271 274	102 923
TRANSFERS			
Reserve for improvements and new developments	3.4	<u>250 000</u>	<u>75 000</u>
NET INCOME for the year		21 274	27 923
RETAINED INCOME			
At beginning of year		998 423	384 778
Transfers of opening balances on reserves:			
Donations		-	58 087
Personal accident provision		-	7 221
Herschel Appeal		-	306 597
Fixed assets		<u>-</u>	<u>213 817</u>
At end of year	3.5	<u>R1 019 697</u>	<u>R 998 423</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

BALANCE SHEET AT DECEMBER 31 1988

	Note		1987
Capital employed			
PAID UP GUARANTEE FUND		516	516
NON-DISTRIBUTABLE RESERVES	3	<u>1 495 257</u>	<u>1 352 009</u>
		1 495 773	1 352 525
PROVISION FOR UNFUNDED RETIREMENT BENEFITS		30 730	47 216
TRUST FUNDS	4	21 150	16 100
FOUR SCHOOLS' TRUST LOAN	5	486 117	486 117
HERSCHEL TRUST LOAN	6	<u>460 484</u>	<u>-</u>
		<u>R2 494 254</u>	<u>R1 901 958</u>
Employed as follows			
FIXED ASSETS	7	2 967 160	1 225 858
INVESTMENTS per page 12		17 100	392 998
CURRENT ASSETS			
Debtors and recoverable expenses	8	82 193	85 377
Cash on hand and at bank		653	64 633
Cash deposits		-	170 000
Stock	9	<u>1 364</u>	<u>-</u>
		<u>84 210</u>	<u>320 010</u>
CURRENT LIABILITIES			
Creditors		93 870	34 584
Fees received in advance		14 193	2 324
Bank overdraft		<u>466 152</u>	<u>-</u>
		<u>574 216</u>	<u>36 908</u>
NET CURRENT (LIABILITIES)/ ASSETS		<u>(490 006)</u>	<u>283 102</u>
		<u>R2 494 254</u>	<u>R1 901 958</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

SOURCE AND APPLICATION OF FUNDS STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1988

SOURCE OF FUNDS

Net income for the year	21 274
Items not involving a flow of funds	
Depreciation of fixed assets	97 542
Transfer to reserve for improvements and new developments	250 000
Provision for unfunded retirement benefits	5 994
Profit on disposal of fixed assets	(1 054)
Loss on sale of investments	5 825
Funds derived from operations	379 581
Proceeds on disposal of assets	2 650
Proceeds on sale of investments	370 074
Net receipts - sundry funds	2 627
Increase in trust funds	5 050
Loan from Herschel Trust	329 831
Decrease in working capital	773 108
	<u>R1 862 921</u>

APPLICATION OF FUNDS

Fixed assets purchased - new buildings, furniture and equipment	1 840 441
Retirement benefits paid	22 480
	<u>R1 862 921</u>

DECREASE IN WORKING CAPITAL

Represented by

Decrease in cash resources	700 132
Decrease in debtors	3 184
Increase in stock	(1 364)
Increase in current liabilities	71 156
	<u>R 773 108</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1988

1 ACCOUNTING POLICIES

The financial statements are prepared on the historical cost basis and the following accounting policies have been adopted:

1.1 Income

Income from all sources is accounted for through the income statement except in the following circumstances:

Donations collected for a specific project are transferred to a special reserve and retained until the project is completed. On completion, the reserve is transferred to retained income.

Donations given for a specific purpose are transferred to Trust Funds and the income on these funds are applied as instructed.

Other moneys collected for specific purposes are transferred to sundry funds until expended.

1.2 School fees

School fees comprise tuition, board and extra subjects' fees.

1.3 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 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 for but replacements are written off against revenue as and when incurred.

Depreciation for a full year is provided for in the year of purchase and none in the year of sale.

1.4 Stock

Stock is valued at the lower of cost, determined on the first-in, first-out basis, and net realisable value.

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1988 (CONTINUED)

2	OPERATING SURPLUS	R	1987 R
	The operating surplus is stated after:		
	Income		
	Subsidies received from the Department of Education	316 198	251 304
	Net profit on disposal of fixed assets	1 054	625
	Expenses		
	Depreciation of fixed assets	97 542	63 982
	Additional provision for unfunded retirement benefits	3 838	6 767
	Auditors' remuneration		
	Audit - current year	6 900	6 000
	- prior year overprovision	-	(250)
	Net loss on disposal of investments	5 825	-
	Interest on loans	4 547	-
	Operating lease - furniture and equipment	<u>13 088</u>	<u>13 167</u>
3	NON-DISTRIBUTABLE RESERVES		
	3.1 Herschel Ahead		
	Opening balance	130 653	130 653
	Transfer to Herschel Trust	<u>(130 653)</u>	<u>-</u>
		<u>R -</u>	<u>R130 653</u>
	3.2 The Four Schools' Trust		
	Share of trust income received for the year	40 885	15 665
	Less Bursaries and scholarships for the year	(39 220)	(15 665)
	Less Transfer to sundry funds	<u>(1 665)</u>	<u>-</u>
		<u>-</u>	<u>-</u>
	3.3 Sundry funds		
	Opening balance	13 046	66 768
	Receipts during the year (net)	2 627	4 365
	Transfer to retained income	<u>-</u>	<u>(58 087)</u>
	Balance at year end	<u>15 673</u>	<u>13 046</u>
	Carried forward	R 15 673	R143 699

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1988 (CONTINUED)

3

NON-DISTRIBUTABLE RESERVES (CONTINUED)

1987

Brought forward

15 673

143 699

3.4 Reserve for improvements and new developments

Opening balance

209 887

134 887

Amount transferred from income

250 000

75 000

Balance at year end

459 887

209 887

3.5 Retained income

1 019 697

1 011 469

TOTAL NON-DISTRIBUTABLE RESERVES

R1 495 257

R1 352 009

4 TRUST FUNDS

Trust funds consist of the following

W Duncan Baxter Trust Fund

2 000

2 000

Bursary Funds

6 800

2 000

Sundry prize funds

2 100

2 100

Fenella Douglas Scholarships Fund

10 250

10 000

R 21 150

R 16 100

5 THE FOUR SCHOOLS' TRUST LOAN

This unsecured, interest-free loan is repayable on demand by the trustees of the Four Schools Trust.

6 HERSCHEL TRUST LOAN

This represents net donations received by the Trust in respect of Herschel Ahead, loaned to the Association. The loan is free of interest.

7 FIXED ASSETS

1988

Cost

Accumulated depreciation

Net book value

7.1 Freehold land and buildings at cost

3 004 117

146 159

2 847 958

Furniture and equipment

254 940

163 630

91 310

Computer equipment

80 623

69 815

10 808

Motor vehicle - bus

14 986

14 985

1

Pianos

5 450

900

4 550

R3 360 116

395 489

2 964 627

Cutlery, crockery and glassware at cost

2 284

Linen and curtains at nominal value

250

R2 967 160

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1988 (CONTINUED)

7 FIXED ASSETS (CONTINUED)

	Cost	Accumulated depreciation	1987 Net book value
7.1 Freehold land and buildings at cost	1 210 454	88 926	1 121 528
Furniture and equipment	226 616	142 617	83 999
Computer equipment	67 663	55 330	12 333
Motor vehicle - bus	14 986	11 988	2 998
Pianos	5 450	900	4 550
	<u>R1 525 169</u>	<u>299 761</u>	<u>1 225 408</u>
Cutlery, crockery and glassware at nominal value			200
Linen and curtains at nominal value			<u>250</u>
			<u>R1 225 858</u>
7.2 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
Additions since - 1940 - 1947			23 184
1961 - 1967			36 691
1973			33 428
1974 - 1975			13 788
1976			105 468
1977			89 722
1978			144 903
1979			91 375
1980 - 1981			5 437
1982			74 216
1985			3 114
1986 (includes the house of the headmistress - R120 637)			121 545
1987 (Theatre complex - R101 030)			101 613
1988 (Theatre complex - R1 786 138)			<u>1 793 663</u>
			2 723 602
(b) Land and school buildings known as The Hill, Kenmar Crescent, Claremont			
Cost in 1954			57 000
Additions since - 1955 - 1959			64 761
1960 - 1965			17 203
1968 - 1969			39 525
1972 - 1973			3 054
1974			63 349
1975			16 723
1976 - 1977			1 927
1985 - 1986			16 447
1987			<u>526</u>
			<u>280 515</u>
TOTAL COST			<u>R3 004 117</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1988 (CONTINUED)

		1987
8	DEBTORS	
	Provision has been made for irrecoverable debts of	
	<u>R 10 000</u>	<u>R 10 000</u>
9	STOCK	
	Catering stocks	
	<u>R 1 364</u>	<u>R -</u>
10	TAXATION	
	Provision has not been made for taxation as the income of the Association is exempt from tax.	
11	CAPITAL COMMITMENTS	
	Theatre complex and tennis courts contracted for	
	<u>R 447 873</u>	<u>R1 858 706</u>
	This is to be financed from an appeal to parents and from operations.	

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

SCHEDULE OF INVESTMENTS AT DECEMBER 31 1988

LISTED	Description	Cost	Market valuation	1987	
				Cost	Market valuation
100	Anglo American Investment Trust	-	-	37 300	33 000
1 500	De Beers Consolidated - deferred	-	-	51 000	44 475
1 500	H J Joel Gold Mining Company - ordinary	-	-	15 225	20 400
100	H J Joel Gold Mining B Opt	-	-	810	875
100	Vaal Reefs Exploration & Minerals	-	-	35 300	36 000
1 200	Anglo American Corporation South African A ordinary	-	-	78 881	66 600
200	Anglovaal Limited 2nd 5% cumulative preferent	-	-	20 000	29 000
100	Anglovaal Limited - A	-	-	21 500	28 500
800	Anglovaal Limited Loan Stock	-	-	9 200	22 400
800	Goldfields of South Africa	-	-	41 600	46 400
3 000	Lifegro Assurance Limited	-	-	9 300	9 150
1 000	Southern Life Association Limited	-	-	5 750	7 500
1 500	C B D Property Fund	-	-	3 975	4 725
600	Sasol Limited	-	-	4 740	4 740
12 600	Medi-Clinic 11% debentures	-	-	14 112	11 970
2 000	Rembrandt Group Limited	-	-	15 900	17 500
100	Trans Natal Coal 13,25 debentures	-	-	158	150
1 000	Safmarine and Rennies 7,5% cumulative preferent	2 000	950	2 000	950
		2 000	950	366 751	384 335
UNLISTED			Council's valuation		Council's valuation
1 205	Paid-up indefinite period shares in South African Permanent Building Society	12 050	12 050	12 050	12 050
1	Paid-up indefinite period share in Allied Building Society	50	50	50	50
R1 000	Arcadia Participation Bonds	1 000	1 000	1 000	1 000
R1 000	SYFSA Participation Bonds	1 000	1 000	1 000	1 000
R1 000	Board of Executors Participation Bonds	1 000	1 000	1 000	1 000
R 47	Syfrets Current Account	-	-	47	47
R1 000	UAL Merchant Bank - call	-	-	11 100	11 100
		15 100	15 100	26 247	26 247
Total investments		R17 100	R16 050	R392 998	R410 582

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1988
NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

			1987
INCOME			
Fees			
Tuition and board	1 960 427		1 568 589
Extra subjects	<u>138 770</u>		<u>108 847</u>
		2 099 197	1 677 436
Less bursaries and scholarships		<u>-</u>	<u>(18 128)</u>
		2 099 197	1 659 308
Interest on late payment of fees		7 944	-
Registration fees		3 952	3 692
Lunches		8 294	19 786
Rent received		250	-
Subsidy - Department of Education		316 198	251 304
Bad debts recovered		1 830	-
Sundry revenue		12 937	8 012
Interest received		14 438	9 560
Profit on disposal of fixed assets		<u>1 054</u>	<u>625</u>
		2 466 094	1 952 287
EXPENSES			
Salaries of staff	1 415 577		1 174 917
Teaching	1 098 224		923 534
Non-teaching	91 250		68 955
Office staff	106 457		91 635
Special subjects and services	<u>119 646</u>		<u>90 793</u>
Wages of domestic staff and gardeners	115 408		96 673
Provisions	86 954		90 834
Domestic charges	86 162		69 199
Electricity and gas	30 594		31 041
General maintenance	24 340		15 797
Laundry	5 337		7 561
Miscellaneous	19 713		9 619
Water	<u>6 178</u>		<u>5 181</u>
Sport requisites	1 401		1 215
Property charges	55 503		39 842
Grounds	9 292		4 033
Hockey field and tennis courts	1 048		1 249
General maintenance	39 624		26 835
Rates and municipal services	1 692		1 430
Swimming pool expenses and improvements	<u>3 847</u>		<u>6 295</u>
Carried forward	R1 761 005	R2 466 094	R1 472 680 R1 952 287

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1988 (CONTINUED)
NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

EXPENSES (CONTINUED)	1987			
	1 761 005	2 466 094	1 472 680	1 952 287
Brought forward				
Administration	136 309		143 612	
Advertising for staff	7 642		6 689	
Auditors' remuneration	6 900		5 750	
Bank charges	2 934		4 687	
Bad debts written off	-		1 657	
Class materials	39 189		65 215	
Entertainment	14 230		5 989	
Miscellaneous	32 157		20 865	
Motor vehicle expense	5 510		2 259	
Postage and telegrams	2 215		2 307	
Printing and stationery	13 912		14 143	
Prizes	1 376		2 053	
Telephone charges	10 244		11 998	
Contributions	148 754		127 726	
Provision for unfunded retirement benefits	3 838		6 767	
Pension fund	112 586		97 760	
Staff benefits	6 513		-	
Teachers' Federal Council	360		180	
Unemployment insurance fund	10 892		9 897	
Medical aid fund	14 565		13 122	
Insurance premiums	33 476		31 294	
Interest on loans	1 263		-	
Interest on overdraft	3 284		-	
Loss on sale of investments	5 825		-	
Depreciation of fixed assets	97 542		63 982	
Regional Services Council levies	3 448		1 235	
Security charges	9 960		8 835	
Total expenses		<u>2 200 866</u>		<u>1 849 364</u>
OPERATING SURPLUS		<u>R 265 228</u>		<u>R 102 923</u>

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL HELD IN THE
HERSCHEL LIBRARY ON TUESDAY 16TH MAY 1989 AT 5.15PM.

PRESENT:

D J Loch Davis (Chairman)
G R Barr
J W Hammond
R W Hendry
Prof C T Johnson
Countess Labia
Justice R M Marais
W Marshall Smith
J R Millar
J E Mudge
R H C Peters
Mrs L H Reid
Mrs A M Snyders
G J van Zyl
R Wood
Mrs P J Duff (Headmistress)
Mr D K Lilley (Secretary)

IN ATTENDANCE:

Mrs M Chambers (Head of Preparatory - for items
concerning the Preparatory).

CONFIRMATION OF MINUTES:

The minutes of the meeting held on Tuesday 21st February, 1989 were confirmed.

REPORT OF THE HEAD OF THE PREP:

Mrs Chambers presented her report. The matter of the proposed new pre-prep facility was discussed at length. Mrs Duff referred to the contents of her memo previously circularized to Council Members and stated that a decision had to be taken urgently if the facilities were to be ready for the January 1990 intake. After discussion, Mr van Zyl suggested that an alternative might be to close the boarding house and use this accommodation for an expanded pre-prep. Mrs Duff replied that there was a strong demand for boarding at the prep and that Herschel could benefit from Somerset House having closed its boarding facility. Mr Wood asked what other alternatives there were. Mrs Duff replied that there were no suitable buildings available for purchase and conversion to boarding accommodation.

After further discussion the Chairman stated that Council should decide whether, in principle, the school should proceed with the scheme as proposed, and that, if no feasible alternatives were available, the project should be proceeded with subject to estimates being obtained and an ad-hoc meeting of Council being called to approve the final cost. It was resolved accordingly.

MATTERS ARISING FROM THE PREVIOUS MEETING:

Fund Raising: The Headmistress reported that Mrs Sneddon, a prep school teacher, had agreed to relieve Mrs Brathwaite on Fridays, whilst the latter was on long leave. Mrs Val Speedy had replaced Mrs Kleinsmidt who had resigned as Appeal Secretary.

...../2



2.

HEADMISTRESS'S REPORT:

This had been circulated and was taken as read.

Security: Mrs Duff thanked Mr Barr for arranging an assessment of the school's security needs. A report has been received and certain matters requiring attention had been highlighted. The Headmistress reported that a man of questionable intent had been seen in the vicinity of the school on a number of occasions. The man's presence had made girls nervous and the matter had been reported to the police.

Music: A second memo had been circulated to Council members for perusal and was duly noted.

'D.S.I.' Questionnaire: It was agreed that Herschel would assist in this survey and that the school would send out 200 questionnaires to parents on a random basis.

Use of Theatre: Mrs Duff expressed her unhappiness with the present situation and stated that she would be making recommendations to the Theatre Committee.

COMMITTEE REPORTS:

These were all taken as read.

Building Committee: Mr Hendry reported that the final account for the theatre complex was not yet available but that the total cost would not exceed provisional estimates. Ovcon had allowed the school a R15,000 'discount' and a vote of thanks to Ovcon was adopted.

Planning Committee: Mr Barr reported that the computer model would be operational by the end of July.

P.R Committee: It was reported that the recent musical evening had been a success.

Fund Raising: A series of cocktail parties were being undertaken and a total of 62 pledges were expected. Mr van Zyl tabled a cash-flow projection and proposed that a building levy be applied to the accounts of all parents who had not contributed to the appeal. Council agreed in principle to this suggestion. The PR and Fund Raising Committees would draft a letter to parents in this connection, the draft to be approved by the Chairman or his advisory committee prior to finalization.

The Chairman requested that in future all committee reports be forwarded to the secretary for distribution prior to Council meetings.

GENERAL:

'Outreach Programme': The Headmistress reported on a programme being run by St. Mary's D.S.G. and suggested that Herschel should consider something similar for the future. The Education Committee was asked to look into such a programme and put a recommendation to Council.

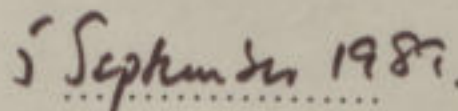
3.

The Secretary was asked to circulate to council members a copy of the letter from St. Mary's D.S.G.

There being no further business, the meeting closed at 7.30 p.m.

A handwritten signature in dark ink, appearing to be 'A. L. ...', written over a horizontal dotted line.

CHAIRMAN

A handwritten date '5 September 1987.' written in dark ink, positioned above a horizontal dotted line.

DATE

COUNCIL MEETINGS 5/9/89.

PRESENT.

NAME

R. WOOD

J.W. HAMMOND

G. J. VAN ZIL

P. C. T. Johnson

S. LABIA

R. W. HENRY.

G. R. SARR

L. H. REID

A. M. SNYDERS

R. H. RICH

J. R. MILLAR

R. M. MARAIS

W. MARSHALL SMITH

P. DUFF

J. Loch Davis

SIGNATURE.

R. Wood

J.W. Hammond

G. J. Van Zil

P. C. T. Johnson

S. Labia

R. W. Henry

G. R. Sarr

L. H. Reid

A. M. Snyder

R. H. Rich

J. R. Millar

R. M. Marais

W. Marshall Smith

P. Duff

J. Loch Davis

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL
HELD IN THE HERSCHEL LIBRARY ON TUESDAY 5 SEPTEMBER 1989

Present:

Mr D J Loch Davis : Chairman
Mr G R Barr
Mr J W Hammond
Mr R W Hendry
Prof C T Johnson
Countess Labia
Justice R Marais
Mr W Marshall Smith
Mr J R Millar
Mr R H C Peters
Mrs L H Reid
Mrs A M Snyders
Mr G Van Zyl
Mr R Wood
Mrs P J Duff : Headmistress
Mr D K Lilley : Secretary

IN ATTENDANCE : Mrs M Chambers : Head of Prep

APOLOGIES : Mr J Mudge

CONFIRMATION OF MINUTES

The minutes of the meeting held on 16 May 1989 were confirmed.

REPORT OF THE HEAD OF THE PREPARATORY

Mrs Chambers reported on pupil enrolment and staff changes. Mr Marshall Smith asked on what basis preference was given to pupils on waiting lists. Mrs Chambers replied that this was assessed on length of application, Old Herschelians, applicants from other private schools and on the entrance tests. The Headmistress remarked that the Prep was going very well and expressed her thanks to Mrs Chambers. It was reported that the builders of the new pre-prep had assured the school that the building would be completed on time. Mrs Chambers then left the meeting.

HEADMISTRESS'S REPORT

This had been circulated. Mrs Duff remarked on staff movements and Mr Loch Davis questioned the salary position should a male music teacher be appointed at the Prep. The Headmistress commented on aspects of her report regarding bursaries and scholarships and reported that enrolment was up on estimates but withdrawals were not yet known as parents needed only to give a term's notice.

A memorandum regarding the use of the Herschel theatre was circulated and the recommendations were approved. A further memorandum regarding the HMC was discussed and it was unanimously agreed that Mrs Chambers, as Head of the Prep, should join. A memorandum regarding the matter of a school chaplain was then discussed. It was stated that the spiritual life of the school was becoming diluted as there was no proper chaplaincy. The Headmistress requested that Council members volunteer to form an ad hoc committee to look into the matter with the Headmistress. After a short discussion it was agreed that Messrs Wood and Marshall Smith and Mrs Snyders would constitute this committee and that a recommendation would be put to the next council meeting. The Chairman asked that no contact with Bishops Court be made without his prior knowledge. In reply to a question from Countess Labia regarding problems in the music department the Headmistress replied that staff were now more motivated and that the school was advertising for a new prep school music teacher.

1990 BUDGET

The proposed budget for 1990 was circulated. Mr Peters pointed out that fees would increase by 20%. An academic salary increase of 7-1/2% with effect from 1 October 1989 was approved and a further increase of 15% with effect from July 1990 had been budgeted for. It was the intention to bring all senior school standards to the same fee level within three years.

Mr Wood suggested that the school's bankers offer a scheme to parents to assist with fees. This, and the fee increases, were agreed to. The budget was approved.

BANKING FACILITIES

It was resolved that First National Bank be requested to consolidate the Association's No 1 and No 2 current banking accounts and to grant an unsecured R2m overdraft facility thereon, and, to undertake that the Association will not encumber any fixed property without prior written consent of the Bank.

PREP SCHOOL COMMITTEE REPORT

This had been circulated. A first aid 'refresher' course for physical education teachers was suggested. The Prep was running successfully and its reputation was spreading.

BUILDING COMMITTEE REPORT

This had been circulated. It was agreed that a 'line be drawn' in respect of theatre expenditure and that all future such expenditure would be treated as general school maintenance. It was stated that the wall below the new pre-prep development would have to be replaced.

PLANNING COMMITTEE REPORT

This was tabled. The computer model had now been set up and guidance was required from the Finance Committee. An ad hoc meeting to discuss the plan was suggested for late October or early November. Mrs Duff requested that Council Members attend a planning seminar to be held at Bishops

FUND RAISING COMMITTEE/HERSCHEL AHEAD

The proposed debenture or levy was discussed. Mr Peters suggested that a levy should be built into fees. A discussion ensued and it was agreed that this suggestion be accepted and a levy be incorporated into the planning exercise. The modus operandi and date of implementation to be agreed by the Planning Committee.

PUBLIC RELATIONS COMMITTEE

Mr Wood expressed a concern for the security situation. Mr Barr suggested that the City Council be approached with a view to sharing the cost of a bridge between the senior and prep schools.

Countess Labia suggested a Ball or Dinner be held for parents and Council members. This idea was enthusiastically received and would be raised again at the next meeting. A further suggestion was a lecture series to be held in the theatre.

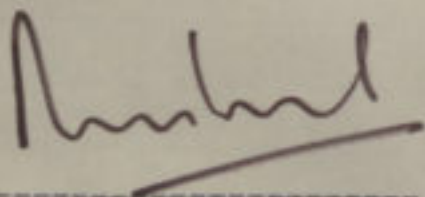
EDUCATION COMMITTEE REPORT

Nothing to report

GENERAL

The Headmistress drew to the attention of Council a forthcoming talk to be held on the subject of the utilization of school facilities for revenue generating purposes.

There being no further business the meeting closed at 7.25pm

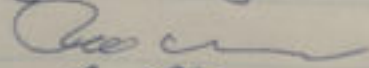
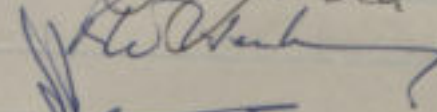
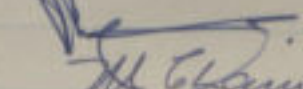
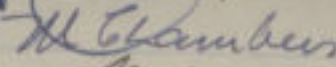
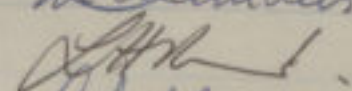
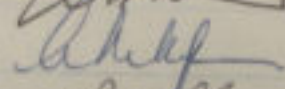
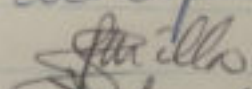
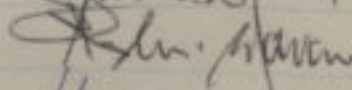
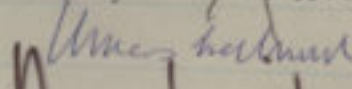
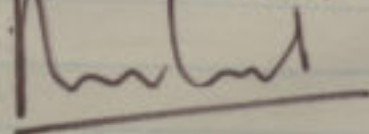


CHAIRMAN

21 November 1989

DATE

COUNCIL MEETING 21/11/89

NAME	SIGNATURE
G. J. VAN ZIL	
J. W. HAMMOND	
R. WOOD	
C. T. Johnson	
S. LABIA	
R. W. HENDRY	
J. E. MACE	
M. CHAMBERS	
L. H. RAD	
A. M. SNYDER	
J. R. MILLAR	
R. M. MARAIS	
W. MARSHALL SMITH	
J. LOCH JAMES	

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL HELD IN THE
HERSCHEL LIBRARY ON TUESDAY 21 NOVEMBER 1989

PRESENT:

Mr D J Loch Davis (Chairman)
Mr J W Hammond
Mr R W Hendry
Prof C T Johnson
Countess Labia
Justice R M Marais
Mr W Marshall Smith
Mr J R Millar
Mr J E Mudge
Mrs L H Reid
Mrs A M Snyders
Mr G J van Zyl
Mr R Wood
Mrs P J Duff (Headmistress)
Mr D K Lilley (Secretary)

IN ATTENDANCE: Mrs M Chambers (Head of Prep)

APOLOGIES:

Messrs G R Barr, R H C Peters and J Gardener

WELCOME:

The Chairman extended a welcome in absentia to Mr Gardener who had been appointed to Council since the last meeting.

