



CHEVRON

MINUTE BOOK

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THE PRESS

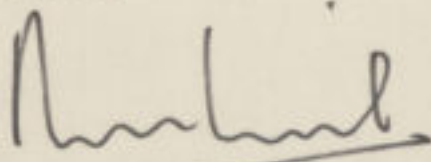
by waltons

W. 339

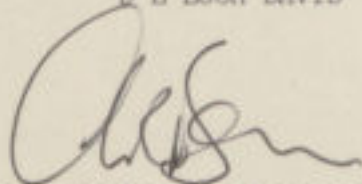
HERSCHKL ASSOCIATION

Council Resolution in writing in terms of clause 12.7 of the Articles of Association, dated 4 January 1994

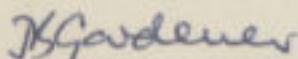
RESOLVED that the Association purchase Erf 54967 Claremont for the sum of R250 000.00 (Two Hundred and fifty thousand rand) and that PERRY BAXTER OERTEL, in his capacity as Secretary of the Association, be authorised and empowered to sign all documents relating to the transfer of the property into the name of the Association.



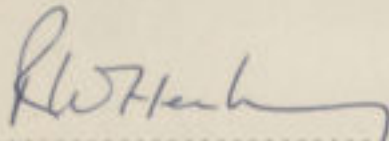
D L LOCH DAVIS



G BARR



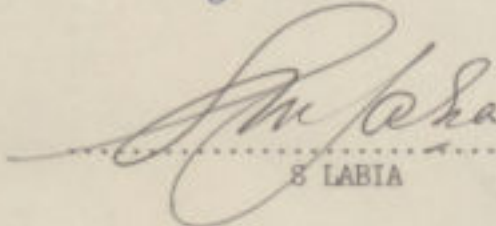
J GARDENER



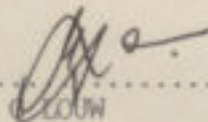
R HENDRY



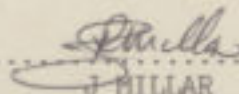
C T JOHNSON



S LABIA



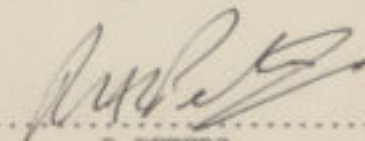
W MARSHALL-SMITH



J HILLAR



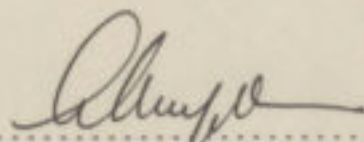
J HUDGE



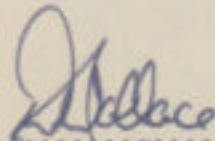
R PETERS



L REID



A SNYDERS



D WALLACE

R WOOD

HERSCHEL ASSOCIATION

COUNCIL MEETING 22 FEBRUARY 1994

ATTENDANCE REGISTER

D LOCH DAVIS

G BARR

J GARDENER

R HENDRY

C T JOHNSON

COUNTESS LABIA

B LOUW

W MARSHALL SMITH

J MILLAR

J MUDGE

R PETERS

MRS L REID

MRS A SNYDERS

D WALLACE

R WOOD

MRS P J DUFF

MRS M CHAMBERS

MRS M ROBINSON

P B DERTEL

(From 17 H 40)

(From 17 H 15)

APOLOGIES

APOLOGIES

P. J. Duff

Margaret Chambers

H. Robinson

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON TUESDAY 22 FEBRUARY 1994 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
 Mr G Barr (From 17h40)
 Mr J Gardener
 Mr R Hendry
 Prof C T Johnson (From 17h15)
 Countess Labia
 Mr G Louw
 Mr W Marshall Smith
 Mr J Millar
 Mr R Peters
 Mrs L Reid
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
 Mrs M V Chambers
 Mrs M Robinson
 Mr P B Oertel

APOLOGIES: Mr J Mudge
 Mr R Wood

ACTION

CONFIRMATION OF MINUTES

The minutes of the meeting held on 15 November 1993, having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings.

The resolution in writing dated 4 January 1994 was ratified and confirmed.