CONFIRMATION OF MINUTES:

The minutes of the meeting held on 5 September 1989 were confirmed.

MATTERS ARISING:

(i) Fund Raising:

The matter of a building 'levy' was discussed. Mr van Zyl proposed that a 'levy' of R150 per child per term be charged with the proviso that it be excluded from the accounts of donors to the Herschel Ahead Appeal. Mr Marais suggested that the levy be applied to the accounts of all parents, but that a letter of explanation be sent to parents. It was agreed that a donation of R125 would be applied to the accounts of all parents with effect from the first term 1990. Mr Marais would draft a suitable letter in consultation with the Chairman.

(ii) Council Ball:

Countess Labia clarified her comments of the previous meeting. The Chairman confirmed that the proposed event would not be a fund raising exercise. Organisation of the event would be by the PR Committee who would arrange the date.

REPORT OF THE HEAD OF THE PREPARATORY

Having reported on pupil numbers at the Prep., Mrs Chambers stated that following a meeting she had recently attended, she was very keen to use her facilities to generate additional income for the school. She explained

some of her ideas. Mr Wood commented that some obstacles would have to be overcome; local residents should not be disturbed. The Chairman stated that he had discussed the idea with the Headmistress. It was agreed that the matter deserved consideration, but would first have to be studied by the P R Committee closely. Mrs Chambers then left the meeting.

HEADMISTRESS'S REPORT

Mrs Duff commented on certain changes to 1990 pupil numbers since the date of her Council Report. The Headmistress reported that the school was assisting Stewart and Elsie Qabaka with the purchase of a home and the meeting agreed that R1 000 should be awarded to Mr Qabaka as a retirement gratuity. Mrs Duff drew to the attention of council members the changed situation with regard to a School Chaplain and it was noted that Father Bands had agreed to assist in this capacity.

Forward Planning

The Headmistress elaborated on her proposals. The idea of a school tour for council members was well received and it was agreed that the time of the 15 May 1990 council meeting should be brought forward to early afternoon in order to facilitate such a tour.

The matters of a new prospectus and a slide/tape presentation were discussed briefly. It was agreed that the P R Committee would pursue these matters.

PLANNING COMMITTEE REPORT

Mr Wood reported that development of the computer model was in hand.

P R COMMITTEE

This report was tabled. A piano recital to be held on 23 February 1990 would provide exposure for the school. Mrs Duff stated that the theatre would in future be used for 'one off' events, normally over weekends and during school holidays, rather than long running productions which had in the past proved problematical.

PREP SCHOOL REPORT

This was tabled. The Prep School was running well and pupil numbers were encouraging.

BUILDING REPORT

This had been previously circulated. A brief discussion was held regarding security and it was agreed to proceed with the proposed fencing at the Prep School.

FINANCE COMMITTEE REPORT

A summary of income and expenditure for the third term was tabled.

The matter of scholarships and bursaries was raised. The Headmistress stated that a lot of time-consuming paperwork was involved in seeking potential donors for bursary funding. It was agreed that the Chairman and Headmistress would draw up a list of potential donors.

Mr Millar proposed that any surplus of income from the Four Schools Trust over the cost of bursaries be used to create a 'Herschel Bursary Fund'.

Scholarships would continue to be awarded on merit as a means of attracting academically worthwhile new pupils.

A recommendation by Mr Millar that ministers of religion be automatically granted a two-thirds remission of tuition fees, was agreed to.

CHAIRMAN'S ADVISORY COMMITTEE

The Chairman pointed out that as Mr van Zyl had indicated his intention to resign from the Council at the end of the current year, a vacancy would occur on the Chairman's Advisory Committee. Mr Loch Davis proposed that Mr Peters take Mr van Zyl's place on this committee. This proposal was seconded by Mr Marshall Smith and unanimously agreed upon. The Chairman recorded his thanks and appreciation for Mr van Zyl's past contribution to Council.

GENERAL

1) Dates for 1990 Council Meetings

The dates as proposed were agreed to.

2) Payment of fees in advance

It was decided that no discount would be allowed to parents who chose to pay fees in advance of the normal due date.

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



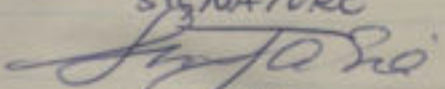
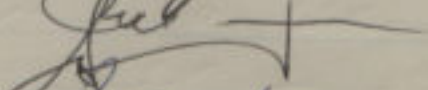
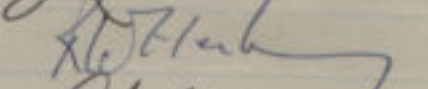
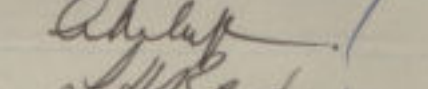
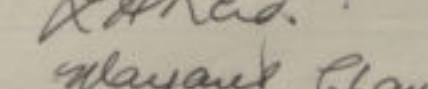
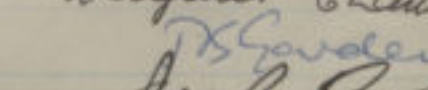
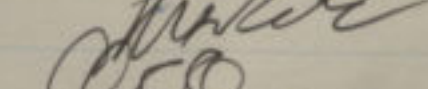
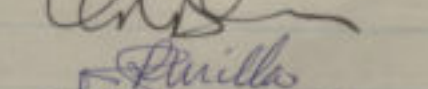
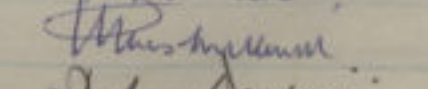
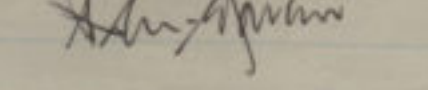
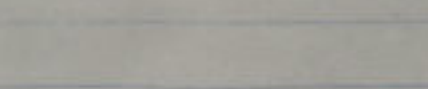
CHAIRMAN

15 May 1990

DATE

COUNCIL MEETINGS 8/3/90

PRESENT

<u>NAME</u>	<u>SIGNATURE</u>
S. LABIA	
C. T. Johnson	
R. WOOD	
J. W. HAMMOND	
R. W. HENDAY	
A. M. SNYDERS	
L. H. REID	
MARGARET CHAMBERS	
J. B. GARDENER	
R. H. R. TOM.	
G. R. SARR	
J. R. MILLAR	
W. MARSHALL SMITH	
R. M. MARAIS	

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL

HELD IN THE HERSCHEL LIBRARY

ON THURSDAY 8 MARCH 1990

PRESENT

Justice R M Marais (Acting Chairman)
 Mr J Gardener
 Mr J W Hammond
 Mr R W Hendry
 Prof C T Johnson
 Countess Labia
 Mr W Marshall Smith
 Mr J R Millar
 Mrs L H Reid
 Mrs A M Snyders
 Mr R Wood
 Mrs P J Duff (Headmistress)
 Mr D K Lilley (Secretary)

IN ATTENDANCE

Mrs M Chambers (Head of Prep)

APOLOGIES :

Messrs D Loch Davis and J Mudge

WELCOME:

The Acting Chairman extended a welcome to Mr Gardener who was attending his first Council Meeting.

CONFIRMATION OF MINUTES :

The minutes of the meeting held on 21 November 1989 were confirmed and would be signed by the Chairman on his return to Cape Town.

MATTERS ARISING :Fund Raising

The Acting Chairman reported that there had, to date, been an approximately 60% response to the Chairman's letter requesting a termly donation of R125 from parents. It was agreed that donations which were not paid by parents would not be carried forward as being outstanding unless the actual fees remained unpaid as well.

REPORT BY THE HEAD OF THE PREPARATORY SCHOOL

Mrs Chambers reported that there were presently 316 pupils enrolled at the Prep and recorded her thanks to Council for approving the new Pre-Prep development which, she said, had wonderful facilities. It was reported that the official opening of this complex would be by Councillor Keegan on Wednesday 11 April 1990 at 5.00 p.m.

Mrs Chambers stated that she had been approached by the John Pama School in Nyanga with a request that it be 'adopted' by Herschel. This would involve the provision of training and guidance to their teachers and assistance with fund-raising. Mr Barr reported that the concept had worked well with other schools and Mr Marais agreed in principle that the association should be formed, but that Herschel should not be 'locked in'. It was agreed that Mrs Chambers be authorized to follow the matter through.

Mr Wood enquired as to the proposed parking area in front of the Prep Boarding House. Mr Hendry undertook to investigate the matter and stated that the fencing could only be completed once a decision on the parking area had been made. Mrs Reid reported that parents were concerned about both the parking and security issues.

The matter of capital expenditure was then discussed. Mrs Duff stated that she and the Business Manager had provisionally prioritized a long list of requirements, but that it was necessary to have input from other parties. It was agreed that the Planning and Building Committees would meet with the Headmistress and Business Manager to finalize the list.

Mrs Chambers then left the meeting.

HEADMISTRESS'S REPORT

The Headmistress drew to the attention of Council certain items in her report which had previously been circulated. A schedule of revised Matric results was tabled. The school had achieved 25 subject A's and 90.09% of symbols were above D. 11.26% of candidates achieved A aggregates.

Mrs Hirshon had been granted long leave in the second term on compassionate grounds. Mrs Wilkinson had given notice to leave at the end of the second term to return to England for financial reasons.

In reply to a question from Mr Wood, Mrs Duff stated that Mr Riley's position had been experimental, but had not worked out. He was leaving by mutual agreement at the end of the second term. The theatre would then be run by the Drama Teacher with the Business Manager handling lettings. Mrs Duff suggested the appointment of a technician to look after the theatre and other audio visual equipment.

The Headmistress spoke on the subject of academic administration in the Senior School and asked that the Education Committee meet to discuss the matter. She reported that none of the school's boarding house staff were trained nurses and that this was proving problematical.

Staff Salaries

Mrs Duff reported that she had received a memo from staff representatives regarding salaries and that she would be handing copies to the Finance Committee for comment.

Speech Day

It was agreed that Dr Dulcie Howes be invited as Guest Speaker.

PLANNING COMMITTEE REPORT

Mr Barr reported that the model was now installed and that 'fine tuning' was in hand. The Finance and Planning Committees would be meeting to formulate recommendations which would then be presented to Council. It was agreed that a special meeting would be necessary for this purpose. Mr Barr requested that, as one of his company's employees had spent much private time preparing the computer model, he should be compensated. It was agreed that a cheque for R500 be sent to Mr McGregor.

PREP SCHOOL COMMITTEE REPORT

This was tabled. The Prep School Committee extended their thanks to the Building Committee for ensuring that the Pre-Prep was completed on time. Mrs Reid reported that she and Mrs Snyders felt it would be beneficial to attend the social evenings organized by Class Reps, but that as they were Council members there was a reluctance to invite them. It was agreed that Mrs Chambers would be asked to speak to Class Reps on the matter.

BUILDING COMMITTEE REPORT

This report had previously been circulated. Mr Hendry reported that the final cost of the new Pre-Prep would be approximately R375 000. Further quotes had been received for the proposed library extensions and the costs of this project would now be approximately R30 000. A discussion then followed regarding priority capital expenditure and the following expenditure was approved :-

New school bus	Approx R50 000
Renovation of squash court	" R20 000
Resurface Prep tennis courts	" R 8 000
Toilets at swimming pool	" R10 000

It was further agreed that the fencing of the Prep should be completed as soon as a decision had been made regarding the parking area.

P.R.O. COMMITTEE REPORT

The matter of a new prospectus was in hand and a draft would be tabled at the next Council Meeting. Production of school Christmas cards was also in hand.

FINANCE COMMITTEE REPORT

A summary of provisional income and expenditure for 1989 was tabled.

Mr Peters reported on enquiries he had made with Trust Bank regarding their services and recommended that the school's account remain at First National Bank. This was agreed to.

Mr Peters stated that as he was planning to resign from the Finance Committee next year, he had proposed to the Chairman that a Mr D Wallace now be co-opted to this Committee. After further discussion it was agreed that Mr Wallace should be proposed for membership of Council and the Chairman would be asked to request the Archbishop to appoint him. Mr Peters would discuss the membership of committees with the Headmistress and recommendations would be put to the next meeting.

Mrs Reid raised the matter of Mrs Smith's fall and requested that the school provide some assistance toward her medical costs. After a short discussion, it was agreed that no such assistance would be provided as this could set a precedent.

GENERAL

1) Retirement Age of Councillors

Mr Peters asked whether there was a retirement age for Council Members. It was stated that no such age limit existed and Mr Wood said that he preferred a re-election process.

2) Bomb Scare

Mrs Duff reported that the school had recently received a bomb threat. This had proved false.

- 4 -

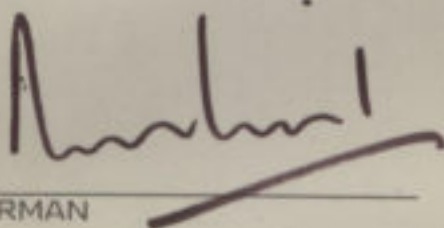
3) Resignation

A letter from Mr Gerrit van Zyl formally tendering his resignation from Council was tabled.

4) School Tour for Council Members

It was agreed that this would commence at 2.30 p.m. on 15 May 1990, the day of the next Council Meeting.

There being no further business, the meeting closed at 7.00 p.m.



CHAIRMAN

15 May 1990

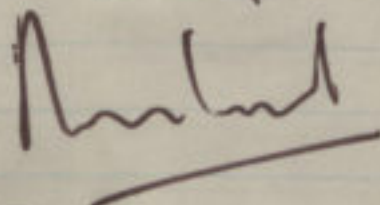
DATE

COUNCIL MEETING

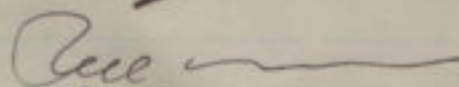
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PRESENT.NAMESIGNATURE

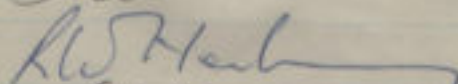
J. Loch Davis



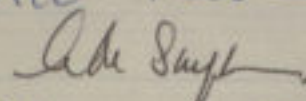
R. WOOD



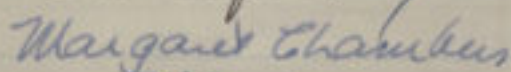
R. W. HENRY



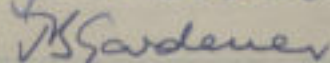
A. M. Snyder



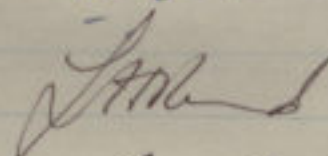
M. CHAMBERS



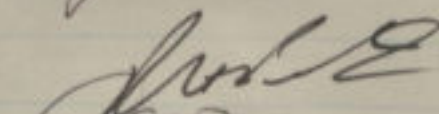
J. B. GARDNER



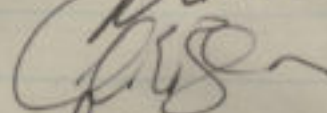
L. H. REID



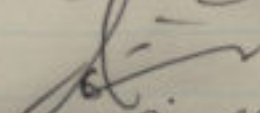
R. H. RITCHIE



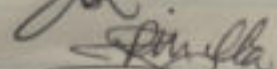
G. R. FARRER



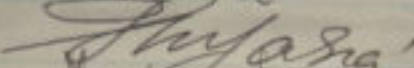
J. W. HAMMOND



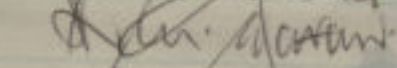
J. R. MILLAR



S. LABIN



R. M. MARAIS



HERSCHEL ASSOCIATIONANNUAL GENERAL MEETING TUESDAY 15 MAY 1990COUNCIL MEMBERSAppointed by the Archbishop

	<u>Appointed</u>	<u>Last Re-Appointed</u>
Justice R M Marais	02.05.77	16.05.89 *
Mr J E Mudge	30.11.73	10.05.88 *
Mrs A Snyders	12.02.80	10.05.88 *
Mr W Marshall-Smith	30.03.73	16.04.89 *
Mr D J Loch Davis	14.09.81	16.05.89 *

3 Vacancies

* Re-elected by Council

Elected by Council

	<u>Elected</u>	<u>Last Re-Elected</u>
Mr R H C Peters	14.09.81	12.05.86
Mr R W Hendry	25.04.83	12.05.87
Mr J R Miller	25.04.83	12.05.87
Mr R Wood	10.02.87	-
Mr G R Barr	10.05.88	-
Mr J W Hammond	10.05.88	-
Countess Labia	10.05.88	-
Mrs L H Reid	10.05.88	-
Prof C T Johnson	16.05.89	-
Mr J B Gardener	Co-opted 27.09.89	

(Only eight elected members are provided for by the Articles of Association)

One fourth of the Council shall retire annually, but be eligible for re-appointment or renomination/election as appropriate.

PRESENT OFFICE BEARERS

Chairman	Mr D J Loch Davis
Secretary	Mr D K Lilley

PRESENT COMMITTEES

Chairman's Advisory Committee	Messrs Millar, Peters and Wood
Finance Committee	Messrs Peters, Millar and Hammond
Public Relations Committee	Mr Wood, Countess Labia and Mrs Reid
Building Committee	Mr Hendry
Education Committee	Justice Marais, Messrs Mudge and Gardener
Prep School Committee	Mesdames Snyders and Reid
Fund Raising Committee	Messrs Hammond, Barr and Mrs Reid
Planning Committee	Messrs Barr, Hammond and Wood

A.G.M.
15. 5. 90

PRESBYT.

NAME

SIGNATURE

J. Loch Davis

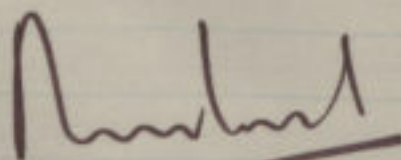
R. Wain

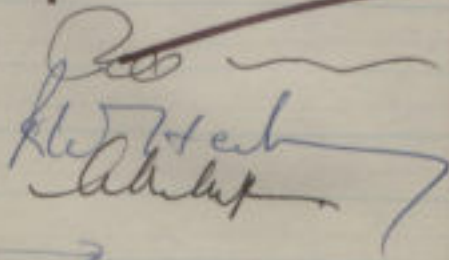
ROGER W. HENDRY.

Anne Snyder

Margaret Chambers

J. S. GARDNER





J. S. Gardner

L.H. REID

Rita Reiter

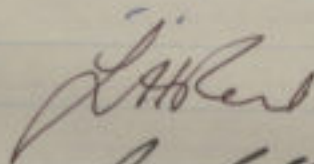
GR. BAKER

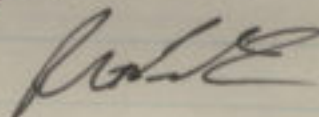
J.W. HAMMOND

J.R. MILLAR

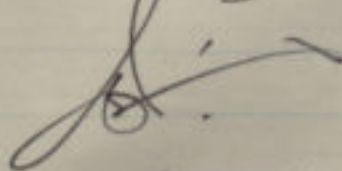
S. Labia

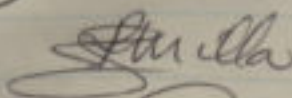
R. M. MARAIS



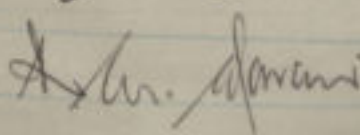












HERSCHEL ASSOCIATION
(Incorporated association not for gain)
(Registration Number 04/02102/07)

ANNUAL FINANCIAL STATEMENTS

AT

DECEMBER 31 1989

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
(Registration Number 04/02102/07)
ANNUAL FINANCIAL STATEMENTS AT DECEMBER 31 1989

MEMBERS OF THE COUNCIL

His Grace the Archbishop of Cape Town
G R Barr
J B Gardener
J W Hammond
R W Hendry
Prof. C T Johnson
Countess Labia
D J Loch Davis
Justice R M Marais
W Marshall Smith
J R Millar
J E Mudge
R H C Peters
Mrs L H Reid
Mrs A M Snyders
R Wood

AUDITORS

Ernst & Young

BANKERS

First National Bank of Southern Africa
Limited, Claremont

REGISTERED OFFICE

21 Herschel Road
Claremont, Cape
7700

CONTENTS

	Page
Report of the auditors	2
Council's report	3
Income statement	4
Balance sheet	5
Cash flow statement and notes	6 & 7
Notes to the financial statements	8 - 12
Schedule of investments	13
Detailed income statement (not forming part of the annual financial statements)	14 & 15

Chartered Accountants (SA)

Main Tower
Standard Bank Centre
Heerengracht
PO Box 4807
Cape Town 8000

Telephone (021) 21-4520
Teletax (021) 25-4523
Telex 5-27069 SA

May 15 1990

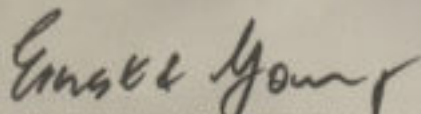
**REPORT OF THE AUDITORS TO THE MEMBERS OF
HERSCHEL ASSOCIATION**

We have examined the annual financial statements set out on pages 3 to 13. Other than as explained in the following paragraph, our examination included such auditing procedures as we considered necessary.

In common with similar organisations, it is not feasible for the Association to institute accounting controls over donations prior to the initial entry of the donations in the accounting records. Accordingly it was impracticable for us to extend our examination beyond the donations actually recorded.

Subject to the effect of any adjustment which might have been necessary had it been possible to extend our examination of donations received, in our opinion the financial statements fairly present the results of operations for the year ended December 31 1989 and the financial position of the 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 14 and 15 because some of the information is in excess of that required by the Companies Act and has not been audited in detail.



CHARTERED ACCOUNTANTS (S A)

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
COUNCIL'S REPORT
FOR THE YEAR ENDED DECEMBER 31 1989

NATURE OF BUSINESS

The Association maintains a school for girls.

STATE OF AFFAIRS

For the year under review the Association reports net income for the year of R21 054 (1988 - R21 274) after setting aside income of R600 000 (1988 - R250 000) to the reserve for improvements and new developments.

EVENTS SUBSEQUENT TO THE ACCOUNTING DATE

No material fact or circumstance has occurred between the accounting date and the date of this report.

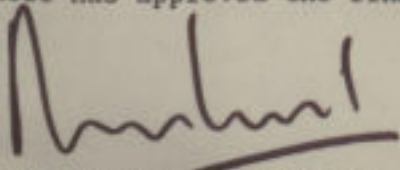
MEMBERS OF THE COUNCIL

Members of the council at the date of this report are listed on page 1.

Mr J B Gardener was appointed as a Member of Council in November 1989, while Mr G van Zyl resigned as a member on December 31 1989.

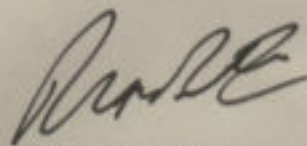
FINANCIAL STATEMENTS

The council has approved the financial statements set out on pages 3 to 15.



CHAIRMAN OF EXECUTIVE COMMITTEE

May 15 1990



MEMBER OF COUNCIL

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
INCOME STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1989

	Note		1988
SCHOOL FEES	1.2	<u>R2 667 206</u>	<u>R2 099 197</u>
OPERATING SURPLUS	2	102 587	265 228
GRANT FROM THE HERSCHEL TRUST		514 067	-
DONATIONS		<u>4 400</u>	<u>6 046</u>
		621 054	271 274
TRANSFERS			
Reserve for improvements and new developments	3.3	<u>600 000</u>	<u>250 000</u>
NET INCOME for the year		21 054	21 274
RETAINED INCOME			
At beginning of year		1 019 697	998 423
Transfer of balance on unfunded retirement benefits reserve		<u>7 361</u>	<u>-</u>
At end of year	3.4	<u>R1 048 112</u>	<u>R1 019 697</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

BALANCE SHEET AT DECEMBER 31 1989

	Note		1988
Capital employed			
PAID UP GUARANTEE FUND		516	516
NON-DISTRIBUTABLE RESERVES	3	<u>2 125 738</u>	<u>1 495 257</u>
		2 126 254	1 495 773
PROVISION FOR UNFUNDED RETIREMENT BENEFITS		-	30 730
TRUST FUNDS	4	39 800	21 150
FOUR SCHOOLS' TRUST LOAN	5	486 260	486 117
HERSCHEL TRUST LOAN	6	<u>178 957</u>	<u>460 484</u>
		<u>R 2 831 271</u>	<u>R2 494 254</u>
Employed as follows			
FIXED ASSETS	7	3 830 149	2 967 160
INVESTMENTS per page 12		17 100	17 100
CURRENT ASSETS			
Debtors and recoverable expenses	8	232 313	82 193
Cash on hand and at bank		546	653
Stock	9	<u>11 490</u>	<u>1 364</u>
		<u>244 349</u>	<u>84 210</u>
CURRENT LIABILITIES			
Creditors		158 755	93 870
Fees received in advance		19 877	14 193
Bank overdraft		<u>1 081 694</u>	<u>466 152</u>
		<u>1 260 326</u>	<u>574 216</u>
NET CURRENT LIABILITIES		<u>(1 015 978)</u>	<u>(490 006)</u>
		<u>R 2 831 271</u>	<u>R2 494 254</u>

6

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
CASH FLOW STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1989

	Note	
Cash utilised from operating activities		
Cash generated by operations	1	914 116
Interest		24 978
Utilised to increase working capital	2	<u>(108 676)</u>
Cash generated by operations		830 418
Finance costs		<u>(176 326)</u>
Cash available from operating activities		654 092
Cash utilised in investing activities		<u>(988 357)</u>
Additions to fixed assets	3	<u>(991 240)</u>
Proceeds on disposal of fixed assets	4	<u>2 883</u>
		<u>R(334 265)</u>
Cash effects of financing activities		
Decrease in long term loans	5	(281 384)
Increase in bank overdraft		<u>615 649</u>
		<u>R 334 265</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED DECEMBER 31 1989

1	Cash generated by activities	
	Net income before transfers	621 054
	Adjustment for:	
	Depreciation	125 743
	Net profit on disposal of fixed assets	(375)
	Net receipts of special funds	16 346
	Finance costs	176 326
	Interest	(24 978)
		<u>R 914 116</u>
2	Utilised to increase working capital	
	Increase in stock	10 126
	Increase in debtors	150 120
	Increase in creditors	(51 570)
		<u>R 108 676</u>
3	Additions to fixed assets	
	Land and buildings	832 048
	Vehicles	29 017
	Furniture and fittings	74 035
	Computer equipment	21 140
	Pianos	35 000
		<u>R 991 240</u>
4	Proceeds on disposal of fixed assets	
	Book value of assets disposed of	2 508
	Net profit on disposal	375
		<u>R 2 883</u>
5	Decrease in long term loans	
	Loans raised	179 100
	Loans settled	(460 484)
		<u>R(281 384)</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1989

1 ACCOUNTING POLICIES

The financial statements are prepared on the historical cost basis and incorporate the following principal accounting policies:

1.1 Income

Income from all sources is accounted for through the income statement except in the following circumstances:

Donations collected for a specific project are transferred to a special reserve and retained until the project is completed. On completion, the reserve is transferred to retained income.

Donations given for a specific purpose are transferred to Trust Funds and the income on these funds are applied as instructed.

Other moneys collected for specific purposes are transferred to sundry funds until expended.

1.2 School fees

School fees comprise tuition, board and extra subjects' fees.

1.3 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% per annum on straight line basis
Motor vehicles	- 20% per annum on straight line basis
Linen, curtains, cutlery, crockery and glassware - no depreciation is provided for but replacements are written off against revenue as and when incurred.	

Depreciation for a full year is provided for in the year of purchase and none in the year of sale.

1.4 Stock

Stock is valued at the lower of cost, determined on the first-in, first-out basis, and net realisable value.

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1989 (CONTINUED)

9

2	OPERATING SURPLUS	R	1988 R
	The operating surplus is stated after:		
	Income		
	Subsidies received from the Department of Education		
		341 085	316 198
	Net profit on disposal of fixed assets		
		1 342	1 054
	Interest		
		24 978	22 382
	Expenses		
	Depreciation of fixed assets		
		125 743	97 542
	Additional provision for unfunded retirement benefits		
		810	3 838
	Auditors' remuneration		
	Audit - current year		
		8 500	6 900
	- prior year underprovision		
		100	-
	Net loss on disposal of investments		
		-	5 825
	Net loss on disposal of fixed assets		
		967	-
	Interest		
		176 326	4 547
	Operating lease - furniture and equipment		
		<u>10 405</u>	<u>13 088</u>
3	NON-DISTRIBUTABLE RESERVES		
	3.1 The Four Schools' Trust		
	Share of trust income received for the year		
		55 682	40 885
	Less Bursaries and scholarships for the year		
		(55 559)	(39 220)
	Less Transfer to sundry funds		
		<u>(123)</u>	<u>(1 665)</u>
		-	-
	3.2 Sundry funds		
	Opening balance		
		15 673	13 046
	Receipts during the year (net)		
		<u>2 066</u>	<u>2 627</u>
	Balance at year end		
		<u>17 739</u>	<u>15 673</u>
	Carried forward		
		R 17 739	R 15 673

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1989 (CONTINUED)

3

NON-DISTRIBUTABLE RESERVES (CONTINUED)

1988

Brought forward

17 739

15 673

3.3 Reserve for improvements and new developments

Opening balance

459 887

209 887

Amount transferred from income

600 000

250 000

Balance at year end

1 059 887

459 887

3.4 Retained income

1 048 112

1 019 697

TOTAL NON-DISTRIBUTABLE RESERVES

R2 125 738

R1 495 257

4 TRUST FUNDS

Trust funds consist of the following

W Duncan Baxter Trust Fund

2 000

2 000

Bursary Funds

25 096

6 800

Sundry prize funds

2 100

2 100

Fenella Douglas Scholarships Fund

10 604

10 250

R 39 800

R 21 150

5 THE FOUR SCHOOLS' TRUST LOAN

This unsecured, interest-free loan is repayable on demand by the trustees of the Four Schools Trust.

6 HERSCHEL TRUST LOAN

This represents net donations received by the Trust in respect of Herschel Ahead, loaned to the Association. The loan is free of interest.

7 FIXED ASSETS

7.1 Freehold land and buildings at cost

3 836 165

220 034

3 616 131

Furniture and equipment

314 104

183 976

130 128

Computer equipment

101 762

83 348

18 414

Motor vehicles

44 003

20 788

23 215

Pianos

40 450

900

39 550

R4 336 484

509 046

3 827 438

Cutlery, crockery and glassware at cost

2 338

Linen and curtains at nominal value

373

R3 830 149

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1989 (CONTINUED)

7 FIXED ASSETS (CONTINUED)

	Cost	Accumulated depreciation	1988 Net book value
Freehold land and buildings at cost	3 004 117	146 159	2 857 958
Furniture and equipment	254 940	163 630	91 310
Computer equipment	80 623	69 815	10 808
Motor vehicles	14 986	14 985	1
Pianos	5 450	900	4 550
	<u>R3 360 116</u>	<u>395 489</u>	<u>2 964 627</u>
Cutlery, crockery and glassware at cost			2 284
Linen and curtains at nominal value			<u>250</u>
			<u>R2 967 161</u>

7.2 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
Additions since - 1940 - 1947	23 184
1961 - 1967	36 691
1973	33 428
1974 - 1975	13 788
1976	105 468
1977	89 722
1978	144 903
1979	91 375
1980 - 1981	5 437
1982	74 216
1985	3 114
1986 (includes the house of the headmistress - R120 637)	121 545
1987 (Theatre complex - R101 030)	101 613
1988 (Theatre complex - R1 786 138)	1 793 663
1989 (Theatre complex - R488 048)	<u>491 473</u>
	<u>3 215 075</u>

(b) Land and school buildings known as The Hill, Kenmar Crescent, Claremont

Cost in 1954	57 000
Additions since - 1955 - 1959	64 761
1960 - 1965	17 203
1968 - 1969	39 525
1972 - 1973	3 054
1974	63 349
1975	16 723
1976 - 1977	1 927
1985 - 1986	16 447
1987	526
1989 (Pre-preparatory school buildings)	<u>340 575</u>
	<u>621 090</u>
TOTAL COST	<u>R3 836 165</u>

12

HERSCHEL ASSOCIATION
(Incorporated association not for gain)

NOTES TO THE FINANCIAL STATEMENTS
AT DECEMBER 31 1989 (CONTINUED)

		1988
8	DEBTORS	
	Provision has been made for irrecoverable debts of	<u>R 10 000</u>
		<u>R 10 000</u>
9	STOCK	
	Catering provisions	928
	Stationery on hand	<u>10 562</u>
		<u>R 11 490</u>
		<u>R 1 364</u>
10	TAXATION	
	Provision has not been made for taxation as the income of the Association is exempt from tax.	
11	CAPITAL COMMITMENTS	
	Contracted for	
	Theatre complex and tennis courts	447 873
	Fencing, buildings and lockers	<u>-</u>
		<u>R 447 873</u>

HERSCHEL ASSOCIATION
(Incorporated association not for gain)
SCHEDULE OF INVESTMENTS AT DECEMBER 31 1989

				1988	
Description		Cost	Market valuation	Cost	Market valuation
LISTED					
1 000	Safmarine and Rennies 7,5% cumulative preferent	<u>2 000</u>	<u>1 020</u>	<u>2 000</u>	<u>950</u>
			Council's valuation		Council's valuation
UNLISTED					
1 195	Paid-up indefinite period shares in South African Permanent Building Society	11 950	11 950	12 050	12 050
1	Paid-up indefinite period share in Allied Building Society	50	50	50	50
R1 000	Arcadia Participation Bonds	1 000	1 000	1 000	1 000
R1 000	SYFSA Participation Bonds	1 000	1 000	1 000	1 000
R1 000	Board of Executors Participation Bonds	1 000	1 000	1 000	1 000
R 100	First National Bank Current Account	<u>100</u>	<u>100</u>	<u>-</u>	<u>-</u>
		<u>15 100</u>	<u>15 100</u>	<u>15 100</u>	<u>15 100</u>
Total investments		<u>R17 100</u>	<u>R16 050</u>	<u>R17 100</u>	<u>R16 050</u>

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1989
NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

INCOME

1988

Fees	2 667 206	2 099 197
Tuition and board	2 482 437	1 960 427
Extra subjects	184 769	138 770
Other income	449 230	366 897
Bad debts recovered	2 305	1 830
Interest on late payment of fees	24 782	7 944
Interest received	196	14 438
Lunches	15 115	8 294
Profit on disposal of fixed assets	1 342	1 054
Registration fees	8 390	3 952
Rent received	600	250
Subsidy - Department of Education	341 085	316 198
Sundry revenue	31 335	12 937
Text book hiring	4 625	-
Theatre rental	19 455	-
	3 116 436	2 466 094

EXPENSES

Salaries of staff	1 816 345	1 415 577
Teaching	1 391 818	1 098 224
Non-teaching	123 434	91 250
Office staff	141 043	106 457
Special subjects and services	160 050	119 646
Wages of domestic staff and gardeners	147 223	115 408
Domestic charges	239 760	167 387
Catering services	17 144	-
Electricity and gas	49 451	30 594
General maintenance	33 212	24 340
Laundry	2 001	5 337
Miscellaneous	21 123	13 984
Provisions	109 542	86 954
Water	7 287	6 178
Property charges	90 143	65 463
General maintenance	35 538	39 624
Grounds	32 667	9 292
Hockey field and tennis courts	-	1 048
Rates and municipal services	2 130	1 692
Security charges	11 625	9 960
Swimming pool expenses	5 534	3 847
Theatre maintenance	2 649	-
Carried forward	2 293 471	1 763 835
	3 116 436	2 466 094

HERSCHEL ASSOCIATION

(Incorporated association not for gain)

DETAILED INCOME STATEMENT FOR THE YEAR ENDED DECEMBER 31 1989 (CONTINUED)
NOT FORMING PART OF THE ANNUAL FINANCIAL STATEMENTS

EXPENSES (CONTINUED)			1988	
	2 293 471	3 116 436	1 763 835	2 466 094
Brought forward				
Academic overheads	81 842		48 055	
Class materials	51 636		39 189	
Equipment maintenance	7 586		-	
Herschelian magazine	6 224		-	
Miscellaneous	11 271		5 729	
Prizes	2 305		1 376	
Sport requisites	2 700		1 401	
Teachers' Federal Council	120		360	
Administration	325 100		142 440	
Advertising for staff	3 648		7 642	
Auditors' remuneration	8 600		6 900	
Bank charges	3 194		2 934	
Entertainment	6 339		14 230	
Insurances	29 049		33 476	
Interest on Four Schools Trust	55 500		-	
Interest on other loans	3 940		1 263	
Interest on overdraft and finance charges	116 886		3 284	
Loss on disposal of assets	967		-	
Loss on sale of investments	-		5 825	
Miscellaneous	39 582		31 557	
Motor vehicle expenses	9 333		5 510	
Postage	3 185		2 215	
Printing and stationery	22 934		13 912	
Regional Services Council levy	4 283		3 448	
Telephone	17 660		10 244	
Contributions	187 693		148 994	
Medical aid fund	20 001		14 565	
Pension fund	141 439		112 586	
Provision for unfunded retirement benefits	810		3 838	
Staff benefits	12 631		7 113	
Unemployment insurance fund	12 812		10 892	
Depreciation of fixed assets	125 743		97 542	
Total expenses		<u>3 013 849</u>		<u>2 200 866</u>
OPERATING SURPLUS		<u>R 102 587</u>		<u>R 265 228</u>

MINUTES OF THE ANNUAL GENERAL MEETING OF THE HERSCHEL
ASSOCIATION (INCORPORATED ASSOCIATION NOT FOR GAIN) HELD
IN THE HERSCHEL LIBRARY ON TUESDAY 15TH MAY 1990

PRESENT : MR D J LOCH DAVIS (CHAIRMAN)
MR G R BARR
MR J B GARDENER
MR J W HAMMOND
MR R W HENDRY
COUNTESS LABIA
JUSTICE J M MARAIS
MR J R MILLAR
MR R H C PETERS
MRS L H REID
MRS A M SNYDERS
MR R WOOD
MRS P J DUFF (HEADMISTRESS)
MR D K LILLEY (SECRETARY)

APOLOGIES : MR W MARSHALL-SMITH
MR J E MUDGE
PROF. JOHNSON

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING.

The minutes of the Annual General Meeting held on Tuesday 16th May 1989 were confirmed.

ANNUAL FINANCIAL STATEMENTS

The Financial Statements, together with the auditor's report thereon, for the year ended 31st December 1989 were approved unanimously and signed by Messrs Loch Davis and Peters on behalf of the Council.

APPOINTMENT OF AUDITORS

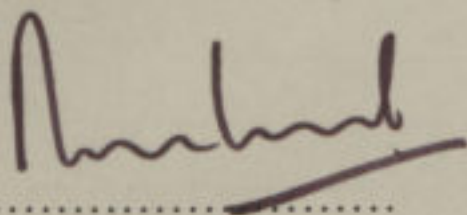
It was noted that following their recent merger, the Association's auditors are now practising as Ernst & Young. Ernst & Young were appointed for the ensuing year and it was agreed that the Finance Committee would fix their remuneration.

ELECTION OF COUNCIL MEMBERS

Messrs Peters, Hendry, Wood and Millar retired in accordance with the Articles of Association and were unanimously re-elected to the Council. Mr Loch Davis proposed and Justice Marais seconded.

ELECTION OF OFFICE BEARERS

Messrs Loch Davis and Lilley were re-elected Chairman and Secretary respectively. Mr Loch Davis stated that he would not be available for re-election as Chairman in 1993.



CHAIRMAN

14 May 1992

DATE

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL
HELD IN THE SCHOOL LIBRARY
ON TUESDAY 15 MAY 1990

PRESENT

Mr D J Loch Davis (Chairman)
Mr G R Barr
Mr J B Gardener
Mr J L Hammond
Mr R W Hendry
Countess Labia
Justice J M Marais
Mr J R Millar
Mr R H C Peters
Mrs L H Reid
Mrs A M Snyders
Mr R Wood
Mrs P J Duff (Headmistress)
Mr J K Lilley (Secretary)

IN ATTENDANCE

Mrs M Chambers (Head of Prep School)

APOLOGIES

Mr W Marshall Smith
Mr J E Mudge
Prof Johnson

CONFIRMATION OF MINUTES:

The minutes of the meeting held on 8 March 1990 were confirmed and signed.

MATTERS ARISING:Committees

The Chairman's Advisory Committee was abolished.

The Finance Committee was re-elected.

The Public Relations Committee was re-elected and Mr G Barr was co-opted to this Council Sub Committee.

The Building Committee - Mr R Hendry was re-elected and Mr J Hammond was co-opted. Mr R Hendry indicated that he wished to resign but would first recommend a successor.

Education Committee - Prof. Johnson was added to the list. Justice Marais suggested that this committee was only needed on an ad-hoc basis. The Committee was therefore abolished but it was agreed that it would meet if necessary.

Preparatory School Committee - Mrs Anne Snyders indicated that she planned to resign. Mr Loch Davis noted that Mrs Snyders was also a representative of the Old Herschelians and they should be consulted in respect of a replacement. Countess Labia was elected to join the committee.

Fund Raising Committee is to be abolished. Mr Barr to join Public Relations Committee.

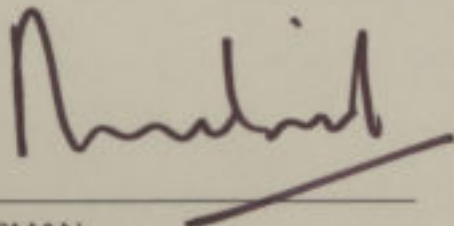
Scholarships and Bursaries - To be a sub-committee to the Finance Committee. Members are Mr J Millar and Mr J Gardener.

CONSTITUTION

A general discussion took place and it was agreed that no further appointment be made until this matter was resolved.

*to Council**M*

The meeting closed at 6.10 p.m.



CHAIRMAN

4 September 1990

DATE



COUNCIL MEETING 4/9/1990

PRESENT

NAME

D. LOCH-JAVIE

W MARSHALL SMITH

JB GARDNER

C.T. Johnson

A. M. Snyder

G. L. GARR

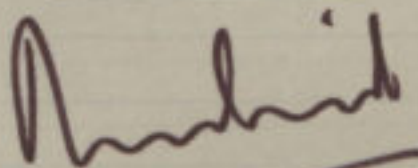
R. W. HENDRY

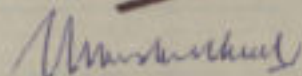
R. WOOD

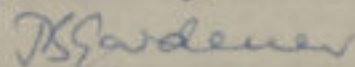
J.W. HAMPTON

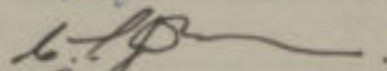
J.R. MILLAR

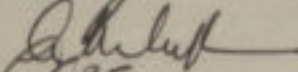
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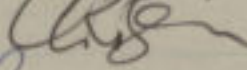


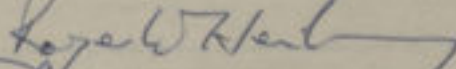


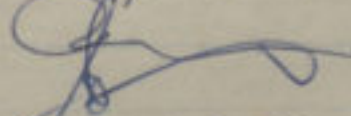


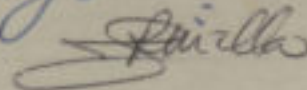












MINUTES OF A MEETING OF THE HERSCHEL COUNCIL

HELD IN THE HERSCHEL LIBRARY

ON TUESDAY 4 SEPTEMBER 1990

PRESENT :

Mr D J Loch Davis (Chairman)
Mr G R Barr
Mr J B Gardener
Mr J L Hammond
Mr R W Hendry
Mr J R Millar
Mrs A M Snyders
Mr R Wood
Prof C Johnson
Mr W Marshall Smith
Mrs P J Duff (Headmistress)
Mrs J M Howes (Acting Secretary)

IN ATTENDANCE :

Mrs M Chambers (Head of Prep School)

APOLOGIES :

Countess Labia
Mr J E Mudge
Mr R H C Peters
Mrs L H Reid

CONFIRMATION OF MINUTES :

The Chairman drew the Council's attention to the error on Page 2 of the minutes of the previous meeting held on 15 May 1990, under "Constitution". It should have read - "that no further appointments to the Council be made until this matter was resolved." This was noted and agreed. The minutes of that meeting were confirmed and signed.

MATTERS ARISING :

- (1) Countess Labia was granted leave of absence for one year.
- (2) The Bursar, Mrs Judy Howes was voted in as Secretary to the Council, following Mr David Lilley's resignation as Business Manager from the school.
- (3) Mr R Wood was elected Deputy Chairman to the Council. Mr Loch Davis proposed his election and Mr J Hammond seconded. Mr Wood will hold this position until May 1992. The Chairman indicated he would be retiring from the chair in May 1992. Both positions will fall vacant at this time.

REPORT BY THE HEAD OF THE PREPARATORY SCHOOL

Mrs Chambers reported that there are now 324 pupils. Her report had been circulated. Mrs Chambers then left the meeting.

PREP SCHOOL COMMITTEE REPORT

This was tabled.

HEADMISTRESS'S REPORT

This was tabled. Mrs Duff asked the Council for assistance with the appointment of the Director of Music. Music Scholarships will be awarded next year, partly sponsored by Mr and Mrs John Mudge. Mrs Duff expressed her appreciation for this generous gesture.

Mrs Duff told Council that the departmental store which has been supplying the school uniforms was discontinuing this service from December 1990. All schools affected were meeting to make suitable arrangements.

As the present part-time School Chaplain is unable to continue to serve the school next year, Councillors were asked to help in effecting a new appointment.

Mrs Duff gave the Council a view of the proposed prospectus. It was agreed that the sum be increased to R50 000 to cover the cost of this project and the proposed layout was approved.

Mrs Duff reported that a disability grant was being applied for, for Mr Greenwood, the Estate Manager, who has developed chronic degeneration of the lower back.

Mrs Duff mentioned that Mrs Howes and Mrs Greef were at present administering in the School Bursar's Office. The Chairman requested the Finance Committee to monitor the situation closely in case additional personal help was required.

The Headmistress was congratulated on her report on the Headmasters' Conference.

FINANCE COMMITTEE

A summary of income and expenditure for the first six months of 1990 was tabled. It was decided that after the Council Meeting of Diocesan College has taken place, a decision on the increase of school fees for Herschel will be decided by the Chairman and Finance Committee.

BUILDING COMMITTEE REPORT

Mr Hendry recommended that Mr Guy Louw be approached to succeed him and the Headmistress supported the appointment. The rest of the report was tabled.

The Finance Committee asked that it be noted that the termly levy may be used for other items than the theatre, i.e. given a broader base.

The Building Committee and Finance Committee were requested to meet to prioritise the maintenance list, cost it and then to make recommendations.

The cottage for the Estate Manager is now a top priority.

PUBLIC RELATIONS COMMITTEE

It was reported that much time had been spent on the proposed prospectus. The final proof would be submitted to the Chairman before it is printed.

PLANNING COMMITTEE

It was decided that during the second week of November there would be a Council debate on two possible scenarios. A detailed costing of these plans would be required.

GENERAL

A The Constitution

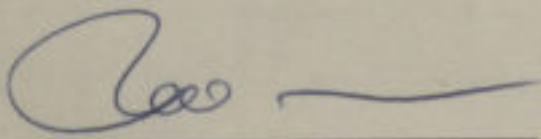
The Chairman reported that a draft had been drawn up and copies were available for those interested. He added that the legal position was complicated and needed further study before a report could be tabled.

B 1990 Matric results are to be published in alphabetical order to avoid comparisons between schools.

C Herschel Theatre is still in use for external renting, but at the discretion of the Headmistress.

D Subject Options - Prof Johnson offered to assist the Head.

There being no further business the Chairman closed the meeting at 7.25 p.m.



CHAIRMAN

13.11.90.

DATE

COUNCIL MEETING 13.11.1990.

PRESENT:

NAME:

SIGNATURE

C. T. Johnson.

J. E. MOORE

J. R. MILLAR

R. W. HENRY

L. H. REID

R. M. SNYDERS

M. CHAMBERS

G. R. BARR

R. H. BRYAN

W. MARSHALL SMITH

R. WOOD

C. T. Johnson
J. E. Moore
J. R. Millar
R. W. Henry
L. H. Reid
R. M. Sniders
Margaret Chambers
G. R. Barr
R. H. Bryan
W. Marshall Smith
R. Wood

MINUTES OF A MEETING OF THE HERSCHEL COUNCIL

HELD IN THE HERSCHEL LIBRARY

ON TUESDAY 13 NOVEMBER 1990

PRESENT :

Mr R Wood (In The Chair)
Mr G R Barr
Mr R W Hendry
Prof C Johnson
Mr W Marshall Smith
Mr J R Millar
Mr J E Mudge
Mr R H C Peters
Mrs L Reid
Mrs A M Snyders
Mrs P J Duff (Headmistress)
Mrs J M Howes (Secretary)

IN ATTENDANCE :

Mrs M Chambers (Head of Prep. School)

APOLOGIES :

Mr D Loch Davis
Mr J B Gardener
Mr J Hammond

A CONFIRMATION OF MINUTES :

The minutes of the meeting held on 4 September 1990 were confirmed and signed.

B MATTERS ARISING :

- 1) Mrs Duff asked Council to confirm the appointment of Mrs Judy Howes as School Bursar and Mrs Dianne Greeff as Bookkeeper with effect from January 1991. This was agreed.
- 2) Due to the current structure of the constitution as it affects the composition of the Board, it was agreed that Mr Guy Louw and Mr Doug Wallace would be co-opted on to the Council.
- 3) The resignation of Mr John Hammond from the Council was accepted with regret.

C REPORT BY THE HEAD OF THE PREPARATORY SCHOOL :

After presenting her report, Mrs Chambers expressed her dissatisfaction with the decision that she not be permitted to sit in attendance throughout Council Meetings. Council members, without exception, felt it was acceptable for Mrs Chambers to remain for the duration of this and future meetings, and that the new Deputy Headmistress would also be entitled on this basis.

D HEADMISTRESS'S REPORT :

The report was tabled and included an update of pupil numbers. The Headmistress highlighted that an English/French Teacher has been appointed for Standards 6 & 7 and that there was a continuing problem with the appointment of a Xhosa Teacher.

E FINANCE COMMITTEE :

Mr Peters reported an estimated surplus of R535,311 for 1990 and a budget surplus of R271,316 for 1991. Regarding the disparity between the budgets and cash flows which were generated by the Five Year Plan and those presented by the Finance Committee, the Chairman asked Mr Barr and Mr Peters to meet before the end of November in order to identify and reconcile the figures. The final plan would be resubmitted to Council.

F BUILDING COMMITTEE :

The Chairman thanked the Building Committee for their valuable input to the Plan. The Council authorized Mr Hendry to proceed with the erection of a Caretaker's Cottage, approving an amount of R80,000 for this purpose.

G PREP. SCHOOL COMMITTEE REPORT :

This was tabled.

H PUBLIC RELATIONS COMMITTEE :

Discussion took place on the subject of the new prospectus. It was mentioned that the initial submissions were not up to standard and that the Committee was to meet again soon to finalize their thoughts on the project.

Committee

I PLANNING COMMITTEE :

The Chairman thanked the Committee for the successful meeting held on Saturday 10 November and thanked Mr Barr for the time and effort that he had devoted to the Plan.

ANY OTHER BUSINESS

A) The new academic organogram and salary structure was confirmed and approved by Council.

B) Music Scholarships

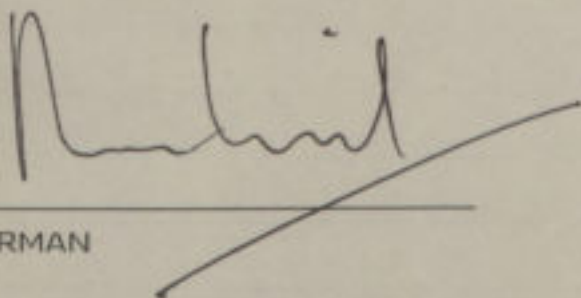
It was noted that a donation had been offered by John and Pauline Mudge of R30,000, which will probably take the form of R10,000 per year for three years. The Chairman thanked Mr and Mrs Mudge for their generosity in this regard.