MATTERS ARISING

- (a) It was reported that after input from numerous sources the documentation was virtually complete. The Headmistress suggested that a meeting of all interested parties take place to bring the matter to a quick and final conclusion.

PJD
 31/3/94

ACTION

The meeting requested that the documentation be circulated prior to the next Council meeting before approval at that meeting.

PBO
15/4/94

- (c) **RESOLVED** that the Association accept overdraft facilities of R2 000 000 (Two million rand) from First National Bank of Southern Africa Limited on the conditions recorded in their letter of 24 December 1993.

PBO
IMMEDIATE

NOTED that in terms of an existing resolution the Association may not pledge, cede, hypothecate or otherwise encumber its fixed property without the prior written consent of the Bank.

REPORT OF HEAD OF PREPARATORY SCHOOL

The only comment made by Mrs Chambers was that enrolment had increased to 382 pupils.

REPORT OF HEADMISTRESS

Mrs Duff reported that Senior School enrolment was now 385 so that total school numbers were 767.

A suitable presentation by Council members to Mrs Val Stuart-Findlay on 21 March 1994 would be co-ordinated by the Bursar.

PBO
15/3/94

The bursar would circulate details of expected retirement benefits for those retiring in the next few years.

PBO
15/3/94

REPORT OF THE BURSAR

The Bursar highlighted various aspects of his report which had been circulated. In particular he drew attention to the need to control all expenditure extremely closely during 1994 and 1995. Council unanimously confirmed its full support of strict financial discipline. It was agreed that the Bursar should research the viability of telephone management systems.

PBO
31/3/94

ACTION

FINANCE COMMITTEE RECOMMENDATIONS

The recommendations were approved by Council as follows:-

1. APPROVAL OF ACCOUNTS

The Income Statement for the year ended 31 December 1993 and the Balance Sheet at that date were approved subject to audit.

2. CAPITAL DEVELOPMENT FUND

An amount sufficient to cover any accumulated deficit on operating should be transferred from the Capital Development Fund to operating account.

PBO
30/4/94

3. APPROVAL OF 1994 BUDGET

The revised budget was approved.

4. INTEREST DURING CONSTRUCTION

Interest, calculated at bank prime overdraft rate, on expenditure on the Indoor Sports Centre and upgrading of laboratories until the time of effective occupation should be capitalised as part of the cost of these projects.

PBO
ONGOING

5. OVERSEAS TRAVEL EXPENSES

The school would make a contribution to the overseas travel expenses of the Headmistress to make visits to Brooks School and various other educational institutions possible. The chairman of the Finance Committee and the Bursar were authorised to determine the amount of the contribution.

GB/PBO
15/3/94

6. FULL-TIME ACADEMIC STAFF EDUCATIONAL ALLOWANCES

After considerable discussion the allowances on tuition fees for children of full-time academic staff, who are pupils at the school, were increased to 50% from Term 2 of 1994. Bursary assistance where the financial need for such assistance is adequately motivated, could be sought.

PBO
31/3/94

ACTION**7. ACADEMIC STAFF REMUNERATION PACKAGES**

It was agreed that a special sub-committee consisting of the members of the Finance Committee, Professor Johnson and Mr Gardener review all staff remuneration arrangements. This review should encompass performance incentives and all benefits including the level of staff educational allowances.

**FINANCE
COMMITTEE
31/3/94**

The recommendations of this sub-committee would be considered at the next Council meeting.

**PBO
30/4/94**

SCHOLARSHIPS AND BURSARIES

The summary circulated by the Bursar was noted. A meeting of the Bursary committee would be held on 2 March 1994.

**PBO
IMMEDIATE**

ESTATE COMMITTEE

Mr Hendry commented on the committee's report which had been circulated.

COMMUNICATIONS AND MARKETING

The committee's report was tabled and considered. Countess Labia indicated that there could be merit in Preparatory School parent membership of Council.

STRATEGIC PLANNING

The current position of the planning process was noted and discussion was then focussed on the proposed Outreach programme. Professor Johnson gave details of the speakers he had organised to address both the Preparatory School and Senior School staff on Friday 25 February and referred to various sources of funding. It was agreed that no appointment should be made to the post of Outreach Co-ordinator until the matter had been fully considered by Council. For this purpose Council required detailed proposals and options, fully motivated with the financial implications clearly spelt

ACTION

out. A special sub-committee consisting of the Headmistress, Professor Johnson and Mr Wallace was charged with this assignment.

PJD
31/3/94

OTHER BUSINESS

(a) The following meeting dates were changed:-

- i) Finance Committee from 10 May to 11 May 1994.
- ii) Council from 15 November to 8 November 1994.

PBO
ONGOING

(b) The Chairman initiated discussion on the future composition of Council, stressing the desirability of new blood and a Council better reflecting all communities at the School. He invited Council members to submit names of prospective members to him.

ALL
30/4/94

NEXT MEETING

Tuesday 24 May 1994 following the Annual General Meeting at 17H00.

The meeting terminated at 19H15.

CONFIRMED:

.....
CHAIRMAN

DATE:

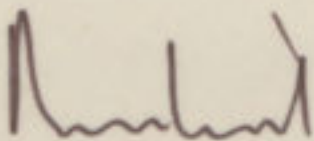
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HERSCHEL ASSOCIATION

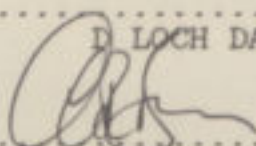
Resolution of Council in terms of the Articles of Association and dated 14th April 1994.

RESOLVED That Perry Baxter Oertel in his capacity as Secretary of the Association be authorised and empowered to sign the contract with Melon Street Property (Pty) Limited in the sum of R1 984 758.00 in respect of the Indoor Sports Centre, for and on behalf of the Association.

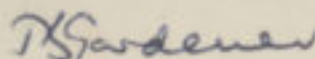
Signed:-



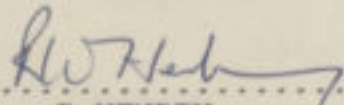
D. LOCH DAVIS



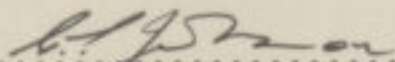
G BARR



J GARDENER



R HENDRY



C T JOHNSON

S LABIA

G LOUW

W MARSHAL SMITH

J MILLAR

J MUDGE

R PETERS

L REID

A SNYDERS

D WALLACE

R WOOD



Headmistress: Mrs. P.J. DUFF, B.Sc., U.E.D.
Telephone 64-4010

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 Tuesday 24 May 1994 at 17h00 for the purpose of transacting the following business:-

1. To approve the minutes of the Annual General Meeting held on 25 May 1993.
2. To receive, consider and approve the 1993 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:-

Mrs A. Snyders
W. Marshall Smith
D. Loch Davis
Prof C. T. Johnson

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
19 MAY 1994

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 24 MAY 1994
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 24 May 1994 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	<i>[Signature]</i>
G Barr	1	<i>[Signature]</i>
J Gardener	1	<i>J Gardener</i>
R Hendry	1	<i>R Hendry</i>
Prof C T Johnson	1	<i>[Signature]</i>
Countess Labia	1	<i>[Signature]</i>
G Louw	1	<i>[Signature]</i>
J Millar	1	<i>[Signature]</i>
J Mudge	1	<i>[Signature]</i>
R Peters	1	<i>[Signature]</i>
A Snyders	1	<i>[Signature]</i>
D Wallace	1	<i>[Signature]</i>
Mrs P J Duff	1	<i>P. J. Duff</i>
	4 969	

Cape Town

24 May 1994

HERSCHEL ASSOCIATION

Minutes of Annual General Meeting held in the Herschel
Library on Tuesday 24 May 1994 at 17h00

PRESENT: Mr G Barr (In the Chair
Mr J R Millar (Representing The Herschel Trust)
Mrs P J Duff
Mr J Gardener
Mr R Hendry
Prof C T Johnson
Countess Labia
Mr G Louw
Mr J R 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: Mr D Loch Davis
Mr W Marshal Smith
Mrs L Reid
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 25 May 1993 were tabled, scrutinised and duly approved as a correct record of the proceedings.



1993 ANNUAL FINANCIAL STATEMENTS

The 1993 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 Mr D Wallace sign the Council's Report on behalf of the Council.