Discussion then took place as to the utilization of this donation and it was agreed that a Music Scholarship Fund be established with the Mudge donation as its pivot.

Other donations for this fund would be actively sought. The first scholarship would be on the basis of 100% of the fees and criteria should be laid down for awarding this scholarship. The Finance Committee would investigate the question of the tax status of the donations to the Scholarship Fund.

- C) The plan of Arderne Gardens was tabled and it was recorded that letters had gone out to the City Council about the school utilizing part of the Arderne Gardens and the Douglas-Murray Field.
- D) Gift for retiring Deputy Headmistress

Council was asked to approve a retirement gift of R1,500 for the Deputy Headmistress, Mrs Cleone Dunleavy, who was leaving the school in December 1990. It was agreed.



CHAIRMAN

26 February 1991

DATE

26 Feb 91

26 Feb 91

SPECIAL COUNCIL MEETING

THURSDAY 21ST FEBRUARY 1991

NAME

SIGNATURE

J.E. HUGG

C.T. Johnson

M. Robinson

M. CHAMBERS

L. Reid.

D. Gardner

D. Snyder

W. MARSHALL SMITH

G.L. BAKER

Joe Wood

J. WALLACE

Rae Lewis



Robinson.

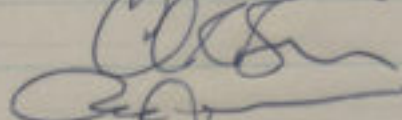
Margaret Chambers

L. Reid

D. Gardner

D. Snyder

W. Marshall Smith



Joe Wood

J. Wallace

HERSCHEL

MINUTES OF THE SPECIAL COUNCIL MEETING
HELD ON THURSDAY, 21 FEBRUARY 1991
IN THE SCHOOL LIBRARY AT 17H00

PRESENT: Mr Wood (in the Chair)
Messrs Barr, Gardener, Hendry, Marshall Smith,
Mudge, Peters and Prof Johnson and Mesdames
Reid and Snyders

ALSO PRESENT: Mrs Duff (Headmistress), Mrs Robinson (Deputy
Headmistress) Mrs Chambers (Head of
Preparatory), Mrs Howes and Mr Wallace

APOLOGIES: Mr Loch Davis and Mr Millar

Mr Wood welcomed those members attending the meeting and advised that the purpose was to re-examine the School Plan, to amend it where necessary and prepare it for ratification at the full Council Meeting on 26 February.

Mr Barr as Chairman of the Planning sub-committee then took the meeting through the documentation and in particular that section which dealt with capital expenditure.

The Finance Committee confirmed that the gearing level as set out in the Plan could be regarded as being conservative and was well within the ability of the projected cash flow. Against the background of current pupil numbers, we could accommodate borrowings of + R2m. Attention was given to the main items of capital expenditure and these were prioritised. Management were of the view that the critical need in the senior school was for more classrooms, up to as many as 6, with the possible incorporation of these into a new resources centre. Mr Hendry would have preliminary discussions with architects to enable him to develop the subject in greater detail at the Council meeting. In the preparatory school there was urgent demand for 2 classrooms and an enlargement of the hall and alterations to the servants quarters to provide more accommodation. The approximate cost of these preparatory school items would be R350 000.

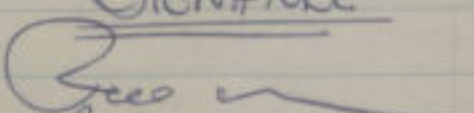
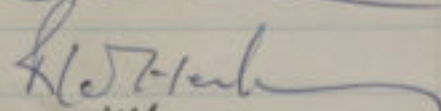
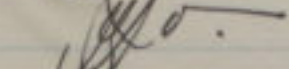
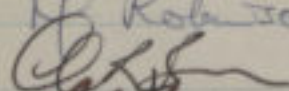
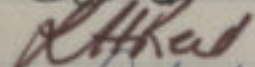
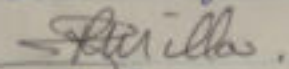
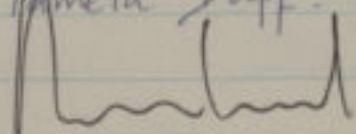
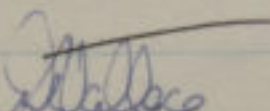
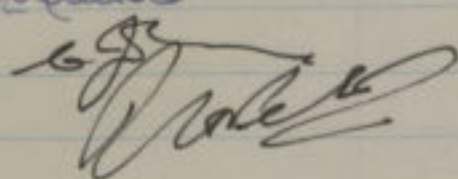
It was unanimously felt that given the present situation in the building industry this capital expenditure should be incurred as soon as possible.

Mr Barr reminded management that the ownership of the Plan would now be passed over to them and that work on the revision of the Plan for next year should commence mid 1991.

The Chairman thanked Mr Barr for the considerable time and effort he has devoted to the Plan.

CHAIRMAN

SCHOOL COUNCIL MEETING THURSDAY 26th FEBRUARY 1991.

<u>NAME</u>	<u>SIGNATURE</u>
R. Wood	
R.W. HENDAY.	
J. G. Loun	
MARGARET CHAMBERS	Margaret Chambers
MARGARET ROBINSON.	M. Robinson
Graham Barr	
LYNN REID	
ANNE SNYDERS	
J.R. MILLAR	
J.B. GARDENER	J.B. Gardener
W. MARSHALL SMITH	W. Marshall Smith
PAMELA DUFF	Pamela Duff
J. LOCH JAVIS	
J. WALLACE	
C. J. Johnson	
RAC PETER	

MINUTES OF COUNCIL
MEETING FOR

26 FEBRUARY 1991

ON PAGE 158.

MINUTES OF THE COUNCIL MEETING

HELD AT 5.00 P.M. ON TUESDAY 26 FEBRUARY 1991

IN THE HERSCHEL LIBRARY

PRESENT : Mr D Loch Davis (Chairman)
Mr G Barr
Mr J B Gardener
Mr R Hendry
Prof C Johnson
Mr J R Millar
Mr W Marshall Smith
Mr R H C Peters
Mrs L Reid
Mrs A Snyders
Mr R Wood
Mrs P J Duff (Headmistress)
Mrs J M Howes (Secretary)

IN ATTENDANCE : Mrs M Chambers
Mrs M Robinson
Mr D Wallace
Mr G Louw

APOLOGIES : Mr J Mudge

1. CONFIRMATION OF MINUTES

The minutes of the meeting held on 13 November 1990 were confirmed and signed.

2. AGENDA CHANGE

The Chairman asked the meeting if the order of the Agenda could be changed after No. 3 - The Composition of the School Council - as it would be more appropriate to discuss the Capital and Maintenance Projects after all other reports had been received. As no member objected, the meeting proceeded.

3. COMPOSITION OF THE SCHOOL COUNCIL

The Chairman reported that he would like to propose the formation of an ad hoc committee to study the school constitution which would endeavour to report back to the full Council by the end of the second term. **IT WAS RESOLVED THAT** an ad hoc committee, consisting of the Chairman and any two of Messrs Wood, Millar and Barr who were available from time to time, be constituted, with power to investigate all aspects of the constitution and the composition of the Council including the legal position and if necessary to take Senior Counsel's opinion without further reference back to the Council. The ad hoc committee should endeavour to report back to Council at the September meeting.

The Chairman welcomed Mr Guy Louw and Mr Doug Wallace who have been

co-opted onto the Council until further notice and thanked them for their enthusiasm and assistance to the Building Committee and Finance Committee respectively.

4. PREPARATORY SCHOOL REPORT

Mrs Chambers had little to add to her report, which had been circulated, except to announce that a girl from the Prep. School had been elected to represent Western Province for diving.

It was noted that rumour had it that the theatre had been paid for and the levy was therefore no longer applicable. It was agreed that parents at the Prep. School should be made aware that the levy was not confined to the theatre project but was an ongoing charge.

5. HEADMISTRESS'S REPORT

Mrs Duff referred briefly to her report which had been circularized to all members. The various points she highlighted were :-

- a) Matric results. A new circular was handed out.
- b) Teaching staff - the availability of Xhosa teachers was still a problem.
- c) Long Leave - Council was asked to approve the applications for long leave, listed in the report.
- d) Mr Gardener was thanked for allowing Father Bands to assist as School Chaplain. The new Chaplain was to be Reverend McLea from Christ Church, Kenilworth.
- e) Mrs Duff asked Council to suggest a speaker for Speech Day in October, by 15 March 1991.
- f) Both the Headmistress and the Deputy Head are to attend the Educational Technology Conference in the Transvaal.
- g) Mrs Duff reported that the Arderne Gardens situation had deteriorated further.

The Chairman referred back to Page 4 to Long Leave for Mrs Duff. He pointed out that next term's leave is to be long leave, which is granted by rotation, and should not be confused with study sabbatical which Mrs Duff would be taking in 1992, at Herschel's expense, to be arranged with the Chairman.

Mrs Duff mentioned that the ISC Circulation, Tidings, had excellent articles of interest, and Professor Johnson proposed that these be used in newsletters to parents.

6. PUBLIC RELATIONS COMMITTEE

Mr Wood asked what progress had been made in regard to the Prospectus and Mrs Duff answered that a new copy had been delivered and she wanted it shown to the committee after the meeting had adjourned.

7. PLANNING COMMITTEE

It was asked that

- a) The Planning Report be adopted by Council.
- b) Council approve the priorities put forward in the minutes of the Special Council Meeting held on 21 February 1991.

The Chairman proposed the adoption of the Five Year Plan and Scenario A, seconded by Mr Barr.

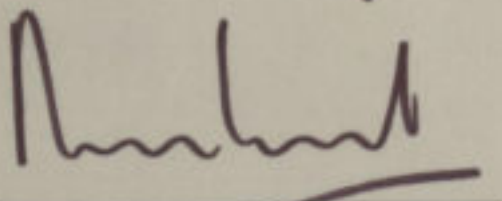
Mr Wood requested that both Scenario A and Scenario B be kept in the plan. The Chairman clarified this by saying that Scenario B could be retained but only as a contingency plan if financial and other circumstances improved so dramatically that parts of it could be incorporated in due course. This would require the further approval of Council. This was unanimously agreed. Full Council agreed to the new figures on Pages 9 and 10; if the budget set down, was exceeded, a full Council Meeting should be called.

The Chairman requested that he be given authority to establish an ad hoc committee under the chairmanship of Mr Wood, combining the members of the Finance/Planning/Building Committees to deal with the building programme arising out of the adoption of the Five Year Plan and Scenario A. The Chairman would also be advised of meetings so that he could attend whenever possible and the ad hoc committee would in any event keep him advised and would report back to Council. No expenditure which could exceed the budget would be approved without Council's sanctions. **IT WAS RESOLVED ACCORDINGLY.**

8. **BUILDING COMMITTEE REPORT**

The Chairman suggested a change of name of this committee to ~~Real~~ Estate Committee. Agreed unanimously. 

9. There being no further business, the meeting closed at 6.30 p.m.



CHAIRMAN

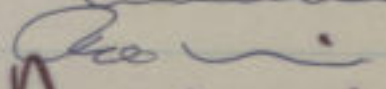
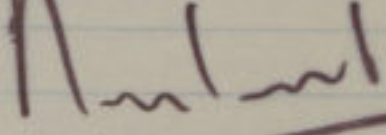
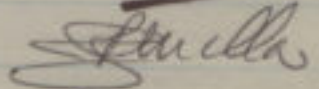
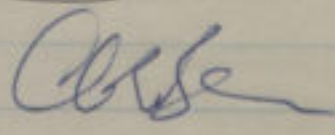
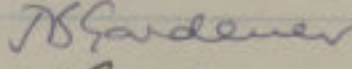
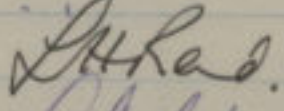
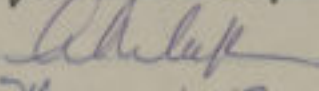
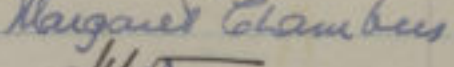
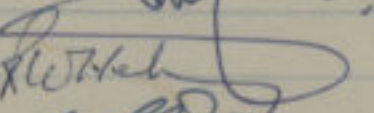
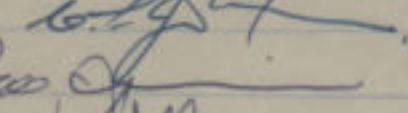
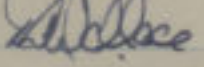
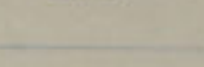
14 May 1991

DATE

COUNCIL ANNUAL GENERAL MEETING

PRESENT:

14 MAY 1991

<u>NAME</u>	<u>SIGNATURE</u>
R. WOOD	
D. LOCH JAVIS	
J.R. MILLAR	
G.R. BARR	
J.B. GARDENER	
L. H. KEID.	
A. M. SNYDERS	
MARGARET CHAMBERS	
J.G. LOUW	
J.E. MUDGE	
R.W. HENDAY	
C.T. JOHNSON	
R. WOOD	
J. WALLACE	

MINUTES OF THE ANNUAL GENERAL MEETING OF
THE HERSCHEL ASSOCIATION (INCORPORATED ASSOCIATION NOT FOR GAIN)
HELD ON TUESDAY 14 MAY 1991 IN THE HERSCHEL LIBRARY

PRESENT :

Mr D J Loch Davis (Chairman)
Mr G R Barr
Mr J B Gardener
Mr R W Hendry
Prof C Johnson
Mr G Louw
Mr J R Millar
Mr J E Mudge
Mrs L Reid
Mrs A M Snyders
Mr D Wallace
Mr R Wood
Mrs M Robinson (Acting Headmistress)
Mrs M Chambers (Head of Prep School)
Mrs J M Howes (Secretary)

APOLOGIES :

Mr W Marshall Smith
Mr R H C Peters
Mrs P J Duff

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

The minutes of the A.G.M. held on Tuesday 15 May 1990 were confirmed.

ANNUAL FINANCIAL STATEMENTS

The Financial Statements, together with the auditor's report thereon, for the year ended 31 December 1990, were approved unanimously and signed by Messrs Loch Davis and Millar on behalf of the Council.

APPOINTMENT OF AUDITORS

Ernst & Young, the present auditing firm, were reappointed - proposed by Mr J Millar and seconded by Mr J Mudge. Their fee would be as agreed with Mr N Aereboe, the partner in charge. Any variation was to be dealt with by the Finance Committee.

ELECTION OF COUNCIL MEMBERS

Messrs Mudge and Barr and Mrs Snyders were retired in accordance with the Articles of Association and were unanimously re-elected by a single resolution. Proposed by Mrs Reid and seconded by Prof. Johnson.

ELECTION OF OFFICE BEARERS

Mr D J Loch Davis was re-elected as Chairman. Proposed by Mr Wood and seconded by Mr Barr. He indicated that he was available for the last time and would be standing down in May 1992. Mr R Wood was re-elected as Deputy Chairman - proposed by Mr Barr and seconded by Mr Millar. Mr Loch Davis proposed Mrs Howes as Secretary and Mr Wood seconded.

COMMITTEES

PUBLIC RELATIONS

Mr Wood proposed that this committee be on an ad hoc basis, and not remain as it is at present. This was agreed to by all Council members.

FINANCE AND PLANNING

It was decided to combine these two committees. The quorum to be three out of five members. No Chairman of this combined committee was nominated or elected.

ESTATE

This is to remain unchanged as it performs an essential function, but to consult with the Finance and Planning Committee whenever necessary.

BURSARY

Mr Millar requested that this committee with he and Mr Gardener remain as is at present. Prof. Johnson was asked to join this committee to which he agreed.

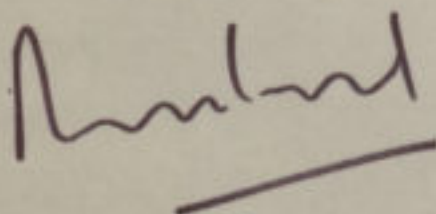
COMMUNICATIONS AND MARKETING

As the P.R.O. Committee had been disbanded, it was felt that this new committee should be instituted with more focus on communication. Mrs Reid was asked to head the committee. She accepted. Mr Gardener suggested that this committee should take as its first commission from Council, a full description of its own future purposes and mandate. This was agreed to by all.

PREP. SCHOOL

To remain unchanged with Mesdames Reid and Snyders.

The Meeting was adjourned at 17h40.



CHAIRMAN

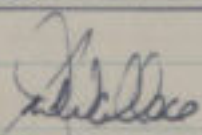
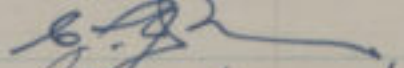
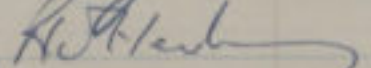
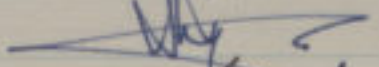
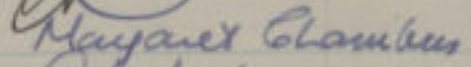
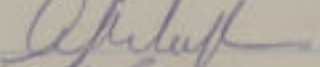
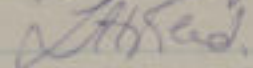
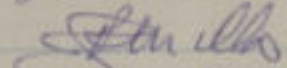
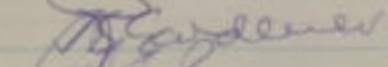
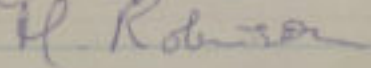
03 September 1991

DATE

SCHOOL COUNCIL MEETING

14 MAY 1991

PRESENT:

<u>NAME</u>	<u>SIGNATURE</u>
D WALLACE	
R WOOD	
C.T. Johnson	
R.W. Hendry	
J.E. MORGAN	
J.G. Lewis	
M. Chambers	
A. Snyder	
A. H. REID	
J.R. MILLAR	
J.B. ARDEN	
G.L. Baker	
H. Robinson	

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MINUTES OF THE COUNCIL MEETING
HELD IN HERSCHEL LIBRARY
ON TUESDAY 14 MAY 1991 AT 17h15

- PRESENT :**
- Mr D J Loch Davis (Chairman)
 - Mr G R Barr
 - Mr J B Gardener
 - Mr R W Hendry
 - Prof C Johnson
 - Mr G Louw
 - Mr J R Millar
 - Mr J E Mudge
 - Mrs L Reid
 - Mrs A M Snyders
 - Mr D Wallace
 - Mr R Wood
 - Mrs M Robinson (Acting Headmistress)
 - Mrs M Chambers (Head of Prep School)
 - Mrs J M Howes (Secretary)
- APOLOGIES :**
- Mr W Marshall Smith
 - Mr R H C Peters
 - Mrs P J Duff
-

1. CONFIRMATION OF MINUTES

- a. The Chairman asked that the word 'BUILDING' on Minute 7 on Page 3 be changed to ESTATE. In Minute 8 it should be changed likewise and the word 'REAL' removed. This was agreed.
- b. Mrs Robinson, Acting Headmistress, drew attention to Minute 5 D which should read Rev. John Atkinson, and Minute 5 F should read: the Headmistress and Head of Prep. were to attend the Educational Technology Conference in the Transvaal.

The minutes were then confirmed and signed.

2. HEAD OF PREPARATORY SCHOOL REPORT

Mrs Chambers apologised for the poor communication procedure with regard to the bus accident at Hennenman. The suggestion that a set routine be organised to deal with such happenings was met with general approval.

A report from Management on all pupil health and safety measures, as they are at present, and recommendations for improvement to be implemented, was requested. All aspects of general insurance to be reviewed and reported to Council.

3. HEADMISTRESS'S REPORT

Several names for Speech Day Guest Speaker were suggested at the request of Mrs Robinson.

Mrs Robinson reported that a Standard 9 pupil had applied to write the matriculation examination this year (i.e. 1991) and this had been granted as this particular girl is very able and

3. the academic staff felt that it was a good move for the pupil's academic future.

In the matter of discipline, Mrs Robinson reported a positive outcome of the disciplinary process.

4. FINANCE COMMITTEE

Mr Wallace reported on the amended Income and Expenditure Report. Mr Wood asked about the recipients of the bursaries and the allocation procedure.

The Council was assured that the outstanding debtors were being pursued with a certain degree of success.

5. ESTATE COMMITTEE

The report circulated prior to the meeting was accepted. Mr Wood expressed concern that the Resources Centre was being researched too thoroughly, and was therefore being delayed in construction. The Chairman moved that the architect be asked for plans to be ready for the Estate/Planning/Finance Meeting, scheduled for 27 May 1991. Mr Wood asked that the brief given to the architect must be clean. This was agreed.

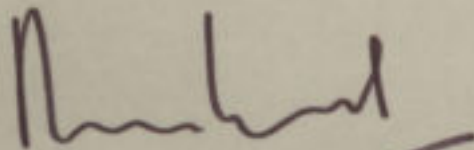
6. PLANNING COMMITTEE

Mr Barr reported that a meeting had been, or was to be arranged for an update of the Five Year Plan in early July.

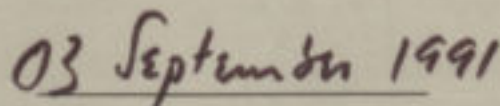
7. CONSTITUTIONAL COMMITTEE

The Chairman reported that he and the Headmistress, Mrs Duff, have an appointment to meet with Archbishop Tutu on Monday 27 May 1991. Any outcome of the meeting, that was of an urgent nature, would be reported to the Council members.

There being no further business, the meeting adjourned at 18h40.



CHAIRMAN



DATE

Attendance at the Meeting of Herschel Council 3 Sept 91.
 Apologies: Mr. L. Rand H. R. Hardy.

J. Loch Davis

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J. R. MILLAR

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W MARSHALL SMITH

Handwritten signature

J B GARDENER

J B Gardener

S. LABIA

Handwritten signature

M. Chambers

Margaret Chambers

RAC PETER

Handwritten signature

J. WATKINS

Handwritten signature

J. G. LORR

Handwritten signature

A. SNYDERS

C. T. JOHNSON

G. R. GARD

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R. WOOD

Handwritten signature

M. LORR

M. LORR

T. J. DUFF

T. J. Duff

MINUTES OF THE COUNCIL MEETINGHELD IN THE HERSCHEL LIBRARYON TUESDAY 3 SEPTEMBER 1991at 17h15**PRESENT :**

Mr D Loch Davis (Chairman)
 Mr G R Barr
 Mr J B Gardener
 Prof C Johnson *
~~Mr G Louw~~ *Councils Liaison*
 Mr J R Millar
 Mrs A M Snyders
 Mr D Wallace
 Mr R Wood
 Mr W Marshall Smith
 Mr R Peters
 Mrs P J Duff (Headmistress)
 Mrs M Robinson (Deputy Headmistress)
 Mrs M Chambers (Head of Prep. School)

APOLOGIES :

Mrs L Reid
 Mrs J Howes
 Mr R W Hendry

1. CONFIRMATION OF MINUTES

The minutes of the meeting held on 14 May 1991 were confirmed and signed.

2. COMPOSITION OF COUNCIL

The Chairman reported that the records showed that the appointment of eight Council members had been confirmed by the Archbishop in the course of time and that a quorum was five members. (A list giving the composition and committees of the present Council was circulated.)

3. REPORT ON PROGRESS IN RESPECT OF THE HERSCHEL COUNCIL CONSTITUTION

The chairman gave a brief history of the Herschel Association and outlined the procedures that were necessary in order to implement the new constitution. Copies of the draft constitution which had been approved by the Ad Hoc Committee set up for that purpose, would be submitted to Council.

4. HEAD OF PREPARATORY SCHOOL REPORT

Head of Preparatory School Report was tabled and taken as read. Mrs Chambers reported that the school had almost reached its 380 pupil maximum for 1992, with only a few places remaining in Standards 4 and 5, and waiting lists for the Pre-Prep. and Sub A. Members of Council were invited to the Prep. School play - "Seaspell".

5. HEADMISTRESS'S REPORT

Headmistress's Report was tabled and taken as read. Mrs Duff reported that Mrs Feast, Mrs McPetrie and Mrs Attwood had resigned from the end of 1991. Miss J Case and Miss B Reeleeer had been appointed to teach Physical Science and Mathematics from January 1992.

Mrs Woolley (Drama and Remedial Teaching) had been appointed in a full-time capacity at the Preparatory School to replace Mrs Morrell.

The Headmistress expressed her satisfaction with the achievements of Herschel girls in various olympiads. The entrance examinations had gone well; Standard 6 was full for next year, as were most of the other standards.

Council members would receive a separate and full account of the recent HMC Conference in Johannesburg. The Guest Speaker for Speech Day 1991 was Ms Annamia van den Heever. Mr Marshall Smith suggested the Rev Michael Cassidy as a future guest speaker.

6. COMMITTEES

A. FINANCE AND PLANNING

Financial reports were tabled and discussed.

- a) The Budget was reviewed and accepted. Mr Wallace reported that Herschel's finances were in a healthy state and that School Management were to be complimented on the attention they had paid to the Debtors' Book. Interest was being used to finance the building at the Preparatory School.

VAT would not be paid on fees nor on tuckshop trading. Because of the change in the tax laws the Staff Bursary Fund falls away. The Auditors' Report would be circulated to the Finance Committee for comment.

- b) Insurance Review

As from 1991, all parents would be required to take out the school's Personal Accident Policy. Waiver would have to be in writing. A report itemising Herschel insurances would be circulated to Council members.

- c) Fee Structure for 1992

After a general discussion, the proposed fee structure for 1992 was accepted. Mr Peters suggested that a rationalisation of the fees into three brackets for the Preparatory School - Pre-Prep., Subs A and B, and Standards 1 to 5 - and one bracket for the Senior School, should be considered for the future.

- d) Mrs Duff requested that, in view of the impending expansion of the school and the possible resource centre development, a full-time librarian should be appointed at Herschel. This was agreed, provided it was within the Budget.

- e) Proposed new classroom block and resource centre. Mrs Duff outlined the need for, and the design of, this development. After discussion, it was decided to go ahead immediately with the classroom block, but, except for the foundations,

to put the Library/Resource Centre on hold until 15 February 1992 when Herschel's financial position would again be reviewed and a decision taken in that light.

B. ESTATE COMMITTEE

Mr Louw reported that the caretaker's cottage and storeroom were nearing completion at a cost of R178,000 and that work had commenced on the Prep. School classrooms.

Mrs Duff assured Council that the possibility of sharing the Douglas Murray field with Western Province Prep. School, was being pursued. The estimated cost of this enterprise is R50,000. Our right to usage would be outlined in the lease agreement.