ELECTION OF COUNCILLORS

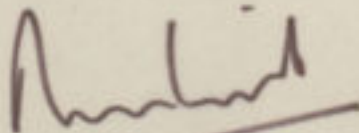
Having been proposed and duly seconded it was unanimously resolved that councillors be elected by means of a single resolution. Accordingly, having been duly proposed and seconded, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected as councillors:-

Prof. C T Johnson
Mr D. Loch Davis
Mr W. Marshall Smith
Mrs A. Snyders

RE-APPOINTMENTS 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:

DATE: 23 May 1995

HERSCHEL ASSOCIATION
COUNCIL MEETING 24 MAY 1994
ATTENDANCE REGISTER

D LOCH DAVIS	APOLOGIES.....
G BARR	<i>[Signature]</i>
J GARDENER	<i>B. Gardener</i>
R HENDRY	<i>R. Hendry</i>
C T JOHNSON	<i>C. T. Johnson</i>
COUNTESS LABIA	<i>Countess Labia</i>
G LOUW	<i>G. Louw</i>
W MARSHALL SMITH	APOLOGIES.....
J MILLAR	<i>J. Millar</i>
J MUDGE	<i>J. Mudge</i>
R PETERS	<i>R. Peters</i>
MRS L REID	APOLOGIES.....
MRS A SNYDERS	<i>A. Snijders</i>
D WALLACE	<i>D. Wallace</i>
R WOOD	APOLOGIES.....
MRS P J DUFF	<i>P. J. Duff</i>
MRS M CHAMBERS	<i>Margaret Chambers</i>
MRS M ROBINSON	<i>Margaret Robinson</i>
P B OERTEL	<i>P. B. Oertel</i>

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON TUESDAY 24 MAY 1994 AT 17H00

PRESENT: Mr G. Barr (In the Chair)
 Mr J Gardener
 Mr R Hendry
 Prof C T Johnson
 Countess Labia
 Mr G Louw
 Mr J Millar
 Mr J Mudge
 Mr R Peters
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
 Mrs M V Chambers
 Mrs M Robinson
 Mr P B Oertel

APOLOGIES: Mr D Loch Davis
 Mr W Marshall Smith
 Mrs L Reid
 Mr R Wood

ACTION

CONFIRMATION OF MINUTES

The minutes of the meeting held on 22 February 1994, having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings.

MATTERS ARISING

- (a) The Conditions of Service for Academic Staff which had been circulated and vetted by an expert from B.P. were approved.
- (b) The Bursar reported that the Finance Committee had approved the acquisition of a computerised Telephone Management System at a cost of R5 466.00. The anticipated payback period is 15 months.

- 2 -

- (c) The sub-committee appointed to consider academic staff remuneration packages was gathering information and and would meet in due course.

ACTION

PJD
30/6/94

REPORT OF HEAD OF PREPARATORY SCHOOL

The meeting was advised of Mrs Blencowe's operation and the sad loss of her baby. Mrs Chambers referred to the UWC initiative in the fields of Mathematics and Science teacher upgrading and hoped that as a result of a visit by the UWC team the school would play a major role as part of the Herschel Outreach Programme.

REPORT OF HEADMISTRESS

Referring to her report, the Headmistress drew attention to the retirement of Mrs Chambers and Mrs Robinson at the end of 1994. The Chairman expressed the thanks of council to these two ladies and congratulated them on their fine record of service to the school. It was agreed as a matter of policy that senior posts should be advertised. The Headmistress commented on the scholarship and entrance examinations, visits to overseas schools (selected slides shown after the meeting) and arrangements for Speech Day on 21 October 1994.

PJD

BURSAR'S REPORT

The Bursar highlighted the increase of 18.18% in the C.E.D. subsidy to March 1995, the need to manage the overdraft carefully at year end and the uncertainties inherent in budgeting for 1995

FINANCE COMMITTEE RECOMMENDATIONS

The recommendations of the committee were approved as follows:

1. The audited 1993 Annual Financial Statements were approved and Messrs G. Barr and D. Wallace were authorised to sign these and the Council Report on behalf of the council.
2. With effect from 1 January 1994 depreciation on additions to fixed assets should be calculated from the date that these were taken into use.
3. A general salary increase of 8% for academic staff from 1 July 1994 was approved. It was noted that 1995 fees would be set in Term 3.
4. The procedure for Capital Expenditure was approved and the Bursar requested to formulate the reporting format.
5. Additional expenditure of R66 500 to upgrade the quality of the floor in the Indoor Sports Centre was approved.

PBO
30/6/94

W

ACTION

SCHOLARSHIPS AND BURSARIES COMMITTEE

The 1994 summary was noted, it being reported that 28 pupils were receiving bursary assistance. The Committee would meet on 15 June 1994.

PBO
7/6/94

ESTATE COMMITTEE REPORT**Sports centre**

Mr Hendry commented on the good progress of the Sports Centre development where the final cost was estimated to be R2 517 152. Variations other than the upgrading of the floor were:-

- (a) Additional brickwork to cover stanchions.
- (b) Conversion of planned store into gym circuit room.
- (c) Mechanical ventilation in circuit room.
- (d) Glass screens in showers.
- (e) Security gates and lighting.

26 Herschel Road

The meeting accepted that expenditure of some R56 000 on the upgrading of the house at 26 Herschel Road was necessary. This cost could be reduced by using school staff for painting.

PBO
31/5/94

Science Laboratories

The meeting noted the estimate of R920 000 recently received from C.P. de Leeuw, Walden and Colussi which compares with the previous estimate of R1 040 000. It was not immediately apparent to what extent expenditure on fittings varied between the two estimates. The meeting agreed that the recommendations of our Quantity Surveyors to negotiate a fixed price contract with Weston/Wade be pursued, total costs including fees and VAT to be in the range of R920 000 to R1 040 000. It was agreed that working drawings be submitted to the City Council for approval to enable demolition to be commenced during the mid-year holidays.

PBO
15/6/94

School Maintenance

Mr Louw commented on the Herschel Maintenance Manual which was tabled, pointing out that this was a living system which would grow over time and provide the disciplines for a sound maintenance programme. It was agreed that the system be implemented and that urgent maintenance priorities should be identified and executed. It was noted that there could be a delay arising from the Estate Manager's absence for health reasons.

PBO
ONGOING

M

- 4 -

ACTION

Security

The Bursar undertook to investigate interruptions to the movement of electronic gates possibly due to driver impatience.

PBO
31/5/94

COMMUNICATION AND MARKETING REPORT

Countess Labia commented on the report which had been circulated.

STRATEGIC PLANNING

Outreach Programme

The Headmistress reported that she and Mrs M Kershaw would meet with Prof. Johnson and Mr D. Wallace shortly to finalise the motivation, including costs, and would report to the next meeting. Prof. Johnson made the point that the UCW initiative on teacher training was a national activity and that he hoped Herschel would become a major role player.

PJD
30/6/94

Overall Planning

The Chairman would meet with the Headmistress and Bursar to draft a new 5 year plan for submission to Council. It was agreed that a special meeting be held on Tuesday 9 August 1994 to consider the revised plan.

GB
15/7/94

COMPOSITION OF COUNCIL

It was agreed that this matter be deferred to the next meeting.

PBO
16/8/94

OTHER BUSINESS

(a) Herschel Group Pension Fund

It was agreed that the rules of the fund be amended to incorporate:-

- (i) The appointment of a Principal Officer; and
- (ii) The establishment of a Board of 4 Trustees, 1 to be elected by members and the remaining 3 to be nominated by Council subject to 1 of the Council nominees being a member of the fund.

Subject to the rule amendments being approved by the Registrar of Pension Funds, the Council nominees would be Mrs P J Duff (member), Mr D Wallace and Mr J Millar.

PBO
15/6/94

It was agreed that the Finance Committee should take a final decision on whether a further rule amendment to provide for late retirement (after age 63) should be incorporated. It was stressed that the financial implications for the fund should be fully examined. It was also noted that in the event of late retirement being feasible, the Conditions of Service for Academic Staff should be consistent with the amended Pension Fund rules. PBO 15/6/94

(b) Waiting Lists

The Headmistress reported that demand for places seemed to be growing and that waiting lists were looking healthy.