Mr Barr suggested that Council should again apply by November this year for permission to establish an enclosed walk-way through Arderne Gardens between the Preparatory and Senior Schools.

C. PREPARATORY SCHOOL COMMITTEE

Countess Labia was asked to serve on the Prep. School Committee, as well as the Communications and Marketing Committee, and duly accepted.

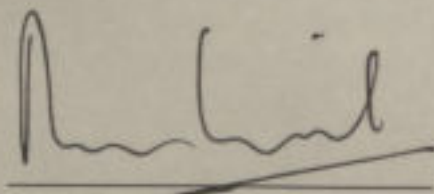
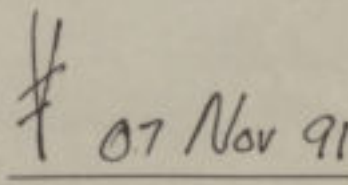
D BURSARY COMMITTEE

This committee would be meeting to consider recommendations that had been made for bursary awards.

7. OUTREACH PROGRAMME

Mrs Duff spoke briefly on her initial investigations with regard to establishing a Herschel Outreach Programme for disadvantaged individuals in the community.

The meeting was adjourned at 18h55.


CHAIRMAN
DATE

MINUTES OF A MEETING OF THE COUNCIL OF THE HERSCHEL
ASSOCIATION HELD AT THE SCHOOL LIBRARY, 21 HERSCHEL ROAD,
CLAREMONT, AT 17H00 ON TUESDAY 24 SEPTEMBER 1991

Present : Mr D J Loch Davis (in the Chair)
Mr W Marshall-Smith
Mr J E Mudge
Mrs A Snyders
Mr R Wood
Mr G R Barr
Prof C T Johnson
Mr J B Gardener
Mrs P J Duff (by invitation)

The notice of the meeting given on 06 September 1991 was taken as read and, there being a quorum of Council members appointed by the Archbishop of Cape Town present, the chairman declared the meeting duly constituted and open.

A postcard dated 11 September 1991 from the Archbishop of Cape Town in response to the notice convening the meeting was tabled and the chairman directed that it form part of the records of these proceedings. The chairman also requested that the meeting note that the office of the Archbishop of Cape Town had telephoned the office of Herschel on 18 September 1991 at 14h45 advising that the Archbishop would not be available to attend the meeting and tendering his apologies.

1.

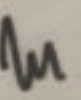
Constitution

The position regarding the appointment of Council members was reviewed and the advice obtained from Adv D R Mitchell in respect of the validity or otherwise of the appointment of Council members and other matters relating to the Constitution of the Association were discussed.

2.

Issue of Shares

It was proposed by Mr Barr, seconded by Professor Johnson and unanimously resolved that 4 973 shares in the capital of the company, being the entire unissued share capital, be and are hereby issued to Mr D J Loch Davis who had agreed to offer to subscribe for such shares for cash at par.



3.

Empowerment of Signatory

It was proposed by Professor Johnson, seconded by Mr Gardener and unanimously resolved that any member of Council appointed by the Archbishop of Cape Town be and is hereby authorised to sign all such documents and effect all such actions as may be necessary to give effect to the allotment and issue of the foregoing shares to Mr D J Loch Davis or his nominee.

4.

Appointment of Attorneys

It was proposed by Mr Marshall-Smith, seconded by Mr Mudge and unanimously resolved that the Association's Attorneys, Routledge-MacCallums be and are hereby authorised and instructed to proceed with such actions as the Association may be advised, including any application to Court as may be necessary to rectify the present position as regards the appointment of members of Council with the intention and purpose of establishing the membership of the Association, convene the necessary general meetings thereof and perform all such other acts as may be requisite to adopt a new Constitution of the Association.

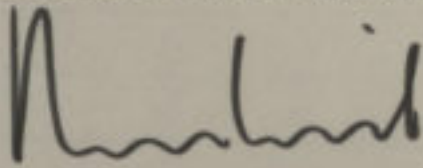
5.

Application to Court

It was proposed by Mr Wood, seconded by Mrs Snyders and unanimously resolved that Mr D J Loch Davis be and is hereby authorised to make and sign the founding affidavit and any other documents which may be required to proceed with any application to court referred to in resolution number 4 above.

Mr Loch Davis recused himself from the vote taken in respect of resolutions number 2, 3, 4 and 5 above.

SIGNED ON **23** DAY OF **October** 1991 AS A TRUE
RECORD OF THE PROCEEDINGS



CHAIRMAN

HERSCHEL ASSOCIATION

I, the undersigned, D.J.LOCH DAVIS, being a member of HERSCHEL ASSOCIATION (registration number 04/02102/08), hereby propose the following persons as members of HERSCHEL ASSOCIATION, namely:-

W MARSHALL SMITH

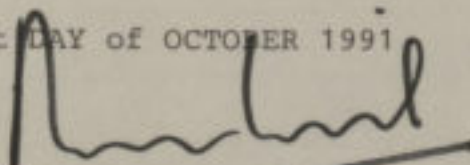
J R MILLAR

J B GARDENER

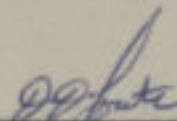
G M BARR

AND I, the undersigned, D.D.JOOSTE, being a member of HERSCHEL ASSOCIATION, do hereby second the foregoing proposals.

SIGNED at CAPE TOWN this 31st DAY of OCTOBER 1991



D.J.LOCH DAVIS



D.D.JOOSTE

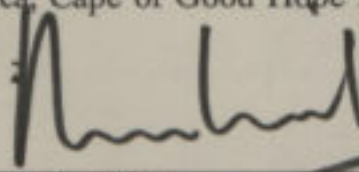
RESOLUTIONS OF THE COUNCIL OF HERSCHEL ASSOCIATION
EFFECTIVE AS OF 31 OCTOBER 1991

The following transfers of shares were proposed by Mr D Loch Davis, seconded by Mr D D Jooste, and unanimously approved, namely -

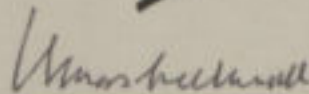
One share from D Loch Davis to W Marshall-Smith
 One share from D Loch Davis to J R Millar
 One share from D Loch Davis to J B Gardener
 One share from D Loch Davis to G M Barr

thereby constituting the transferees members of Herschel Association.

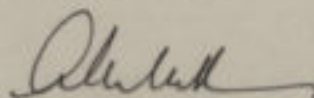
All of the above transfers are from the shareholding of four thousand nine hundred and seventy three (4 973) shares issued to Mr D Loch Davis in terms of an Order of the Supreme Court of South Africa, Cape of Good Hope Provincial Division, dated 31 October 1991.



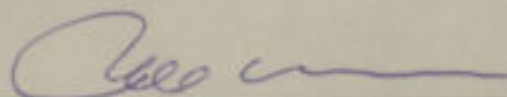
D J LOCH DAVIS



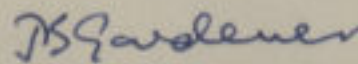
W MARSHALL-SMITH



MRS A SNYDERS



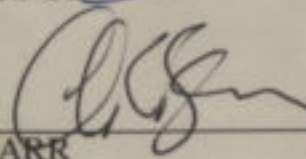
R WOOD



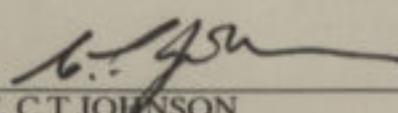
J B GARDENER



J E MUDGE



G M BARR



PROF. C T JOHNSON

Attendance at the Meeting of Herschel Council 7 Nov. 1991

Apologies. Prof. C. Johnson.
Mr. R. Hendry
Mr. R. Woods

D. Loch Davis

[Signature]

P. J. DUFF.

P. J. Duff.

W MARSHALL SMITH

[Signature]

JB GARDENER

JB Gardener

S. LABIA

[Signature]

L. H. REID

[Signature]

A. M. SNYDERS

[Signature]

M. CHAMBERS

Margaret Chambers

D WALLACE

[Signature]

G. Lums.

[Signature]

RHC PETEM

[Signature]

G.R. FARR

[Signature]

J.R. MILLAR

[Signature]

M. ROBINSON

MINUTES OF THE COUNCIL MEETING

HELD IN THE HERSCHEL LIBRARY

ON THURSDAY 7 NOVEMBER 1991

AT 17h00

Present:

Mr D Loch Davis (Chairman)
Mr G Barr
Mr J Gardener
Countess Labia
Mr G Louw
Mr W Marshall Smith
Mr J Millar
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace
Mrs P Duff (Headmistress)
Mrs M Chambers (Head of Prep School)
Mrs M Robinson (Deputy Headmistress/
Acting Secretary)

Apologies:

Prof C Johnson
Mr R Hendry
Mr R Wood

1. CONFIRMATION OF MINUTES

The omission of Countess Labia's name from the list of those present was remedied, and the minutes of the meeting on 3 September 1991 were then confirmed and signed.

2. HEAD OF PREPARATORY SCHOOL REPORT

Head of Preparatory School's report was tabled and taken as read. Mrs Chambers reported that Micklefield School was up for sale. After discussion, it was decided that the Finance and Planning Committee, after due investigation, should call an ad hoc meeting of Council to consider the feasibility of Herschel purchasing the school as a going concern. The Headmistress cautioned that properties nearer the school should not be overlooked.

Members of Council were invited to the various end-of-year activities at the Preparatory School.

3. HEADMISTRESS'S REPORT

Headmistress's report was tabled and taken as read.

a) Academic Staff

Miss Susan Gough has been appointed to fill vacancies in the Mathematics and Music Departments.

b) Copies of Councillor Annamias van den Heever's Speech Day address were available on request.

3. c) The Council unanimously agreed to sponsor an Overseas Visitorship for the Headmistress in 1992, that she might investigate
 - i) the meshing of school and business
 - ii) the multicultural school operation.
- d) The Headmistress reported that, at their insistence, a delegation from NEHAWU would be visiting Herschel on Thursday 14 November 1991.

Council advised

- i) that two representatives (not the Headmistress) should meet the delegation.
 - ii) that it be pointed out that we do not at present have a Bursar and are not in a position to enter into any negotiations.
- e) Members of Council were asked to note the dates of end-of-year functions contained in the report.

4. COMMITTEES

A Finance and Planning

Financial reports were tabled and discussed.

- a) Mr Wallace reported that it had been decided to use amounts available from the Herschel Trust, the voluntary Termly Levy and the Department of Education subsidy to finance the new buildings.
- b) Despite the reduced level of profitability in the fourth term due to increased expenditure on such items as "The Herschelien", the school's finances were in a healthy state.
- c) The Budget and amended Cash Flow forecast up to 1993 had been conservatively estimated and did not include contributions to Herschel Ahead and the Termly Levy.
- d) In the light of the healthy financial picture presented, Council made the decision to go ahead with Scenario C, i.e. the building of the new Library and Resource Centre, provided that -
 - i) the "twice-covered rule" is adhered to
 - ii) any variations are approved by Finance and Planning Committee prior to implementation.

B Scholarships and Bursaries

The report was tabled, taken as read and approved without comment.

C Estate Committee

Mr Louw reported that the Caretaker's cottage was now completed. The single classroom at the Prep School should be completed by the end of the year, while the activity room and the classrooms above should be ready by the end of February 1992.

Mrs Chambers asked that the extensions to the Hall be put on hold until further investigations could be carried out.

Further action on the Douglas Murray field would be taken by the end of the month.

D Preparatory School Report

The most pressing need was a "stop and drop area" behind the boarding house. Council agreed that the Finance and Planning Committee and the Estate Committee should investigate the cost of providing this facility. The Chairman moved that, if the cost was not excessive, construction should proceed without further delay. This was agreed. An area around the plane trees also needed to be bricked over.

E Communications and Marketing

The Headmistress undertook to ensure that the Committees List was amended to show that this committee consists of Mrs Reid and Countess Labia.

Four worthwhile Black pupils urgently require sponsoring if they are to continue at Herschel. After some discussion, it was agreed that -

- a) the awarding of all bursaries should continue to be based on two fundamental principles:
 - i) need
 - ii) worthwhileness of the pupil
- b) while funding of bursaries is from both internal and external sources, the committee members should tap all possible external sources to obtain funds for these much-needed bursaries.
- c) all four girls should be offered financial assistance to stay on at Herschel.

F Ad Hoc Committee on the Constitution

- a) The minutes of the meeting of 24 September 1991 were confirmed and signed.
- b) The legal process was proceeding according to plan and should be completed before the end of the financial year.
- c) The draft constitution would be circulated in due course.

5. PUBLIC LIABILITY

Mrs Howes had investigated an alternative Personal Accident scheme. Once the Finance and Planning Committee have studied this report, the Brokers used by Herschel will be confirmed.

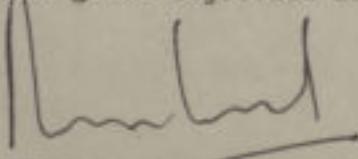
6. NEWSLETTER AND THE I.S.C. SUBMISSION TO GOVERNMENT ON THE E.R.S. DOCUMENT

Council's attention was drawn to these two documents.

7. ACTUARIAL VALUATION OF THE HERSCHEL PENSION SCHEME

Copies are available on request.

The meeting was adjourned at 18h35



CHAIRMAN

25 February 1992

DATE

THE HERSCHEL ASSOCIATIONSPECIAL COUNCIL MEETING - TUESDAY 10 DECEMBER 1991 AT 17h00ATTENDANCE REGISTERNAMESIGNATURE

J. S. ARDENER

J. S. Ardener

V. MARSHALL SMITH

V. Marshall Smith

R. Woods

R. Woods

A. Snyder

A. Snyder

J. Loeu Duff

J. Loeu Duff

By Invitation

P. J. DUFF

P. J. Duff

P. B. OERTEL

P. B. Oertel

MINUTES OF A MEETING OF THE COUNCIL OF HERSCHEL ASSOCIATION
HELD AT THE HERSCHEL SCHOOL LIBRARY, 21 HERSCHEL ROAD,
CLAREMONT, AT 17H00 ON TUESDAY 10 DECEMBER 1991

Present : Mr D J Loch Davis (in the Chair)
Mr W Marshall-Smith
Mrs A Snyders
Mr R Wood
Mr J B Gardener

By Invitation : Mrs P J Duff
Mr P B Oertel

Non-Attendance : His Grace the Archbishop of Cape Town, Mr J E Mudge,
Mr G M Barr and Prof. C T Johnson

Notice : The notice of the meeting given on 03 December 1991 was taken as read and, there being a quorum of five Council members present in conformity with article 22, who were all appointed by the Archbishop of Cape Town, the Chairman declared the meeting duly constituted and open.

The Chairman also requested the meeting to note that the members of Council had been individually telephoned by a staff member to apprise them of the meeting and that Mr G M Barr had indicated that he was unable to attend. The office of the Archbishop of Cape Town also informed the staff member that the Archbishop would not be available to attend the meeting as he was out of the country and that the Archdiocese did not intend to send a representative.

For Noting : The order of the Supreme Court of South Africa (Cape of Good Hope Provincial Division) dated 31 October 1991, authorising the Association to give notice of a special general meeting to any member whose registered address is unknown to applicant by publication thereof in one issue of the Cape Times newspaper, was tabled and noted.

New Memorandum
and Articles of
Association :

The draft memorandum of association and articles of association which had been lying open for inspection during the period of notice of the meeting was (a) tabled and (b) considered.

IT WAS RESOLVED THAT the same be and are hereby approved for submission to the members of the Association in general meeting.

Notice of Special
General Meeting :

A draft notice convening a special general meeting to be held in the Boardroom of the Association's attorneys, Routledge-MacCallums, Second Level, 35 Wale Street, Cape Town, on Thursday 09 January 1992 at 09h00, was (a) tabled and (b) considered.

IT WAS RESOLVED THAT the notice be and is hereby approved and that the Secretary be and is hereby authorised and directed to sign the same on behalf of the Association and to procure its insertion in the Cape Times newspaper on Tuesday 17 December 1991.

Letters to
Members :

A draft letter from the Association's attorneys to certain persons to whom shares had been allotted and issued in 1972 and which allotments had been validated by the order of Court referred to above, were (a) tabled and (b) considered, as was a similar letter to the Archbishop and to the Administrators of Estate Late J W Jagger.

It was noted that such letters recorded that they were without prejudice to the right of the Association to convene the special general meeting in accordance with the aforesaid order of Court AND IT WAS ACCORDINGLY RESOLVED THAT such letters be and are hereby approved and that the Association's attorneys be and are hereby authorised and directed to forward the same to the persons concerned.

Ratification of
Transfers :

RESOLVED THAT the following transfers of shares approved by all the members of Council on 31 October 1991, thereby constituting the transferees members of the Association eligible to attend and vote at the aforementioned special general meeting, be and are hereby ratified :

One share from D J Loch Davis to W Marshall-Smith
One share from D J Loch Davis to J R Millar
One share from D J Loch Davis to J B Gardener
One share from D J Loch Davis to G M Barr

M

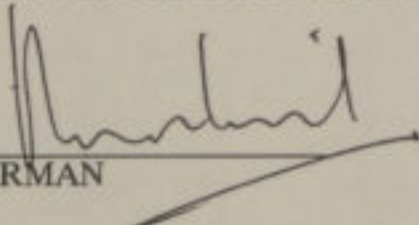
Appointment
of Secretary

:

RESOLVED THAT Mr P B Oertel be and is hereby
appointed as secretary to the Association.

SIGNED ON 25th DAY OF
RECORD OF THE PROCEEDINGS

February 1992 AS A TRUE


CHAIRMAN

HERSCHEL ASSOCIATION

(an incorporated Association not for gain)

Registration number 04/02102/08

NOTICE OF SPECIAL GENERAL MEETING OF MEMBERS

Notice is hereby given that a special general meeting of the members of Herschel Association will be held in the Boardroom, Routledge-MacCallums, Second Level, 35 Wale Street, Cape Town on Thursday 09 January 1992 at 09h00, for the purpose of considering and, if deemed fit, passing with or without modification the following resolutions :

1. **As a Special Resolution**

RESOLVED AS A SPECIAL RESOLUTION THAT the existing memorandum of association and articles of association of Herschel Association be and are hereby abrogated in their entirety AND THAT the new memorandum of association and articles of association tabled at the meeting at which this special resolution is proposed to be passed, and signed by the chairman of that meeting for purposes of identification, be and are hereby adopted as and for the memorandum of association and articles of association of Herschel Association.

2. **As an Ordinary Resolution**

RESOLVED THAT, subject to the passing and registration of special resolution number 1 above, the chairman of the Council of Herschel Association for the time being be and is hereby authorised to sign all such documents and do all such things as may be requisite on behalf of Herschel Association to give effect to the foregoing special resolution number 1.

A copy of the proposed memorandum of association and articles of association to be adopted may be inspected by members at the offices of Routledge-MacCallums, Second Level, 35 Wale Street, Cape Town, during business hours from the date of this notice to the time for holding the meeting convened thereby.

In terms of an order of the Supreme Court of South Africa (Cape of Good Hope Provincial Division) dated 31 October 1991, Herschel Association was authorised to give this notice to any member whose registered address is unknown to Herschel Association by publication hereof in one issue of the Cape Times newspaper.

The reasons for the proposed special resolution number 1 are that :

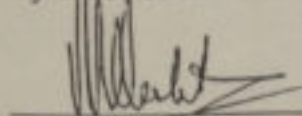
1. The records of the Registrar of Companies in respect of Herschel Association have been mislaid and doubt exists as to the validity of certain past resolutions, acts and appointments, which necessitated the application resulting in the order of Court referred to above;
2. The procedure for the admission of new members under the existing articles of association is cumbersome and will be simplified under the proposed new articles of association;
3. Generally, the present memorandum of association and articles of association, adopted in terms of the Companies Act, 1892, have become obsolete and are ambiguous in several respects, and the Council considers it to be in the interests of Herschel Association to adopt a memorandum of association and articles of association which are uptodate and conform to current legislation.

The effect of the proposed special resolution number 1 will be to replace the present memorandum of association and articles of association by a new memorandum of association and articles of association which will resolve the issues set out in paragraphs 1 to 3 above.

A member entitled to attend and vote at the meeting is entitled to appoint one or more persons to attend and vote in his stead, subject however that, in terms of the articles of association, no member shall be entitled to vote by proxy in respect of any resolution requiring to be passed by the votes of members actually present at a general meeting of members at which such resolution may be submitted. A proxy need not also be a member of Herschel Association.

Proxy forms should be forwarded to reach the undermentioned registered office of Herschel Association or the offices of Routledge-MacCallums aforesaid before the time of holding the meeting or may be handed in at the commencement of the proceedings.

By order of the Council



P.B. Oertel

Secretary

Registered Office :

Herschel School

21 Herschel Walk

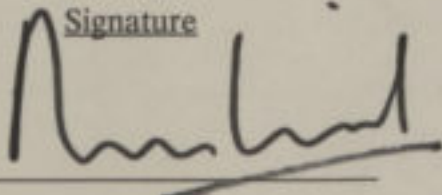
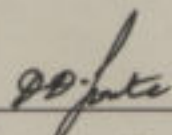
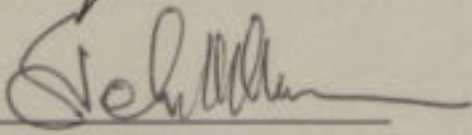
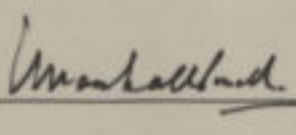
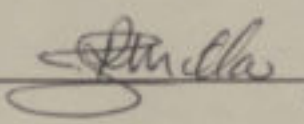
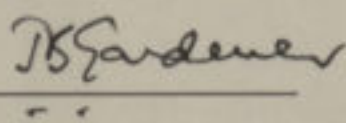
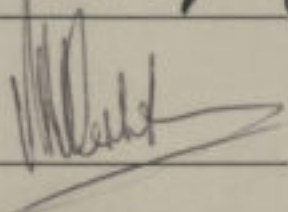
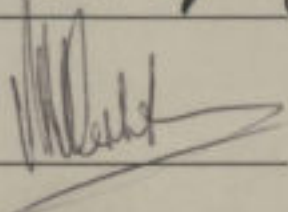
Claremont 7700

Cape Town

17 December 1991

SPECIAL GENERAL MEETING OF HERSCHEL ASSOCIATION HELD IN THE
BOARDROOM, ROUTLEDGE-MacCALLUMS, SECOND LEVEL, 35 WALE
STREET, CAPE TOWN, ON THURSDAY 09 JANUARY 1992 AT 09H00

ATTENDANCE REGISTER

<u>Name</u>	<u>Signature</u>	<u>No. of Shares</u>
D J Loch Davis (in the chair)		4 969
D D Jooste		1
J H Newman		1
Dr E B Dowdle		1
W Marshall-Smith		1
J R Millar		1
J B Gardener		1
G Barr	<i>Telephoned apologies</i> 	1
P B Oertel		(Secretary)

MINUTES OF A SPECIAL MEETING OF THE MEMBERS OF HERSCHEL ASSOCIATION HELD AT IN THE BOARDROOM, ROUTLEDGE-MacCALLUMS, SECOND LEVEL, 35 WALE STREET, CAPE TOWN, AT 09H00 ON THURSDAY 09 JANUARY 1992

Present : Mr D J Loch Davis (in the Chair)
 Mr D D Jooste
 Mr J H Newman
 Dr E B Dowdle
 Mr W Marshall-Smith
 Mr J R Millar
 Mr J B Gardener
 Mr P B Oertel (Secretary)

The notice convening the meeting, which was published in the Cape Times newspaper on Tuesday 17 December 1991 pursuant to an order of the Supreme Court of South Africa (Cape of Good Hope Provincial Division), was taken as read.

There being a quorum present in terms of article 36 of the articles of association, the chairman declared the meeting duly constituted and opened the proceedings.

The chairman proposed the following resolution as a special resolution :

RESOLVED AS A SPECIAL RESOLUTION THAT the existing memorandum of association and articles of association of Herschel Association be and are hereby abrogated in their entirety AND THAT the new memorandum of association and articles of association tabled at the meeting at which this special resolution is proposed to be passed, and signed by the chairman of that meeting for purposes of identification, be and are hereby adopted as and for the memorandum of association and articles of association of Herschel Association.

The motion was seconded by Mr W Marshall-Smith and passed unanimously.

The chairman then proposed the following resolution as an ordinary resolution :

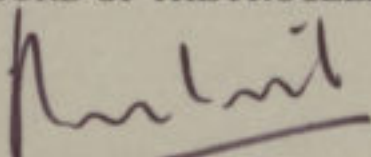
RESOLVED THAT, subject to the passing and registration of special resolution above, the chairman of the Council of Herschel Association for the time being be and is hereby authorised to sign all such documents and do all such things as may be requisite on behalf of Herschel Association to give effect to the foregoing special resolution.

The motion was seconded by Mr J H Newman and passed unanimously.

There being no further business, the chairman declared the meeting closed at 09h30.

SIGNED ON 25 DAY OF
 RECORD OF THE PROCEEDINGS

February 1992 AS A TRUE


 CHAIRMAN

HERSCHEL ASSOCIATION

COUNCIL MEETING - TUESDAY 25 FEBRUARY 1992 AT 17h00

ATTENDANCE REGISTER

NAME

SIGNATURE

MR D LOCH DAVIS

MR G BARR

MR J GARDENER

MR R HENDRY

PROF C T JOHNSON

COUNTESS LABIA

MR G LOUW

MR W MARSHALL-SMITH

MR J MILLAR

MR J MUDGE

MR R PETERS

MRS L REID

MRS A SNYDERS

MR D WALLACE

MR R WOOD

MRS P J DUFF

MRS M CHAMBERS

MRS M ROBINSON

MR P B OERTEL



J Gardener

RWHendry

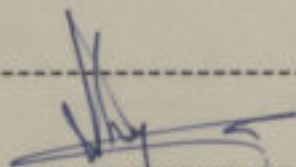
C T Johnson

Labia

G Louw

W Marshall-Smith

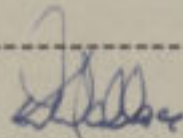
APOLOGIES



J Mudge

R Peters

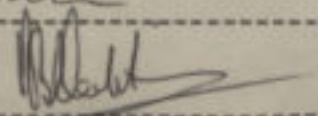
L Reid




P J Duff

Margaret Chambers

M Robinson



HERSCHEL ASSOCIATION

MINUTES OF THE COUNCIL MEETING HELD IN THE HERSCHEL LIBRARY ON
TUESDAY 25 FEBRUARY 1992 AT 17H00

PRESENT: Mr D Loch Davis (Chairman)
Mr G R Barr
Mr J B Gardener
Mr R Hendry
Prof C T Johnson
Countess Labia
Mr J G v H Louw
Mr W Marshall-Smith
Mr J E Mudge
Mr R H C Peters
Mrs L H Reid
Mrs A M Snyders
Mr D Wallace
Mr R Wood
Mrs P J Duff
Mrs M Chambers
Mrs M Robinson
Mr P B Oertel

APOLOGIES: Mr J R Millar

1. CONFIRMATION

- (a) The Council Resolution passed on 31 October 1991 was ratified and confirmed.
- (b) The minutes of the meetings held on 7 November 1991 and 10 December 1991 were taken as read, duly confirmed and signed by the Chairman as a correct record of the proceedings subject to Mr Barr's initials being corrected in the minutes of the latter meeting.