(c) S. Qabaka

The Headmistress reported that this former employee had passed away. The Bursar advised that his pension would continue until September 1994, whereafter his widow would receive a widow's pension (50%)

(d) Sports Centre

It was noted that consideration would be given to a suitable function for the opening of the Indoor Sports Centre.

PJD
31/7/94

FUTURE MEETINGS

Tuesday 9 August 1994 at 17H00 (Special)

Tuesday 16 August 1994 at 17H00 (Normal)

The Meeting terminated at 18H25.

CONFIRMED
CHAIRMAN

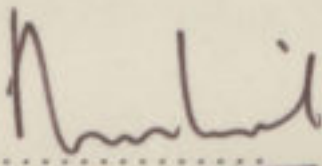
DATE 16. 08. 1994

HERSCHEL ASSOCIATION

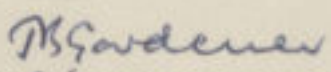
Resolution of Council in terms of the Articles of Association and dated 9 August 1994.

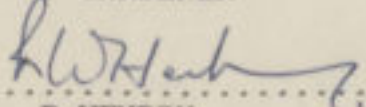
RESOLVED That Perry Baxter Oertel in his capacity as Secretary of the Association be authorised and empowered to sign the contract with Melon Street Property (Pty) Limited in the sum of R610 577.00 in respect of the upgrading of Laboratories.

Signed:-

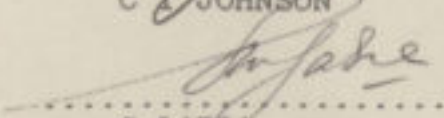

D. LOCH DAVIS

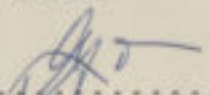

G BARR

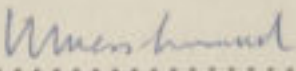

J GARDENER

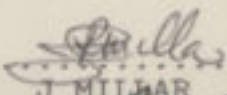

R HENDRY

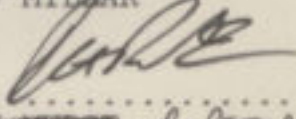

C Z JOHNSON

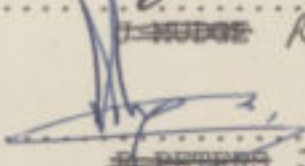

S LABIA


G LOUW

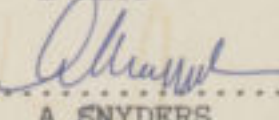

W MARSHALL SMITH

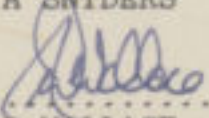

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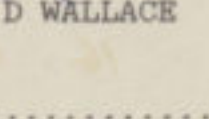

~~J. MUDGE~~ R. PETERS


~~R. PETERS~~ J. MUDGE


L REID


A SNYDERS


D WALLACE


R WOOD

HERSCHEL ASSOCIATION
SPECIAL COUNCIL MEETING 9 AUGUST 1994
ATTENDANCE REGISTER

D LOCH DAVIS

G BARR

J GARDENER

R HENDRY

C T JOHNSON

COUNTESS LABIA

G LOUW

W MARSHALL SMITH

J MILLAR

J MUDGE

R PETERS

MRS L REID

MRS A SNYDERS

D WALLACE

R WOOD

MRS P J DUFF

MRS M CHAMBERS

MRS M ROBINSON

P B OERTEL

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J S Gardener
R J Hendry
C T Johnson
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~~APPOLOGIES~~ *W Marshall Smith*
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 APOLOGIES
P. J. Duff
Margaret Chambers
M Robinson
[Signature]

HERSCHEL ASSOCIATION

MINUTES OF SPECIAL COUNCIL MEETING (STRATEGIC PLANNING)

HELD ON TUESDAY 9 AUGUST 1994 AT 17H00 IN THE SCHOOL LIBRARY

PRESENT: Mr G Barr (In the Chair until 18H00)
 Mr D Wallace (In the Chair from 18H00)
 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
 Mrs L Reid
 Mrs A Snyders
 Mrs P J Duff
 Mrs M Chambers
 Mrs M Robinson
 Mr P B Oertel

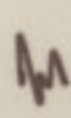
APOLOGIES: Mr D Loch Davis
 Mr R Peters
 Mr R Wood

INTRODUCTION

The Chairman outlined the planning scenario indicating that while the future was uncertain he believed that it was positive with many opportunities to be exploited. Limited growth in pupil numbers dictated a prudent approach and cost containment but without any diminution in the quality of our product. He felt that only critical capital expenditure could be contemplated. In this environment he felt that a performance culture should be developed.