2. MATTERS ARISING FROM PREVIOUS MEETINGS

- (a) It was reported that a scheme of arrangement by the parents had been implemented in respect of Micklefield and that the school was not up for sale.
- (b) The Headmistress should investigate possible EEC sources of funding during her trip overseas.

3. HEAD OF PREPARATORY SCHOOL REPORT

The report by Mrs Chambers having been circulated was taken as read. It was noted that the Autumn carnival had been cancelled. Parking problems were again discussed. There would be an opening function for the new buildings during May.

4. HEADMISTRESS' REPORT

The report by the Headmistress having been circulated was taken as read. In response to questions it was suggested that consideration be given to in-house catering which would have to be closely monitored. The matter was left in the hands of the Headmistress and Bursar.

The Headmistress explained the need for her overseas trip to be extended by a further week, which was agreed and consequently the next Council meeting would be held on Monday 18 May 1982, which was after her return.

The Chairman congratulated the Headmistress and Head of the Preparatory School stating that he had received excellent reports about both schools.

5. NEW MEMORANDUM AND ARTICLES OF ASSOCIATION

The Chairman reported fully on developments and that the new Memorandum and Articles of Association had been registered on 29 January 1982.

In regard to implementation the following matters were dealt with:

(a) Councillors

- (i) Having been proposed by the Chairman and seconded by Mr W Marshall-Smith it was unanimously confirmed that the undernoted are councillors:

Prof C T Johnson
Mr J E Mudge
Mrs A M Snyders

- (ii) Having been proposed by the Chairman and seconded by Mr W Marshall-Smith it was unanimously resolved that the undernoted be elected as councillors:

Mr R Hendry
 Countess Labia
 Mr J G v H Louw
 Mr R H C Peters
 Mrs L H Reid
 Mr D Wallace

+ (b) **Members**

Duly proposed by the Chairman and seconded by Mr W Marshall-Smith the undernoted were unanimously elected as members of the Association:

Mr R Hendry
 Prof C T Johnson
 Countess Labia
 Mr J G v H Louw
 Mr J E Mudge
 Mr R H C Peters
 Mrs L H Reid
 Mrs A M Snyders
 Mr D Wallace

(c) **Share Transfers**

The following transfers of shares were proposed by the Chairman, seconded by Mr W Marshall-Smith and unanimously approved:-

1 share from D Loch Davis to R. Wood
 1 share from D Loch Davis to R Hendry
 1 share from D Loch Davis to C T Johnson
 1 share from D Loch Davis to Countess S McI Labia
 1 share from D Loch Davis to J G v H Louw
 1 share from D Loch Davis to J E Mudge
 1 share from D Loch Davis to R H C Peters
 1 share from D Loch Davis to Mrs L H Reid
 1 share from D Loch Davis to Mrs A M Snyders
 1 share from D Loch Davis to Mr D Wallace
 1 share from D Loch Davis to Mrs P J Duff
 4957 ~~4050~~ shares from D Loch Davis to Herschel Trust

(d) **Office Bearers**

- (i) Chairman - It was unanimously agreed that Mr D Loch Davis continue as Chairman.
- (ii) Deputy Chairman - Due to the transfer of Mr R Wood to Johannesburg he stood down as Deputy Chairman and Mr G Barr was duly elected to this office.

- (iii) Executive Committee - the undernoted were duly elected to the Executive Committee to serve with the Chairman and Deputy Chairman:

Mr J R Millar
Mr R H C Peters
Mr D Wallace

- (e) **Herschel Trust** - The Resolution passed by the Association on 10 May 1988, a copy of which is attached to these minutes, was ratified and confirmed and all actions taken by the Trust and the Trustees similarly ratified and confirmed.

The meeting extended a unanimous vote of thanks to the Chairman for his sterling work in bringing this matter to a satisfactory conclusion.

6. **BURSAR'S REPORT**

The report by the Bursar was noted and it was agreed to implement the following recommendations.

- (a) That the actual 1991 receipts in respect of the D O E subsidy, Herschel Ahead donations and the Voluntary Levy be transferred to the Reserve for Improvements and New Developments.
- (b) That the name of this reserve be changed to **CAPITAL DEVELOPMENT FUND**.
- (c) That an annual charge against operating surplus of 1% of gross school income (excluding subsidy, donations and voluntary levy) be transferred to this Fund.

7. **FINANCE COMMITTEE REPORT**

The report of the committee was considered and approved. Mr Barr stressed that the following items be addressed:

Acceleration of capital projects.
Preliminary planning on squash courts and a hall/gymnasium facility for the Preparatory school.
Additional land.
Douglas Murray Field.
Review of the 5 Year Plan (Mid 1992)

Mr Peters requested the Committee to investigate ways and means of enhancing the Bursary Fund.

8. SCHOLARSHIPS AND BURSARIES COMMITTEE REPORT

Schedules reflecting Scholarships, Bursaries and Allowances were circulated.

9. ESTATE COMMITTEE REPORT

The report having been circulated was taken as read. Mr Hendry reported that logistically and physically it was not possible to incorporate both hockey and rugby fields on the Douglas Murray field. Management was requested to research the current status with the Cape Town City Council and to report at the next meeting. Investigations into the possibility of leased fields and hired buses to move pupils to such fields should also be investigated.

10. COMMUNICATIONS AND MARKETING COMMITTEE REPORT

The contents of the Public Relations report were noted. It was agreed that the Bursar should investigate the cost of purchasing and storing 15 dozen crockery, cutlery and glassware place settings exclusively for use at school functions.

11. PREPARATORY SCHOOL COMMITTEE REPORT

The report was noted and again the parking and traffic congestion problems were highlighted.

12. OTHER BUSINESS

(a) Visitor

The Chairman explained that the Archbishop had a personal right to attend meetings but this could not be extended to his personal representative.

(b) Deferred Compensation

Resolved that:

- (1) in order to retain the services of valued employees and to motivate them to higher productivity, the association would conclude an agreement with certain employees in terms of which they would receive a special service award for services to be rendered, in the form of a lump sum at retirement or as set out in the agreement.

- (2) the liability of the association to provide the benefits in terms of each agreement will be funded by effecting an assurance policy on the life of the employee concerned.
- (3) the headmistress would be authorised
 - a) the decide with which employees the association would conclude the agreement; and
 - b) to lay down the conditions as stipulated for each case; and
 - c) to apply for the required assurance, complete the relevant documents and take all other steps necessary.
- (c) The proposal to collaborate in a visit by the Bolshoi Ballet company was declined.
- (d) It seemed at this stage that the proposals in regard to Model C schools should not adversely affect private schools.

13. NEXT MEETING

The next meeting would be held on Monday 18 May 1992 at 17h00.

The meeting terminated at 18h00.



CONFIRMED:
CHAIRMAN

DATE: 18 May 1992

RESOLUTIONS PASSED BY THE COUNCILLORS OF HERSCHEL
ASSOCIATION AS OF 10 MAY 1988

A draft Deed of Trust in respect of the proposed Herschel Trust was annexed to and circulated with this resolution.

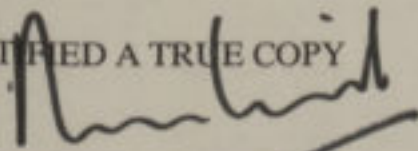
RESOLVED THAT the aforesaid draft Deed of Trust be and is hereby approved.

RESOLVED FURTHER THAT The Herschel Trust be constituted.

RESOLVED FURTHER THAT the first Trustees of The Herschel Trust shall be : Desmond John Loch Davis : Robin Merville Marais : Justin Russel Millar : Robert Wood : Gerrit Johannes van Zyl : Pamela Joyce Duff.

RESOLVED FURTHER THAT the chairman for the time being of the Council of Herschel Association be and is hereby authorised, empowered and directed to sign and execute all such documents as may be necessary to give effect to the foregoing resolutions and, in particular, without derogating from the generality of the foregoing, to make such alterations or additions to the aforesaid draft Deed of Trust as he may in his sole and absolute discretion deem fit and to sign and execute any further Deeds of Trust or other documents which may be necessary for that purpose.

CERTIFIED A TRUE COPY



D J LOCH DAVIS

Chairman



HERSCHEL
21 HERSCHEL ROAD
CLAREMONT
7700

HERSCHEL ASSOCIATION

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the Association will be held in the school library on Monday 18 May 1992 at 17h00 for the purpose of transacting the following business:-

1. To approve the minutes of the Annual General Meeting held on 14 May 1991.
2. To receive, consider and approve the 1991 Annual Financial Statements together with the auditor's report thereon.
3. To elect Councillors in the place of those retiring. In terms of Clause 10.4 of the Articles of Association one-fourth of the Councillors for the time being shall retire and in terms of Clause 10.5 those who have been longest in office shall retire first. In terms of Clause 10.10 councillors co-opted by council shall retire at the next Annual General Meeting. Those councillors who retire in accordance with these provision and who are eligible for re-election are:-

W Marshall-Smith	Elected 1989
D Loch Davis	Elected 1989
Prof C Johnson	Elected 1989
J B Gardener	Elected 1989
Countess Labia	(Co-opted)
Mrs L Reid	(Co-opted)
R Peters	(Co-opted)
R Hendry	(Co-opted)
D Wallace	(Co-opted)
G Louw	(Co-opted)

4. To reappoint the auditors and to fix their remuneration.
5. To transact such other business as may be dealt with at an Annual General Meeting.

By order of the Council

P B OERTEL
SECRETARY

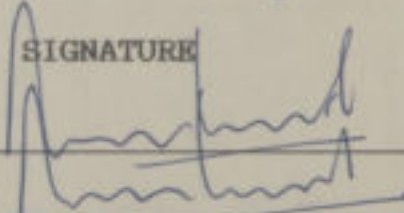
CAPE TOWN
15 May 1992

NOTE: In terms of the proviso to Clause 5.1 of the Association's Article of Association members being a majority in number and together representing not less than ninety-five percent of the total voting rights of all members will be required to agree to short notice of this Annual General Meeting.

HERSCHEL ASSOCIATION

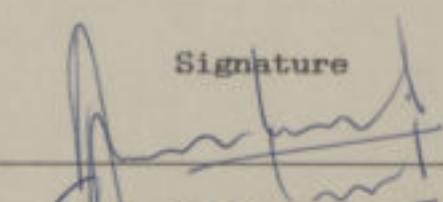
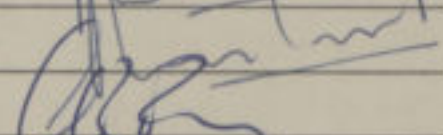
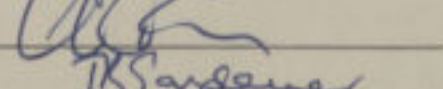
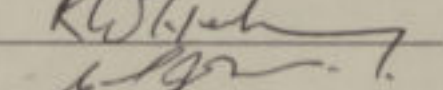
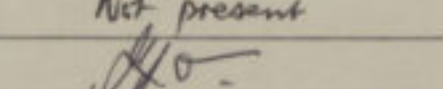
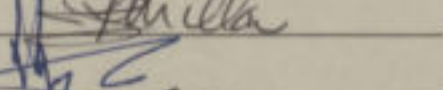
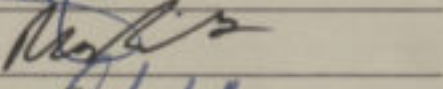
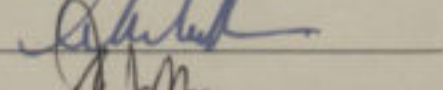
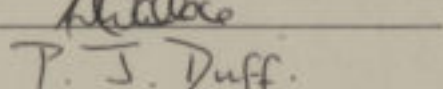
ANNUAL GENERAL MEETING - MONDAY 18 MAY 1992 AT 17h00

ATTENDANCE REGISTER

NAME	SIGNATURE	NO OF SHARES
THE HERSCHEL TRUST		4 957
MR D LOCH DAVIS		1
MR J GARDENER	J S Gardener	1
MR R HENDRY	R Hendry	1
PROF C T JOHNSON	C T Johnson	1
COUNTESS LABIA	APOLOGIES	1
MR G LOUW	G Louw	1
MR W MARSHALL-SMITH	APOLOGIES	
MR J MILLAR	J Millar	1
MR J MUDGE	J Mudge	1
MR R PETERS	R Peters	1
MRS L REID	APOLOGIES	
MRS A SNYDERS	A Snyder	1
MR D WALLACE	D Wallace	1
MR R WOOD	APOLOGIES	
MR. G. BARR	G Barr	1
MRS P J DUFF	Pamela Duff.	1
MRS M CHAMBERS	Margaret Chambers	
MRS M ROBINSON	M Robinson	
MR P B OERTEL	P B Oertel	
		4 970

HERSCHEL ASSOCIATION
AGREEMENT TO SHORT NOTICE

In terms of Clause 5.1 of the Association's Articles of Association, we the undersigned members, being a majority in number and together representing more than ninety-five percent of the total voting rights of all members having the right to attend and vote at general meetings of the Association, do hereby agree to the Annual General Meeting to be held on 18 May 1992 being called by shorter notice than that specified in the said Clause 5.1 of the Articles of Association.

Member	No of Shares	Signature
The Herschel Trust	4 957	
D Loch Davis	1	
G Barr	1	
J Gardener	1	J. Gardener
R Hendry	1	R. Hendry
Prof C T Johnson	1	
Countess Labia	1	Not present
G Louw	1	
J Millar	1	J. Millar
J Mudge	1	
R Peters	1	
A Snyders	1	
D Wallace	1	
Mrs P J Duff	1	P. J. Duff.
	4 970	

Cape Town

18 May 1992

HERSCHEL ASSOCIATION

Minutes of the Annual General Meeting held in the Herschel
Library on Monday 18 May 1992 at 17h00

PRESENT: Mr D Loch Davis (In the Chair)
Mr D Loch Davis (Representing The Herschel Trust)
Mrs P J Duff
Mr G Barr
Mr J Gardener
Mr R Hendry
Prof C T Johnson
Mr G Louw
Mr J Millar
Mr J Mudge
Mr R Peters
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs M Chambers
Mrs M Robinson
Mr P B Oertel (Secretary)

APOLOGIES: Countess Labia
Mr W Marshall-Smith
Mrs L Reid
Mr R Wood

NOTICE

The meeting agreed that the notice of meeting, which had been circulated, be taken as read. The Chairman confirmed that all present, being the requisite majorities, had signed an agreement to short notice, that there was a quorum present and accordingly the meeting was duly constituted in terms of the Articles of Association.

MINUTES OF PREVIOUS MEETING

The minutes of the previous Annual General Meeting held on 14 May 1991 were tabled, scrutinised and duly approved as a correct record of the proceedings.

1991 ANNUAL FINANCIAL STATEMENTS

The 1991 Annual Financial Statements together with the auditor's report thereon having been circulated, were taken as read and unanimously approved.

ELECTION OF COUNCILLORS

Having been proposed and duly seconded it was unanimously resolved that councillors be elected by means of a single resolution. Accordingly, having been duly proposed and seconded, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected as councillors:-

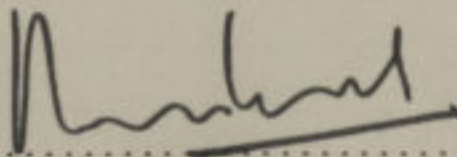
J B Gardener
R Hendry
Prof C T Johnson
Countess Labia
D Loch Davis
G Louw
W Marshall-Smith
R Peters
Mrs L Reid
D Wallace

RE-APPOINTMENT OF AUDITORS

It was unanimously resolved that Ernst and Young be re-appointed auditors to the Association and that the fixing of their remuneration be left in the hands of the Finance Committee.

There being no further business, the meeting terminated with a vote of thanks to the Chair.

CONFIRMED:


.....
CHAIRMAN

DATE:

..... 08 September 1992

HERSCHEL ASSOCIATION

COUNCIL MEETING - MONDAY 18 MAY 1992 AFTER A.G.M. AT 17h00

ATTENDANCE REGISTER

NAME

MR D LOCH DAVIS

MR G BARR

MR J GARDENER

MR R HENDRY

PROF C T JOHNSON

COUNTESS LABIA

MR G LOUW

MR W MARSHALL-SMITH

MR J MILLAR

MR R PETERS

MRS L REID

MRS A SNYDERS

MR D WALLACE

MR R WOOD

N. J. E. HUGGE

MRS P J DUFF

MRS M CHAMBERS

MRS M ROBINSON

MR P B OERTEL

J. Gardener

APOLOGIES

APOLOGIES

APOLOGIES

APOLOGIES

Pamela Duff

Margaret Chambers

M. Robinson

HERSCHEL ASSOCIATION

Minutes of a meeting of Council held in the Herschel Library on
Monday 18 May 1992 immediately following the Annual General
Meeting at 17h00

PRESENT: Mr D Loch Davis (In the Chair)
Mr G Barr
Mr J B Gardener
Mr R Hendry
Prof C T Johnson
Mr G Louw
Mr J Millar
Mr J E Mudge
Mr R Peters
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
Mrs M Chambers
Mrs M Robinson
Mr P B Oertel

APOLOGIES: Countess Labia
Mr W Marshall-Smith
Mrs L Reid
Mr R Wood

1. ELECTION OF OFFICERS

In terms of the Articles of Association and immediately after the Annual General Meeting, the following councillors having been duly proposed and seconded, were elected unanimously to the offices stated:

Chairman:	Mr D Loch Davis
Deputy Chairman:	Mr G Barr
Executive Committee:	Mr J R Millar
	Mr R Peters
	Mr D Wallace

2. CONFIRMATION OF MINUTES - MEETING 25 FEBRUARY 1992

The secretary pointed out that the minutes of the meeting required amendment in that 1 share had been transferred by Mr D Loch Davis to Mr R Wood and that 4957 shares had been transferred to The Herschel Trust. Subject to these amendments, the minutes, which had been taken as read, were confirmed and signed by the Chairman as correctly recording the proceedings.

3. MATTERS ARISING

These would be dealt with in terms of the agenda.

4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Chambers advised that an additional pupil had been admitted since the report was prepared and circulated. The new class-rooms were working well.

5. REPORT OF THE HEADMISTRESS

The Headmistress expressed appreciation to the Council for re-arranging the date of the meeting to fit in with her return from her overseas visitorship and for the privilege of having been given this opportunity.

The Headmistress thanked Mrs Robinson, the Deputy Headmistress, Mrs Chambers, the Head of the Preparatory School, and other senior teachers for the running of the school during her absence.

A supplementary, preliminary report on this visitorship was tabled and the Headmistress commented on various other aspects including catering, fees and teachers' salaries. A full report would be circulated in due course. The main quarterly report had been circulated to members of council.

6. BURSAR'S REPORT

The bursar commented on this report, which had been circulated, stating that the apparent improved surplus was due to slower capital expenditure, attendant interest receipts, improved fee income and budget phasing.

7. FINANCE COMMITTEE RECOMMENDATIONS

The council approved all the recommendations of the committee, subject to periodic reports being made to council, as follows:

- (a) The 1992 Budget and Cash Flow Forecast be revised and realistically phased by quarters.
- (b) The rate of notional interest on the 4 Schools Trust loan be increased to enhance the Bursary Fund.
- (c) Expenditure of R150 000 for fitting and equipping the Resource Centre. Library and new classrooms be approved.

- (d) Consideration be given to approval of additional desirable expenditure of R70 000 provided this can be accommodated in the cash flow and borrowing constraints.
- (e) The PABX installations at the two schools be upgraded at a cost of R54 000.
- (f) The principle of more effective security be accepted and that the Bursar be instructed to make recommendations as a matter of urgency to the Finance Committee who be authorised to approve the necessary expenditure.
- (g) An air-conditioning system be installed in the Theatre Complex at an estimated cost of 150 000.
- (h) A date be fixed for a special meeting after mid-year to review the school's five year plan. (See below).

8. SCHOLARSHIPS AND BURSARIES COMMITTEE

The meeting was advised that the Norwegian Embassy had made an additional contribution to the level originally requested by the Headmistress. It was noted that no new pupils could be introduced in this scheme but that the Norwegians would honour existing commitments. The bursar was requested to report on all bursary and scholarship details at the next meeting.

9. ESTATES COMMITTEE

Prior to introducing his committee's report, Mr Hendry gave details of the excellent performance by Herschel in winning all aspects of the bridge building competition sponsored by the S A Institute of Civil Engineers.

After discussion on the Douglas Murray field - It was resolved that the Association make formal application to the Cape Town City Council to lease the public open space known as the Douglas Murray field when the existing lease came to an end in 1999.

The school management would continue to investigate alternative venues to lease or purchase, including possibilities in the Constantia area. It was recognised that such a solution would have to include bussing.

10. COMMUNICATIONS AND MARKETING

A report would be circulated in due course.

11. PREPARATORY SCHOOL COMMITTEE

Mrs A Snyders reported that all was going well.

12. OTHER BUSINESS

Security The need for improved security was again stressed and accepted by the Council.

13. REMAINING 1992 MEETINGS

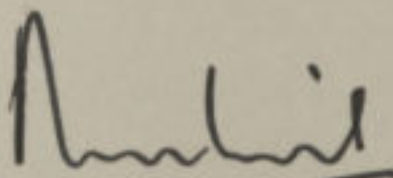
Tuesday 18 August 1992 at 17h00 - Special meeting for
5 year plan review.

Tuesday 8 September 1992 at 17h00 - Followed by dinner.

Tuesday 10 November 1992 at 17h00 - Normal meeting.

The meeting terminated at 18h15.

CONFIRMED:



CHAIRMAN

DATE:

08 September 1992

HERSCHEL ASSOCIATION

SPECIAL COUNCIL MEETING - TUESDAY 18 AUGUST 1992 - 5 YEAR PLAN
REVIEW

ATTENDANCE REGISTER

NAME

MR D LOCH DAVIS

MR G BARR

MR J GARDENER

MR R HENDRY

PROF C T JOHNSON

COUNTESS LABIA

MR G LOUW

MR W MARSHALL-SMITH

MR J MILLAR

MR R PETERS

MRS L REID

MRS A SNYDERS

MR D WALLACE

MR R WOOD

J.E. NOBLE

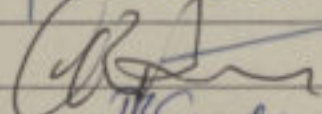
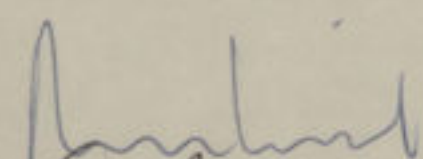
MRS P J DUFF

MRS M CHAMBERS

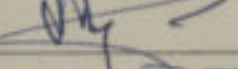
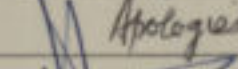
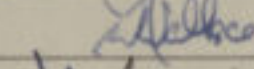
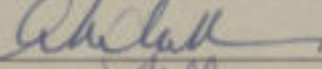
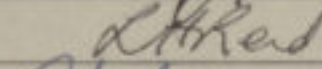
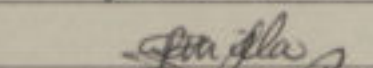
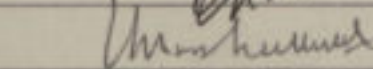
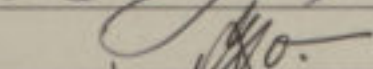
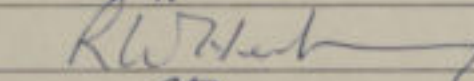
MRS M ROBINSON

MR P B ORTEL

APOLOGIES

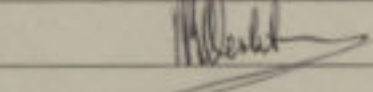
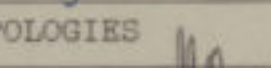


J. Gardener



P. J. Duff

Margaret Chambers



HERSCHEL ASSOCIATION

MINUTES OF A SPECIAL COUNCIL MEETING HELD ON
18 AUGUST 1992 AT 17H00 IN THE SCHOOL LIBRARY

PRESENT: Mr D Loch Davis (In the Chair)
Mr G Barr
Mr J Gardener
Mr R Hendry
Prof CT Johnson
Countess Labia
Mr G Louw
Mr W Marshall-Smith
Mr J Miller
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace
Mr J Mudge
Mrs PJ Duff
Mrs M Chambers
Mr PB Oertel

APOLOGIES: Mr R Wood
Mrs M Robinson

REVIEW OF 5 YEAR PLAN

The Chairman requested Mr G Barr, Chairman of the Finance Committee, to guide the discussion. The Headmistress took the meeting through the plan submitted during February 1991, highlighting the various achievements and matters receiving attention. It was confirmed that the mission statement, values, key objective and target market remained valid. In regard to the environment it was stressed that more attention was required in the area of the school's non-racial image and attendant bursary requirements. On the academic aspect it was noted that various subjects, including languages, were being critically evaluated to establish whether their retention in the curriculum was warranted. Design Technology and Accountancy were being considered as additional subjects as also an "A" level course, all of which had featured quite prominently in the analysis of the survey conducted amongst pupils. Ongoing parental involvement was stressed.

The meeting agreed that Scenario A, being consolidation and development on the existing school site, be retained with elements of Scenario B, principally acquisition of neighbouring properties when possible.

The Bursar commented on actual financial performance during 1991 and 1992 to date against the original plan. The medium term plan for the period 1992-1996 was considered on the basis of the various assumptions made which were acceptable to the meeting. It was agreed that a viability exercise be conducted on the boarding house bearing in mind the trend of diminishing utilisation.