PRESENTATION BY HEADMISTRESS

The Headmistress highlighted various aspects of the Updated School Plan which had been circulated to members with particular emphasis on Design Technology, Information Technology, Bursaries, Communication and Systems Development.



COMMENTARY BY BURSAR

The Bursar referred to known financial factors and the uncertainty inherent in many key areas particularly the question of ongoing subsidy receipts. In his opinion caution and prudence should be the keynote for current planning. A scenario incorporating ongoing subsidies at a 50% level was tabled to illustrate the dramatic effect on profitability and cash flow. Various recommendations were made by the Bursar (see below).

DECISIONS

During and after discussion the following decisions were taken:-

1. The outreach content of the planning document should be developed.
2. After suitable research, firm proposals on Design and Technology should be submitted to Council.
3. While the planning document was largely for internal use, selective portions would be published on occasion. In such case phrasing was important and Mr Gardener agreed to assist with any editing requirement.
4. Information should be collected from past pupils on their career development to establish indications of any areas where Herschel teaching could be more effective.
5. Career guidance and appropriate preparation of pupils was of fundamental importance.
6. In regard to communication, it was felt that general parents' meetings were inappropriate and that the present programme especially the Headmistress' newsletters was satisfactory. The Public Relations Committee should make suggestions to the Headmistress when appropriate.
7. The Bursary Fund should continue to be built up. Consideration should be given to a special appeal to parents. The use of professional fund raisers was not generally favoured. Funding from overseas sources should continue to be borne in mind.
8. Proposals in regard to the Douglas Murray field should be examined by the Estate and Finance Committees.



- 3 -

9. The following recommendations by the Bursar were approved:-

- a) The responsibility to reduce the bank overdraft and attendant interest was acknowledged.
- b) Normal capital expenditure should be limited to approximately two thirds of the depreciation provision and exceptional major capital expenditure should not be contemplated at this stage.
- c) 1995 fees should be increased at a rate higher than the inflation rate to provide a buffer. (Final decision to be taken on 16 August 1994).
- d) Cost control and containment, without loss of quality, was required. Management incentives should be considered.
- e) The outreach and bursary programmes should be accelerated.
- f) The Planning and Finance Committee should continue to review and monitor progress on an ongoing basis and make appropriate recommendations to Council when the subsidy question had been clarified.

10. Subject to the above, the planning document was approved.

The meeting terminated at 18H55.

CONFIRMED
CHAIRMAN

DATE 08. 11. 1994

HERSCHEL ASSOCIATION
COUNCIL MEETING 16 AUGUST 1994

ATTENDANCE REGISTER

D LOCH DAVIS

G BARR

J GARDENER

R HENDRY

C T JOHNSON

COUNTESS LABIA

G LOUW

W MARSHALL SMITH

J MILLAR

J MUDGE

R PETERS

MRS L REID

MRS A SNYDERS

D WALLACE

R WOOD

MRS P J DUFF

MRS M CHAMBERS

MRS M ROBINSON

P B OERTEL

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APOLOGIES

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HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON TUESDAY 16 AUGUST 1994 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
 Mr G Barr
 Mr R Hendry
 Prof C T Johnson
 Countess Labia
 Mr G Louw
 Mr J Millar
 Mr J Mudge
 Mr R Peters
 Mrs L Reid
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
 Mrs M Robinson
 Mr P B Oertel

APOLOGIES: Mr J Gardener
 Mr W Marshall Smith
 Mr R Wood
 Mrs M V Chambers

ACTION

CONFIRMATION OF MINUTES

The minutes of the following meetings held having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings:-

- Council Meeting 24 May 1994
- Annual General Meeting 24 May 1994

The following Resolutions in writing were ratified:-

14 April 1994
 9 August 1994

It was agreed that the minutes of the Special Meeting held on 9 August 1994 be confirmed at the next Council Meeting.