The meeting concluded that, based on continuing subsidies, the loan repayment potential of the school was excellent. In the event of subsidies being discontinued loan facilities could still be serviced and redeemed albeit over a slightly longer period. It was unanimously agreed that the school could accordingly contemplate additional capital expenditure of some R3 400 000 with attendant borrowings, which would be within the self-imposed limit of two terms fees.

The Head of the Preparatory School and the Headmistress then presented their recommendations and motivations which were approved as follows:-

Preparatory School	Estimate
Upgrading Junior Preparatory Department	R 200 000
Upgrading Computer Centre	120 000
Bridge linking the two schools	150 000
Senior School	
Upgrading Staff Room	100 000
Upgrading Science Laboratories	150 000
Indoor Sports Centre and Squash Courts	2 000 000
Upgrading Boarding House	150 000
New Chapel	100 000
	R2 970 000
	=====

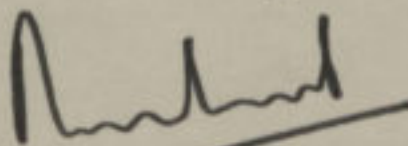
Management was authorised to pursue the necessary investigations and requested to report back to Council for final approvals.

It was noted that the Indoor Sports Centre/Hall for the Preparatory School could be considered at a later stage.

It was agreed that Council communication to parents could be improved and that a form letter from the chairman to new parents should be included with the Acceptance of Place form to outline the Parents' Voluntary Donation Scheme. In addition a report containing a pie-chart reflecting expenditure from funds so contributed should be distributed to parents periodically.

The Chairman recorded the appreciation of Council to the Headmistress, Head of the Preparatory School and the bursar and the meeting terminated at 18h20.

CONFIRMED:



CHAIRMAN

DATE:

08 September 1992

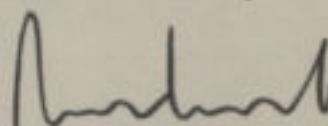
HERSCHEL ASSOCIATION

COUNCIL MEETING -- TUESDAY 8 SEPTEMBER 1992 AT 17H00

ATTENDANCE REGISTER

NAME

MR D LOCH DAVIS



MR G BARR

LEAVE OF ABSENCE

MR J GARDENER

J S Gardener

MR R HENDRY

R W Hendry

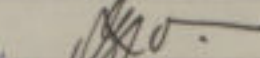
PROF C T JOHNSON



COUNTESS LABIA

APOLOGIES

MR G LOUW



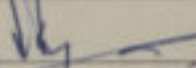
MR W MARSHALL-SMITH



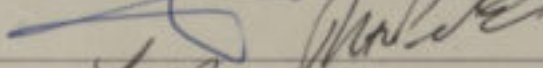
MR J MILLAR

APOLOGIES

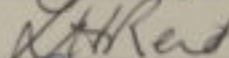
MR J MUDGE



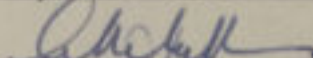
MR R PETERS



MRS L REID



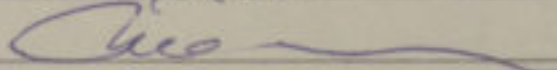
MRS A SNYDERS



MR D WALLACE



MR R WOOD



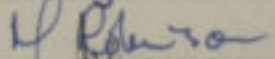
MRS P J DUFF

P. J. Duff

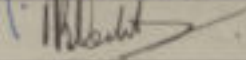
MRS M CHAMBERS

Margaret Chambers

MRS M ROBINSON



MR P B OERTEL



HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY ON
TUESDAY 8 SEPTEMBER 1992 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair until 17h45)
Mr R Wood (In the Chair from 17h45)
Mr J Gardener
Mr R Hendry
Prof CT Johnson
Mr G Louw
Mr W Marshall Smith
Mr J Mudge
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs PJ Duff
Mrs M Chambers
Mrs M Robinson
Mr PB Oertel

APOLOGIES: Mr G Barr (Leave of Absence)
Countess Labia
Mr J Millar

CONFIRMATION OF MINUTES

The minutes of the following meetings, having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings:-

- (i) Annual General Meeting 18 May 1992
- (ii) Council Meeting 18 May 1992
- (iii) Special Council Meeting 18 August 1992

MATTERS ARISING

These were dealt with under agenda items.



REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Chambers added to her written report, which had been circulated, by commenting that the demand for places by potential pupils remained high and that waiting lists were growing. The Headmistress complimented the Preparatory School, which was thriving in all spheres of activity.

REPORT OF HEADMISTRESS

Mrs Duff reported that an additional 3 pupils should be added to the enrolment in the Preparatory School. She also commented on certain staff changes planned for 1993.

BURSARS REPORT

The Bursar highlighted the improvement over the revised budget for the first half-year but stressed that the second half would produce a deficit, resulting in a near break-even situation for the year. Any interest arising from further borrowings to fund additional capital expenditure would add to the deficit unless capitalised.

Mr Wood suggested that a future newsletter could make reference to the fact that our tuition fees were competitively priced.

FINANCE COMMITTEE RECOMMENDATIONS

The following recommendations by the committee were approved:-

1. That the proposed fee levels for 1993 be approved and that parents be given the appropriate term's notice of the increases.
2. That the Bursary Fund Policy be approved but that specific allocation guidelines be finalised at the next meeting.
3. That the revised 1992 budget per the summary attached to the Bursar's report be approved.
4. That the Council note with appreciation the waiving of legal fees relating to the amendment of the constitution by the Chairman's firm.

At this stage the Chairman excused himself from the meeting and requested Mr Wood to assume the chair.



SCHOLARSHIPS AND BURSARIES REPORT

A summary of allowances, scholarships and bursaries for 1992 was tabled and noted. The Bursary committee would be meeting in the near future to consider 1993 bursaries and would formulate allocation guidelines for council consideration.

ESTATES COMMITTEE REPORT

Mr Hendry reported that the Architects and Quantity Surveyors were working on the cost estimates of the Indoor Sports Centre, which were proving to be higher than the indications given by Ovcon. The City Council required the consent of the majority of adjoining owners before consent use approval.

Council felt that the specifications for the theatre air-conditioning should contain a provision for maximum interior noise levels.

COMMUNICATIONS AND MARKETING COMMITTEE REPORT

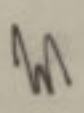
In amplifying the report circulated, Mrs Reid referred to the benefits derived from the Headmistress' overseas visitorship. The Council agreed that the school should budget for staff overseas travel but that each case should be individually motivated and approved by Council.

PREPARATORY SCHOOL COMMITTEE REPORT

After discussion it was agreed that Mrs Chambers should seek the opinions of Countess Labia and Mrs Reid on the Council involvement with the Parents Class Representatives Committee and report back to Council.

BANKING FACILITIES

Resolved that the Association utilise overdraft facilities of R1 250 000 and a payroll facility of R175 000 per month increasing to R200 000 in December, made available by First National Bank of Southern Africa Limited and resolved further that the Association undertakes that it will not pledge, cede, hypothecate or otherwise encumber its fixed property without the prior written consent of the bank.



SCHOOL VEHICLES

The Headmistress reported that legal advice had been received that in terms of the Road Traffic Act it was necessary for school vehicles to undergo an annual certificate of fitness test and for all drivers to be in possession of a Public Driving Permit which was renewed annually and which must be carried when driving a school mini-bus. The Bursar was requested to establish whether suitable insurance cover was available. The ISC would be researching this matter.

PREPARATORY SCHOOL BOARDING HOUSE

It was agreed that an investigation was necessary next year to recommend whether or not the boarding facility be continued in the light of declining utilisation.

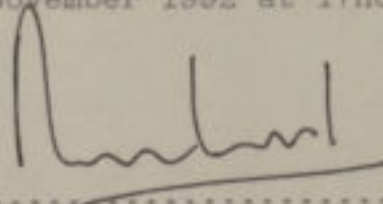
NEIGHBOURING PROPERTIES

The Bursar was instructed to consult with a leading estate agent to establish whether any neighbouring properties were available for sale.

NEXT MEETING

To be held on Tuesday 10 November 1992 at 17h00 in the New School Library.

CONFIRMED


.....
CHAIRMAN

DATE:

10.11.92
.....

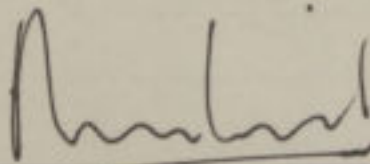
HERSCHEL ASSOCIATION

COUNCIL MEETING - TUESDAY 10 NOVEMBER 1992 AT 17h00

ATTENDANCE REGISTER

NAME

MR D LOCH DAVIS



MR G BARR

LEAVE OF ABSENCE

MR J GARDENER

J Gardener

MR R HENDRY

R Hendry

PROF C T JOHNSON

C T Johnson

COUNTESS LABIA

C Labia

MR G LOUW

APOLOGIES

MR W MARSHALL-SMITH

APOLOGIES

MR J MILLAR

J Millar

MR J MUDGE

J Mudge

MR R PETERS

R Peters

MRS L REID

L Reid

MRS A SNYDERS

A Snyder

MR D WALLACE

D Wallace

MR R WOOD

LEAVE OF ABSENCE

MRS P J DUFF

Pamela Duff

MRS M CHAMBERS

Margaret Chambers

MRS M ROBINSON

M Robinson

MR P B OERTEL

P Oertel

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY ON

1992
TUESDAY 10 NOVEMBER AT 17H00
A

PRESENT: Mr D Loch Davis (In the Chair)
Mr J Gardener
Mr R Hendry
Prof CT Johnson
Countess Labia
Mr J Millar
Mr J Mudge
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs PJ Duff
Mrs M Chambers
Mrs M Robinson
Mr P B Oertel

APOLOGIES: Mr G Barr (Leave of Absence)
Mr G Louw
Mr W Marshall Smith
Mr R Peters
Mr R Wood

CONFIRMATION OF MINUTES

The minutes of the meeting held on 8 September 1992, having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings:-

MATTERS ARISING

1. Vehicle Insurance

The bursar reported that our brokers had confirmed cover was in place and that the school had until 31 March 1993 to obtain vehicle certificates of fitness and public driving permits.

2. Neighbouring properties

The bursar had inspected various properties and would discuss the details with Mr Barr after his return on 23 November.

Other matters were dealt with under agenda items.

REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Chambers advised that enrolment had increased by 1 since her report was circulated. A full discussion of a staff matter took place after the Headmistress had given a detailed report. Arising from this discussion the following matters were agreed:

(a) Code of Conduct

The school management would produce a draft Code of Conduct which would regulate teachers' relationships with pupils, parents, fellow teachers and members of council.

(b) Staff Tribunal

It was resolved that a committee of council comprising three members be appointed to deal with all personnel matters arising from conditions of service and any other related matters with full authority to act for and on behalf of the council.

Members of this committee were appointed:

Mr D Loch Davis (Chairman)
Mr J Gardener
Prof C T Johnson

Alternates (to any member)

Mr G Barr
Mr J Millar
Mr D Wallace

Mrs Chambers expressed her thanks to the Headmistress and the bursar for their assistance in this complicated matter.



REPORT OF THE PREPARATORY SCHOOL COMMITTEE

At the request of the Chairman the report was dealt with at this stage of the meeting. After a lengthy discussion it was agreed that the school had developed to the stage where this committee was no longer necessary and it was therefore agreed that the committee be disbanded. The Head of the Preparatory School recorded her sincere appreciation to Countess Labia, Mrs Reid and Mrs Snyders for their willing assistance while members of the committee. It was noted that members of council would always be available to assist when necessary.

REPORT OF HEADMISTRESS

Mrs Duff highlighted various aspects of her report which had been circulated to council members. The principle of a presentation to Mrs A Thompson on the occasion of her retirement after 22 years service was approved. The Headmistress was authorised to arrange the presentation and the format of a suitable function after consultation with Mrs Thompson.

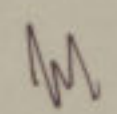
BURSAR'S REPORT

The bursar commented that school operational results were satisfactory but that depreciation charges would not be fully covered by the operating surplus.

Once capital expenditure priorities, costs and estimated timing were more exactly known, a revised cash flow and budget would be produced to reflect the marginal effect of interest on additional borrowings.

FINANCE COMMITTEE RECOMMENDATIONS

The following recommendations by the committee were approved.

1. The revised 1993 budget per the summary attached to the Bursar's report.
 2. Expenditure of approximately R45 000 on alterations to the preparatory school boarding house (flat) and the erection of three garages.
- 

SCHOLARSHIPS AND BURSARIES COMMITTEE

After discussion it was agreed that the matter of guidelines for bursary allocations be deferred until the next meeting. In the interim the committee would expand their report, possibly giving more emphasis to bursary assistance at the preparatory level and incorporating figures for the consideration of council. It was noted that the marketing aspect of bursaries should not be overlooked.

ESTATE COMMITTEE

A drawing of the pedestrian bridge was displayed and Mr Hendry reported good progress with the National Monuments Council and the City Engineer. Approvals were expected shortly.

A more favourable price for the Indoor Sports Centre had just been received from the alternative contractor and the figures were being examined by the quantity surveyor. Contract guarantees were regarded as essential.

Further sound attenuation measures for the theatre airconditioning plant were being investigated.

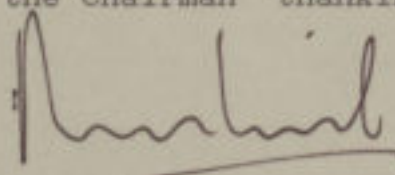
COMMUNICATIONS AND MARKETING COMMITTEE

The report was noted. It was accepted that Mrs A Snyders, as a former member of the Preparatory School Committee would join this committee. Council requested management to make marketing orientated recommendations to council.

FUTURE MEETINGS

A draft 1993 timetable was circulated and it was agreed that the Chairman and the Headmistress would review the suggested dates and that their proposals would be circulated for comment.

The meeting terminated at 19h00, the Chairman thanking those present for their contribution.



CONFIRMED

CHAIRMAN

DATE:

02 March 1993



Headmistress: Mrs. P.J. DUFF, B.Sc., U.E.D.
Telephone 64-4010

HERSCHEL
21 HERSCHEL ROAD
CLAREMONT
7700

HERSCHEL ASSOCIATION
(Incorporated Association not for Gain)

Council Resolution in writing dated 25 February 1993

Resolved that the Secretary of the Association be and is hereby empowered to sign all documents relating to applications for approvals and consents to the City Council of Cape Town on behalf of the Association.

CERTIFIED A TRUE COPY

SECRETARY

HERSCHEL ASSOCIATION

COUNCIL MEETING - TUESDAY 2 MARCH 1993 AT 17h00

ATTENDANCE REGISTER

NAME

MR D LOCH DAVIS

MR G BARR

MR J GARDENER

MR R HENDRY

PROF C T JOHNSON

COUNTESS LABIA

MR G LOUW

MR W MARSHALL-SMITH

MR J MILLAR

MR J MUDGE

MR R PETERS

MRS L REID

MRS A SNYDERS

MR D WALLACE

MR R WOOD

APOLOGIES

J Gardner

R Hendry

C T Johnson

C. Labia

G Louw

W Marshall-Smith

J Millar

J Mudge

R Peters

L Reid

A Snijders

D Wallace

APOLOGIES

MRS P J DUFF

MRS M CHAMBERS

MRS M ROBINSON

MR P B OERTEL

Pamela Duff

Margaret Chambers

M Robinson

P B Oertel

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY ON

TUESDAY 2 MARCH 1993 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
Mr J Gardener
Mr R Hendry
Prof CT Johnson
Countess Labia
Mr G Louw
Mr W Marshall Smith
Mr J Millar
Mr J Mudge
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs PJ Duff
Mrs M Chambers
Mrs M Robinson
Mr P B Oertel

APOLOGIES: Mr G Barr
Mr R Wood

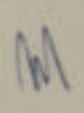
CONFIRMATION OF MINUTES

The minutes of the meeting held on 10 November 1992, having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings:-

MATTERS ARISING

1. Vehicle Insurance:

Certificates of fitness had been obtained for school vehicles. The requirement of Public Driving Permit was now uncertain and was being monitored.



2. Neighbouring properties:

The meeting accepted the recommendation of Mr G Barr and the bursar that it was inappropriate to consider such purchases at this time.

3. Staff Code of Conduct:

The matter was in the hands of senior staff members.

REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Chambers raised the matter of extended employment for Mrs Alexander. It was agreed that Mrs Alexander could remain in employment for a further year as an exceptional case but that this should not be regarded as creating a precedent. It was left to the bursar to determine the most effective way to handle the matter.

REPORT OF HEADMISTRESS

Mrs Duff reported the resignation of Mrs L Smith and that a replacement teacher of German was being sought. She also highlighted the 1992 matric results and the extremely favourable positioning of the school compared to other Cape Schools. Council extended their congratulations to the Headmistress and all staff concerned.

BURSAR'S REPORT

The bursar reported that preliminary 1992 results reflected a better outcome than anticipated. 1993 capital expenditure was still being finalised and this would create an interest burden which would not be fully recovered from operations.

FINANCE COMMITTEE RECOMMENDATIONS

The following recommendations were accepted:

1. Accounts for the year ended 31 December 1992:
 - (a) The transfer of 1% of income to the Capital Development Fund should be continued.
 - (b) The depreciation policy should remain unaltered.

- (c) The retained income could be utilised to absorb any deficit.
 - (d) A transfer from subsidy could be made to take care of any remaining deficit.
 - (e) The agreed transfer from subsidy to the Bursary Fund should be made and a separate Bursary Fund Account should be produced as an integral part of the accounts.
 - (f) A detailed departmental headcount should be produced quarterly.
2. Subject to the approval of Council and the necessary rezoning procedure, the development of the Indoor Sports Centre be approved at a total cost not to exceed R2 150 000 including construction costs and all relevant professional fees. The Estate and Finance Committees are authorised to make all design, operational and management decisions within this overall framework. No contracts would be signed until these had been approved by the Finance Committee.
 3. That the construction of the bridge linking the Preparatory and Senior Schools be deferred pending the outcome of an investigation and report on security matters by the Headmistress.
 4. That the price of R103 950 submitted by C J Wade (Pty) Ltd for the alterations to the Junior Preparatory Department be accepted and that construction be commenced.

Considerable discussion ensued in regard to the Indoor Sports Centre and the financial concerns of parents. It was agreed that a special communication from Council should be addressed to parents to allay their fears. This would stress that the cost would be well contained within the school's cash flow and that there would be no impact on fees. Reference would also be made to the priority accorded to this project in the survey of pupils. The advantages of size and seating capacity would be noted.

SCHOLARSHIPS AND BURSARIES COMMITTEE

The interim report of this committee was tabled and considered. The meeting accepted the preliminary recommendations in principle subject to financial constraints.

ESTATE COMMITTEE

Flowing from the committee's report and the additional report by the Headmistress on security, it was agreed that the security investigation be pursued vigorously, the following points being taken into account:-

- (a) The acute concern of the Headmistress.
- (b) The possibility of a large degree of automation.
- (c) The closure of entrance/exit points.
- (d) The assistance of BP.
- (e) A detailed analysis and evaluation of threats.
- (f) Use of the experience of Mr J Mudge in this area.
- (g) Costs to be assessed by the Estate and Finance Committees, which would make a joint recommendation to Council.

COMMUNICATIONS AND MARKETING COMMITTEE

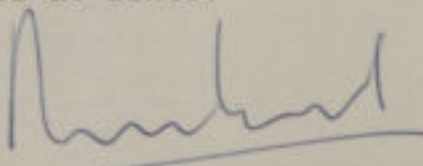
The Headmistress reported on progress to date in planning for the new Chapel to be located in the former Baxter Library. The prospectus was well in hand. 70th Anniversary memorabilia were gradually being sold.

OTHER BUSINESS

- i) The bursar would be on leave for 2 weeks from 4 March.
- ii) The Headmistress was chairing an ISC committee on HIV/Aids in relation to pupils and teachers. The meeting would await recommendations in regard to the policy to be adopted. It was noted that general Health Education was ongoing.

- iii) The appointment of Mr J Gardener as the school ISC representative in the place of Mr G Barr was approved.
- iv) The question of rates being payable by schools remains unclear.

The meeting terminated at 18h45.



CONFIRMED

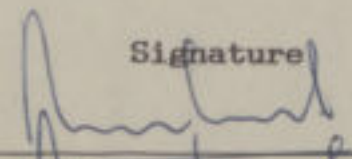
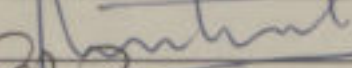
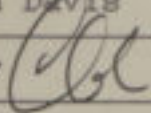
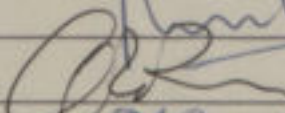
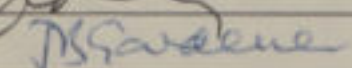
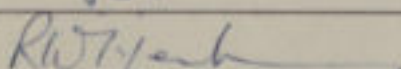
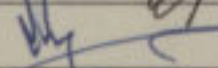
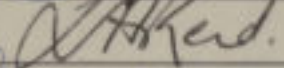
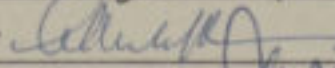
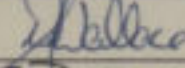
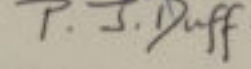
CHAIRMAN

DATE:

25.05.1993

HERSCHEL ASSOCIATION
ATTENDANCE REGISTER
AND
AGREEMENT TO SHORT NOTICE

In terms of Clause 5.1 of the Association's Articles of Association, we the undersigned members, being a majority in number and together representing more than ninety-five percent of the total voting rights of all members having the right to attend and vote at general meetings of the Association, do hereby agree to the Annual General Meeting to be held on 25 May 1993 being called by shorter notice than that specified in the said Clause 5.1 of the Articles of Association.

Member	No of Shares	Signature
The Herschel Trust	4 957	
D Loch Davis	1	
G Barr 	1	
J Gardener	1	
R Hendry	1	
Prof C T Johnson	1	
Countess Labia	1	
G Louw	1	
J Mudge	1	
R Peters	1	
L Reid	1	
A Snyders	1	
D Wallace	1	
Mrs P J Duff	1	
	4 970	

Cape Town

25 May 1993

HERSCHEL ASSOCIATION

Minutes of the Annual General Meeting held in the Herschel
Library on Tuesday 25 May 1993 at 17h00

PRESENT: Mr D Loch Davis (In the Chair)
Mr D Loch Davis (Representing The Herschel Trust)
Mrs P J Duff
Mr G Barr
Mr J Gardener
Mr R Hendry
Prof C T Johnson
Countess Labia
Mr G Louw
Mr J Mudge
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs M E Bray
Mrs M Robinson
Mr P B Oertel (Secretary)

APOLOGIES: Mr W Marshall-Smith
Mrs J R Millar
Mr R Wood

NOTICE

It was agreed that the notice of meeting, which had been circulated, be taken as read. The Chairman confirmed that all present, being the requisite majorities, had signed an agreement to short notice, that there was a quorum present and accordingly the meeting was duly constituted in terms of the Articles of Association.

MINUTES OF PREVIOUS MEETING

The minutes of the previous Annual General Meeting held on 18 May 1992 were tabled, scrutinised and duly approved as a correct record of the proceedings.

1992 ANNUAL FINANCIAL STATEMENTS

The 1992 Annual Financial Statements together with the auditor's report thereon having been tabled, were taken as read and unanimously approved.

It was agreed that the Chairman and Deputy Chairman sign the Council's Report on behalf of the Council.

ELECTION OF COUNCILLORS

Having been proposed and duly seconded it was unanimously resolved that councillors be elected by means of a single resolution. Accordingly, having been duly proposed and seconded, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected as councillors:-

G Barr
J Millar
J Mudge
R Wood

RE-APPOINTMENT OF AUDITORS

It was unanimously resolved that Ernst and Young be re-appointed auditors to the Association and that the fixing of their remuneration be left in the hands of the Finance Committee. A vote of thanks to the auditors for their sterling services was recorded.

There being no further business, the meeting terminated with a vote of thanks to the Chair.

CONFIRMED:



CHAIRMAN

DATE:

24 August 1993

HERSCHEL ASSOCIATION

COUNCIL MEETING - TUESDAY 25 MAY 1993 AFTER A.G.M. AT 17h00

ATTENDANCE REGISTER

NAME

MR D LOCH DAVIS

MR G BARR

MR J GARDENER

MR R HENDRY

PROF C T JOHNSON

COUNTESS LABIA

MR G LOUW

MR W MARSHALL-SMITH

APOLOGIES

MR J MILLAR

APOLOGIES

MR J MUDGE

MR R PETERS

MRS L REID

MRS A SNYDERS

MR D WALLACE

MR R WOOD

APOLOGIES

MRS P J DUFF

P. J. Duff.

MRS M E BRAY

M. E. Bray

MRS M ROBINSON

M. Robinson.

MR P B OERTEL

P. B. Oertel

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HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY ON

TUESDAY 25 MAY 1993

IMMEDIATELY AFTER THE ANNUAL GENERAL MEETING AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
Mr G Barr
Mr J Gardener
Mr R Hendry
Prof CT Johnson
Countess Labia
Mr G Louw
Mr J Mudge
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs PJ Duff
Mrs M E Bray
Mrs M Robinson
Mr P B Oertel

APOLOGIES: Mr W Marshall Smith
Mr J Millar
Mr R Wood

CONFIRMATION OF MINUTES

The minutes of the meeting held on 2 March 1993, having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings:-

MATTERS ARISING

These were dealt with under agenda items.

REPORT OF HEAD OF PREPARATORY SCHOOL

The report by Mrs M E Bray, acting principal, had been circulated. The Headmistress, Mrs P J Duff, expressed appreciation to Mrs Bray for deputising so effectively in the absence of Mrs Chambers. Mrs Bray reported that an anonymous donation of R2 500 to assist a needy Preparatory School pupil had been received.

REPORT OF HEADMISTRESS

Mrs Duff reported fully on the problems being experienced with Mrs D Potgieter, a pregnant teacher in the Preparatory School. After discussion, the council approved of all actions taken to date and gave the Headmistress full authority to bring the matter to a conclusion after consultation with the school's attorneys.

Mr Gardener and Professor Johnson would provide their comments on Academic Management and the draft Code of Conduct.

After discussion it was agreed that it was appropriate to close the Preparatory Boarding House at the end of 1993. Parents of existing boarders would be advised that their daughters could be accommodated in the Senior Boarding House if they so desired.

Once again no music scholarship had been awarded for 1994 as there were no candidates of sufficient calibre. Details of those invited to write the scholarship examination and the scholarship awards were tabled.

Members of Council were requested to assist the Headmistress with their advice in regard to printing costs of the School's history which it was hoped could be published in 1997, the 75th anniversary of Herschel.

BURSAR'S REPORT

The contents of the report, which had been circulated were noted. The 1993 Capital Expenditure Budget and the projected Cash Flow were tabled. The bursar highlighted expenditure of R146 300, being the final payments in respect of the Resource Centre/Library actually related to the 1992 year. Moreover, probably only approximately half the expenditure on the Sports Centre could be incurred during this year.

FINANCE COMMITTEE RECOMMENDATIONS

1. After considerable discussion on the question of security it was agreed that the Finance Committee be authorised to take decisions on behalf of the Council to finalise expenditure on security equipment and systems urgently, after consultation with the Estate Committee to which Mr Mudge would be co-opted for this purpose. Members of Council were to be kept fully informed of progress in this area and there should be a communication to parents outlining the need and asking them to recognise that there would be a degree of inconvenience.
2. It was agreed that Saturday 7 August 1993 (09h00) be provisionally set as the date for a strategic planning session and review of the school's five year plan in the school library.

SCHOLARSHIPS AND BURSARIES COMMITTEE

A summary of the 1993 Allowances, Scholarships awarded and Bursaries granted, was tabled and noted.

REPORT OF ESTATE COMMITTEE

Mr Hendry elaborated on the report that had been circulated. In regard to the Indoor Sports Centre the procedures followed, the financial implications, the timing and handling of objections to the rezoning application were considered. It was stressed that the image of Herschel should not be impaired. It was accepted that it would be necessary to re-negotiate price with the successful tenderer as a result of the delay.

REPORT OF THE COMMUNICATIONS AND MARKETING COMMITTEE

Mrs Reid requested that the excellent PR briefing to school hostesses/guides be circulated for the information of Council. She reported that production of the School Prospectus was progressing well and that this should be a superb publication.

GENERAL

It was agreed that a letter of appreciation be sent to the S.A. Police for their highly effective responses to emergency calls.

NEXT MEETING

Tuesday 24 August 1993.

The meeting terminated at 18h15.

CONFIRMED



CHAIRMAN

DATE:

24 August 1993

RESOLUTION OF THE COUNCIL OF THE HERSCHKL ASSOCIATION

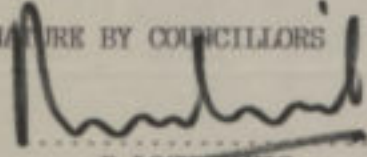
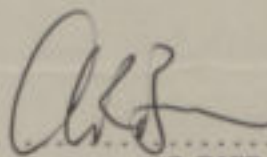
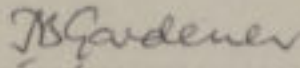
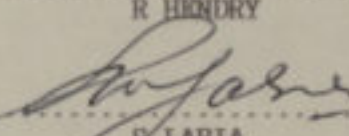
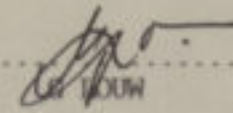
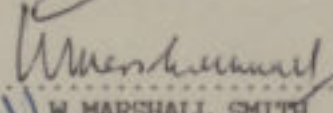
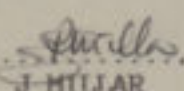
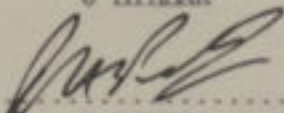
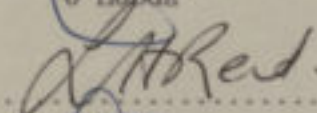
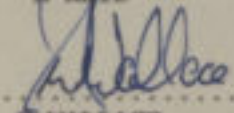
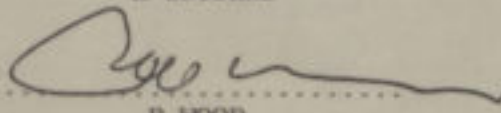
EFFECTIVE AS AT THE 14TH JUNE 1993

RESOLVED:

That the Herschel Association oppose proceedings instituted against it in the Supreme Court of South Africa, Cape of Good Hope Provincial Division, by DEVON SUSAN POTGIETER for:

1. (a) A declaration that the purported dismissal of Devon Potgieter by the Herschel School, on the grounds of pregnancy, is unlawful, null and void;
- (b) That Devon Potgieter be reinstated in her post as a standard one class teacher at Herschel School on no less favourable terms and conditions of employment as those which prevailed immediately prior to the purported termination of her employment;
- (c) That the Herschel School pay Devon Potgieter's costs of suit.
2. That Pamela Joyce Duff in her capacity as Headmistress of Herschel School, be and is hereby authorised to sign all and any documents as and from the 14th June 1993 required to be signed in order to proceed to the final end and determination of the above proceedings.

SIGNATURE BY COUNCILLORS

- | | |
|--|---|
| 1. 
D L DAVIS | 2. 
G BARR |
| 3. 
J GARDENER | 4. OUT OF R.S.A.
R HENDRY |
| 5. OUT OF R.S.A.
C T JOHNSON | 6. 
S LABIA |
| 7. 
G LOUW | 8. 
W MARSHALL SMITH |
| 9. 
J MILLAR | 10. 
J MUDGE |
| 11. 
R PETERS | 12. 
L REID |
| 13. 
A SNYDERS | 14. 
D WALLACE |
| 15. 
R WOOD | |

HERSCHEL ASSOCIATION

MINUTES OF A SPECIAL COUNCIL MEETING HELD ON
7 AUGUST 1993 AT 09H00 IN THE SCHOOL LIBRARY

PRESENT: Mr D Loch Davis (In the Chair)
Mr G Barr
Mr J Gardener
Prof CT Johnson
Countess Labia
Mr G Louw
Mr W Marshall-Smith
Mr J Millar
Mr J Mudge
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace
Mrs PJ Duff
Mrs M Chambers
Mrs M Robinson
Mr PB Oertel

APOLOGIES: Mr R Hendry
Mr R Wood

STRATEGIC PLANNING REVIEW

The Chairman requested Mr G Barr, Deputy Chairman and Chairman of the Finance Committee, to take the chair for the duration of the meeting.

WELCOME

Mr Barr welcomed Mr Franklin Sonn, Rector of the Peninsula Technikon, who had kindly agreed to give a talk on how he saw change in South Africa impacting on Independent Schools such as Herschel.

KEYNOTE ADDRESS

In introducing his talk, Mr Sonn, spoke of the National Education and Training Forum, which had been established to reconstruct the education system and deal with the current crises in education. This body was comprised of the State, education providers, the informal sector (eg NEC), Teachers'

Associations, student representation and business. The composition of this body and its planned modus operandi held great hope for the future of education.

In general there was great appreciation for private schools, whose high standards, quality and reputation were well recognised, as also the vision and sacrifice of those involved in the private school movement. However, it should be noted that such schools suffered from the image of privilege and elitism. The ANC was fighting for the sharing of privilege but also for freedom which included the freedom of association, which encompassed the private school concept. He stressed that such schools were highly regarded as undoubted centres of excellence and made the point that it was planned to create further such centres of excellence within the public school system.

In drawing a parallel with the Anglican Church, Mr Sonn stressed that private schools must perform in such a manner so as to become part of the system. The ANC had not yet formulated a position on subsidies to private schools.

In answer to various questions, Mr Sonn made the following points:-

To extend its reputation and track record, Herschel should be fully non-racial, reflect the community it serves, and not be an anachronism as part of the old structure. It should be representative of the community in regard to pupils, staff and governing council. Herschel was part of a very important national resource but should have a 10 year vision and set appropriate goals which could be demonstrated.

In comparing private and state schools with similar schools in U.K. or U.S.A. there were lessons to be learnt. In the U.K. for example independent schools provided outstanding service but purely to the upper class. This was not what was required in S.A. as the challenges were different.

In regard to financial aspects such as high fees, subsidies and bursaries, the message was quite clear - approved objectives would equal financial assistance. The question of autonomy was not clear but motives would be all important. It would be necessary to demonstrate that we were not educating for emigration. Equally important was the need to demonstrate that socialisation between white/non white pupils was effective as this was a productive way to break the fear barrier.

After being thanked by Mr Loch Davis on behalf of the Council, Mr Sonn left the meeting.

MISSION STATEMENT

After discussion, the school's Mission Statement was amended to read:

Herschel is a community which exists to provide excellence in all facets of education through outstanding teaching, innovation and professionalism. The school aims to enable the growth of individuals well-prepared for life in the wider community, able to think, care and listen, with the courage of their convictions to act and adapt when necessary to changing circumstances.

REVIEW OF STRATEGIC PLAN

It was agreed that the plan should be re-worked and that for this purpose the agreed ceiling of pupils should remain at approximately 750.

It would be necessary for a series of discussions to take place to address aspects of the plan systematically. This would be accomplished by the establishment of various working committees with an agreed work program. After their deliberations a plenary session would be necessary. It was agreed that Mr Barr should set up the necessary committees, their terms of reference and an overall meeting plan.

SECURITY

It was agreed that Peninsula Security should provide two uniformed guards during term time in the first instance and that effective emergency alarm systems be implemented as soon as possible.

LITIGATION

The bursar was authorised to endeavour to settle the matter on the basis that the applicant did not return to school. Any proposed settlement would be referred to the Chairman, Mr D Loch Davis.

CONDITIONS OF SERVICE

Mr Loch Davis would discuss the finalising of these with the bursar.

The meeting terminated at 10H50.

CONFIRMED:
CHAIRMAN

DATE:

HERSCHEL ASSOCIATION

COUNCIL MEETING - TUESDAY 24 AUGUST 1993 AT 17h00

ATTENDANCE REGISTER

NAME

MR D LOCH DAVIS

APOLOGIES

MR G BARR

MR J GARDENER

J. Gardener

MR R HENDRY

APOLOGIES

PROF C T JOHNSON

APOLOGIES

COUNTESS LABIA

MR G LOUW

MR W MARSHALL-SMITH

MR J MILLAR

MR J MUDGE

MR R PETERS

MRS L REID

MRS A SNYDERS

MR D WALLACE

MR R WOOD

APOLOGIES

MRS P J DUFF

P. J. Duff.

MRS M V CHAMBERS

Margaret Chambers

MRS M ROBINSON

M. Robinson.

MR P B OERTEL

P. B. Oertel

HERSCHKL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY
ON TUESDAY 24 AUGUST 1993 AT 17H00

PRESENT: Mr G Barr (In the Chair)
Mr J Gardener
Countess Labia
Mr G Louw
Mr W Marshall Smith
Mr J Millar
Mr J Mudge
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs PJ Duff
Mrs M V Chambers
Mrs M Robinson
Mr P B Oertel

APOLOGIES: Mr D Loch Davis
Mr R Hendry
Prof CT Johnson
Mr R Wood

CONFIRMATION OF MINUTES

The minutes of the following meetings, having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings:-

1. 25 May 1993 (Annual General Meeting)
2. 25 May 1993
3. 7 August 1993 (Special)
4. Council Resolutions (Ratified and Confirmed):
 - (a) 25 February 1993
 - (b) 14 June 1993

ACTION

MATTERS ARISING

(a) Security

The bursar reported on the decisions taken in regard to capital expenditure of approximately R65 000 and the employment of 4 day-time security guards. The actions of the Finance and Estate Committees were approved.

ACTION

(b) Litigation

The bursar reported on the case brought by Mrs D Potgieter. The settlement achieved was ratified and confirmed by the Council.

REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Chambers added to her report which had been circulated commenting that 2 new pupils had been enrolled bringing the current total to 377 pupils. The school was almost at full capacity and would be at its maximum in 1994.

REPORT OF HEADMISTRESS

Mrs Duff stressed the following items in her report which had been circulated.

- (a) Forward Planning.
- (b) Boarders' sitting room refurbishment.
- (c) The vital need for refurbishment/upgrading of the Science laboratories and construction of Squash Courts.
- (d) AIDS Policy. It was agreed that relevant extracts of the recommended ISC policy document be circulated to Council members and that the matter be placed on the agenda of the next council meeting for formal adoption.
- (e) The prospectus had been finalised and approved for printing. Copies would be sent to all members of Council.

PJD
31/8/93

PBO
15/11/93

PJD
30/9/93

BURSAR'S REPORT

Arising from the Bursar's report it was agreed that security plans and procedures should be reviewed on a continuing basis.

PJD
ongoing

The Council noted the need for containment of expense during the second half-year and approved of the decision to circulate minutes of Finance Committee meetings and full financial documentation.

The meeting considered the final report of the Quantity Surveyor on the Library/Resource Centre project and approved the final cost of R2 500 829.54. It was agreed that the bursar consult with Mr Barr on the

possibility of a refund of Architects' fees totalling R9 240.

ACTION
PBO
31/8/93

The Headmistress reported that Mrs Graham, the widow of Mr Jesse Graham, a former Council member, would be visiting the school to discuss the deployment of the R10 000 bequest.

PJD
30/9/93

The bursar reported on the current status of the Sports Centre re-zoning application to the City Council. It was noted that the possibility of a Design and Technology Centre should be borne in mind.

FINANCE COMMITTEE RECOMMENDATIONS

The recommendations as submitted were approved:

- | | |
|--|---------------------|
| 1. That a realistic rate of interest be charged to the school operating account and credited to the Bursary Fund for the use of unexpended bursary funds which are effectively lent to the school. | PBO
ongoing |
| 2. That the fees for 1994 as per the schedule tabled be approved. | DLD/PBO
15/9/93 |
| 3. That a full building maintenance survey be carried out using professional services and that a 5 year maintenance plan be submitted for approval. | PBO
31/10/93 |
| 4. That estimates be obtained for: | |
| (a) Science/Biology laboratory alterations and refurbishing. | PJD/PBO
31/10/93 |
| (b) 2 "stand-alone" squash courts. | |
| 5. That a further strategic planning session be held on Tuesday 7 September 1993 from 18h00 to 22h00 and that the composition of the Focus Teams and their terms of reference as proposed be approved. | ALL
7/9/93 |
| 6. That the Conditions of Service for Academic Staff be finalised as soon as possible utilising the best available legal assistance. | PBO
30/9/93 |
| 7. That the format of Council minutes be amended to highlight responsibilities and deadlines. | PBO
ongoing |

SCHOLARSHIPS AND BURSARIES

A summary and full details of current scholarships bursaries and allowances were tabled. It was recorded that the enlargement of the Bursary Fund was a major priority.

ACTION

ESTATE COMMITTEE

The maintenance section of Mr Louw's report was discussed. It was agreed that the Headmistress should approach Mr Malcolm Thomas with a view to his being co-opted to this committee.

PJD
15/9/93

COMMUNICATIONS AND MARKETING COMMITTEE

It was noted that a special fund raising effort should be considered to bring the new chapel to the stage where it could be consecrated and be a focal point in school life.

PJD
30/9/93

OTHER BUSINESS

1. The nomination of P B Oertel as a Herschel Trustee of the 4 Schools Trust was ratified.
2. It was resolved that the Association make application to First National Bank for increased monthly payroll facilities of R250 000 rising to R300 000 in December in each year.
3. The application of the Methodist Church to use the theatre on an ongoing basis was declined.
4. The declaration of interests of Mr D J Loch Davis as of 1 July 1993 was tabled.
5. The Headmistress commented that the recent Headmasters' Conference was somewhat disappointing.

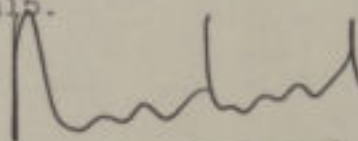
PBO
31/8/93

PJD
31/8/93

NEXT MEETING

MONDAY 15 November 1993.

The meeting terminated at 18h15.



CONFIRMED:

CHAIRMAN

DATE:

15 NOVEMBER 1993

HERSCHEL ASSOCIATION

RESUME OF COUNCIL STRATEGIC PLANNING SESSION

7 SEPTEMBER 1993 AT 18H00

CHAIRMAN: G Barr

FOCUS TEAMS:

Y

R Peters (Ch)
 J Gardener
 Countess Labia
 W Marshall Smith
 Mrs A Snyders
 Mrs M Robinson

Z

D Wallace (Ch)
 G Louw
 J Mudge
 Mrs L Reid
 Mrs M Chambers

IN ATTENDANCE: Mrs PJ Duff
 P B Oertel

APOLOGIES: D Loch Davis
 R Hendry
 Prof C Johnson
 J Millar
 R Wood

INTRODUCTION AND BRIEFING

After a finger supper, the Chairman commenced the proceedings by stating that management could be defined as the art of survival. He suggested that to achieve this objective Council should consider these factors:

- The need to understand the future.
- To recognise that change is inevitable.
- To understand that the chances of external funding were slim and that the school needed to be self-sufficient.
- That the shape of the school would change.
- Values should be preserved.

- Herschel should remain a beacon of hope and excellence.
- Value should be created.
- Council/management should remain in a commanding position and be able to "call the tune".
- The school should be prepared to pre-empt events and take calculated risks (as in the past).
- Herschel has defied old paradigms.
- The Council should always be prepared to "break the mould" and do things better.
- At all times the school should be responsive to the needs of its own and the wider community.
- Herschel is a learning organisation benefitting from continuing improvement and perpetual renewal.
- The need to focus on competition which is in a state of change.
- Management ^{to} create ^{via} tension (??).

Mr Barr also referred to the Headmistress' report on the HMC and highlighted the productivity aspect and agreed that management of learning was the touchstone and not the teaching. He requested the focus teams to consider performance and the Sports Centre project.

PLENARY SESSION

After meeting in groups, the focus teams presented their conclusions, D Wallace on behalf of Team Z and Countess Labia on behalf of Team Y.

It was clear that a distinct congruence of thinking existed and comments were made on the following matters:

- The need for a more representative racial mix.
- A major priority in the need for bursary funding with attendant improved socialisation.
- High standards of teaching embracing moral and Christian values, tolerance and education for life-skills and further tertiary study.

- While focussing on the academic the school should be aware of the less academically gifted pupils.
- Herschel should remain an independent school exclusively for girls but closer ties with Bishops should be considered.
- There should be a representative racial mix of staff but quality/ability/values should not be prejudiced.
- Any investment in the campus should be for the majority of pupils (Sports Centre).
- Interaction with the community by way of an unpatronising outreach programme with an appointed director and a separate body of staff to teach teachers.
- For political survival an effective lobby to protect our interests should be in place (possibly supplementary to ISC).
- Financially the school should remain viable even if subsidies are discontinued, provided enrolment remained high.
- Council should be comprised of persons having a range of skills and the best interests of the school at heart. While there is a need for independence a maximum of one third of Council should be parents. Non-white quality involvement should be sought.
- The syllabus requirements in 10 years time should be considered now.
- Parental involvement should be considered, noting that parents always have the freedom of choice.
- "Small business" thinking by pupils should be encouraged.
- Democratisation and consultation should be encouraged at staff and pupil level (school forum).

SUMMARY AND ACTION PLAN

Mr Barr thanked the groups for their contribution and summarised by suggesting that the Finance and Planning Committee should submit an action plan to the Council for consideration. This plan would cover:

1. The decisions required on capital expenditure.
2. Bursary funding.
3. Teacher composition.
4. Outreach programme.
5. Closer ties with Bishops.
6. Council composition.
7. Consultation with teachers.
8. Pupil involvement (Forum).
9. Parental participation - possible questionnaire on priorities.
10. Curriculum changes to be motivated by school management.
11. Modus operandi for the future.

The formal business of the strategic planning session was concluded at 21H15.



HERSCHEL ASSOCIATION

COUNCIL MEETING - MONDAY 15 NOVEMBER 1993 AT 17h00

ATTENDANCE REGISTER

NAME

MR D LOCH DAVIS

MR G BARR

MR J GARDENER

MR R HENDRY

PROF C T JOHNSON

COUNTESS LABIA

MR G LOUW

MR W MARSHALL-SMITH

MR J MILLAR

MR J MUDGE

MR R PETERS

MRS L REID

MRS A SNYDERS

MR D WALLACE

MR R WOOD

APOLOGIES

MRS P J DUFF

MRS M V CHAMBERS

APOLOGIES

MRS M ROBINSON

MR P B OERTEL

HERSCHKL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 15 NOVEMBER 1993 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
Mr G Barr
Mr J Gardener
Mr R Hendry
Prof C T Johnson
Countess Labia
Mr G Louw
Mr W Marshall Smith
Mr J Millar
Mr R Peters (From 17H45)
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs PJ Duff
Mrs M Robinson
Mr P B Oertel

APOLOGIES: Mrs M V Chambers
Mr J Mudge
Mr R Wood

ACTION

CONFIRMATION OF MINUTES

The minutes of the following meetings, having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings:-

1. 24 August 1993
2. 7 September 1993 (Special - Resumé)

MATTERS ARISING

(a) AIDS Policy

Relevant portions of the ISC documentation having been circulated, the Council unanimously adopted the suggested AIDS policy.



ACTION

- (b) Graham Bequest - The Headmistress reported that Mrs Graham and her daughter had visited the school and were insistent that the bequest of R10 000 be added to the Bursary Fund. This was accepted by Council.

PBO
16/11/93

REPORT OF HEAD OF PREPARATORY SCHOOL

The contents of Mrs Chambers' report, which had been circulated, were noted.

REPORT OF HEADMISTRESS

Mrs Duff invited questions on her report and recent newsletter, both of which had been sent to Council members. Enrolment for 1994 looked to be excellent with both schools virtually at maximum capacity. It was reported though that applications in respect of black pupils appeared to be dropping. A proactive approach was being adopted. At a meeting with the Director of Education the Headmistress and Mr Gardener had been successful in persuading him to reverse the decision to eliminate Speech and Drama as a matriculation subject.

PJD
Ongoing

The prospectus would be sent to Council members who had been unable to attend Speech Day.

PJD
16/1/93

BURSAR'S REPORT

The bursar highlighted various points made in his report, which had been circulated. The conditions of service for academic staff were in the process of being finalised.

PJD/PBO
30/11/93

FINANCE COMMITTEE RECOMMENDATIONS

1. Laboratories:

Prior to the specific recommendations being considered, the Headmistress reported on the proposals of the architect in terms of which the upgrading of the laboratory facilities were estimated to cost approximately R1 000 000. Council agreed that this project should be accorded the highest priority and the Headmistress was authorised to instruct the architect to produce final drawings and firm prices for Council approval.

PJD
8/2/94

MA

ACTION

2. Indoor Sports Centre:

The bursar tabled a supplementary report from the Quantity Surveyors which indicated that professional fees would increase by R24 200 bringing the total value of the project to R2 359 200.

During a lengthy discussion, the Council considered:

- (a) The 4 year cash flow projections.
- (b) Possibilities of the Douglas Murray field being enlarged and the school's participation in its use, noting that our share of costs was as yet undetermined.
- (c) Major maintenance (see below).
- (d) Subsidies.
- (e) Squash Courts.
- (f) Design and Technology.
- (g) Need and desirability in the changing South Africa.

It was agreed that the Council delegate authority to the Finance Committee to award the contract for construction of the Sports Centre to Weston/Wade at a fixed price of R1 741 015 (excluding V.A.T)

SUBJECT TO

the Finance Committee being reasonably satisfied that future major maintenance expenditure could be accommodated within the anticipated cash flow on a worst scenario basis.

For this purpose a special Finance Committee meeting would be held (subsequently agreed to be on Wednesday 24 November 1993 at 07H30) to consider the financial implications after a preliminary report on major maintenance items by Mr Louw. The bursar was requested to provide estimates, including timing, of maintenance expenditure, laboratory upgrading and development of the Douglas Murray field, if possible.

All members of Council were invited to attend this meeting if so desired. In any event the final decision of the Finance Committee would be conveyed to Council immediately after the meeting. The Bursar was authorised to negotiate with the

GL
19/11/93

PBO
19/11/93

ALL
24/11/93

ACTION

contractors to hold their price firm for a further 10 day period.

PBO
16/11/93

3. Capital expenditure on special projects as summarised was noted and approved.
4. Council noted that the draft 1994 Budget would require amendments to maintenance expenditure and interest charges arising from capital expenditure borrowings. The final version would be circulated to members of Council.
5. The Council ratified and confirmed the action of the Bursar in submitting an offer of R220 000 to purchase the property situated at 26 Herschel Road, noting that the offer had been rejected.

PBO
30/11/93

SCHOLARSHIPS AND BURSARIES

The summary circulated by the Bursar was noted, the decreasing Norwegian government involvement being highlighted.

ESTATE COMMITTEE

(a) Security:

It was reported that work on the automation of the gates was proceeding and would hopefully be completed by the end of the term.

(b) Maintenance:

A proposal by Coetzee Campbell and Associates to conduct a full building maintenance survey and the preparation of a 5 year maintenance plan at a cost of R14 820 including V.A.T. was approved. Mr J.G. Louw disclosing his interest in the firm. The Finance Committee were authorised to react appropriately to the recommendations when received.

JGL
15/12/93

COMMUNICATIONS AND MARKETING COMMITTEE

The committee's report was noted. It was reported that the special fund raising drive for the chapel would be conducted early in 1994.

SL
LR
AS



5

ACTION

STRATEGIC PLANNING

The meeting was advised that a fruitful planning session with academic staff had taken place on Saturday 6 November 1993. Arising from this a staff committee had submitted a report recommending various outreach activities including the appointment of a responsible director. The Council were prepared to consider the concept favourably and to permit limited expenditure on research (with prior Finance Committee approval). It was stressed that the attitude of parents was important. Prof Johnson made the point that existing projects should be examined and offered his assistance. The planning process was being continued and would involve pupils and parents.

PJD
31/1/94

GB
Ongoing

OTHER BUSINESS

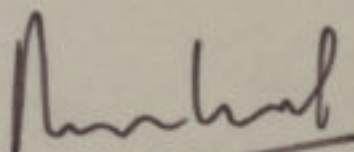
Mr J Gardener reported on the recent ISC executive meeting held in Cape Town.

1994 MEETINGS

The suggested dates for meetings in 1994 were approved:

Finance Committee	Council
Tuesday 8 February	Tuesday 22 February
Tuesday 10 May	Tuesday 24 May
Tuesday 2 August	Tuesday 16 August
Tuesday 1 November	Tuesday 15 November

All meetings to be held at 17H00.



CONFIRMED:

CHAIRMAN

DATE:

22 February 1994