M

MATTERS ARISING

a) Academic Staff Remuneration

Further information on the ISC Salary Survey was being obtained so that this matter could be pursued.

PBO
IMMEDIATE

b) Pension Fund

- i) The Finance Committee had agreed that no rule change be made to provide for late retirement as adequate contractual arrangements could be made with retirees for post retirement service.
- ii) The Finance Committee had requested an investigation into the feasibility of converting from the existing defined benefit Pension Fund to a defined cost Provident Fund.

REPORT OF HEAD OF PREPARATORY SCHOOL

In the absence of Mrs Chambers due to illness, Mrs Duff reported that the school was running well with good waiting lists. Publicity would be given to outreach activities. There was a good degree of parental involvement including reading in Standard 1 and exposure to new mathematics teaching.

REPORT OF HEADMISTRESS

Mrs Duff drew attention to teacher retirements in the next three years and reported on progress made in the appointment of a Preparatory School Head. Mrs Lesley McIntyre, formerly at St. Charles, Pietermaritzburg, had been appointed Deputy Head of the Senior School from the start of 1995. She would be a relieving Biology teacher in the 4th term, thus facilitating the hand-over from Mrs Robinson. Mrs Duff also drew attention to forthcoming events. It was agreed that a small function be held for the opening of the Sports Hall probably in the week commencing 19 September.

PJD
31/8/94

Developments in Education were discussed in some detail, the conclusion being that it was essential that the positioning of Herschel be totally relevant.

PJD
ONGOING

BURSAR'S REPORT

The Bursar drew attention to his report, the commentary submitted to the Finance Committee, and the papers circulated including the minutes of the Finance Committee Meeting. It was necessary to fix 1995 fee levels at this meeting so that a term's notice could be given.

M

ACTION

FINANCE COMMITTEE RECOMMENDATIONS

The undernoted recommendations were approved.

1. That the fee levels for 1995 be set at the amounts reflected in the schedule submitted to the meeting. The draft letter to parents was approved subject to minor amendments.
2. The Bursar investigate the feasibility of converting the present defined benefit Pension Fund to a defined cost Provident Fund and that he report to the Finance Committee which will in turn make appropriate recommendations to Council.

PBO
31/8/94

PBO
30/9/94

SCHOLARSHIPS AND BURSARIES

The summary was duly noted. The Bursar reported that the sum of R23 000 had been received from a Trust in Johannesburg.

ESTATE COMMITTEE

Mr Hendry commented on his report which had been circulated. Mr Louw would be meeting with Mr Bold shortly to determine maintenance priorities.

GL
31/8/94

COMMUNICATIONS AND MARKETING COMMITTEE

The report of the Committee was duly noted. It was agreed that in future the Indoor Sports Centre should be referred to as the Sports Hall. Countess Labia was warmly thanked for her co-ordination of the sterling efforts of the Chapel Committee.

STRATEGIC PLANNING

a) Outreach

Mrs P Allen had visited schools in the Transvaal and was researching activities at Western Cape Schools. Professor Johnson had been guiding and assisting Mrs Allen, for which thanks were expressed. It was agreed that Mrs Allen be invited to present her report and plan to Council. It was noted that she should incorporate objectives, time-frame and funding.

PJD
ONGOING

b) Douglas Murray Field

It was reported that joint development of this project seemed unlikely by virtue of the estimated costs involved. The Bursar would discuss the matter with Mr P Biden and was requested to check the legal aspect of reclaiming the Herschel owned land as it was felt that this should be re-incorporated into the Herschel property.

PBO
31/8/94

M

- 4 -

ACTION

COMPOSITION OF COUNCIL

It was agreed that the Chairman and Countess Labia be considered as an ad hoc Committee to formulate an appropriate profile for Council composition and to recommend a minimum of two additional members for consideration.

DLD/SL
8/11/94

NEXT MEETING

Tuesday 8 November 1994 at 17H00.

The meeting terminated at 18H35.

Confirmed
Chairman

Date 08. 11. 1994

HERSCHKL ASSOCIATION
COUNCIL MEETING 8 NOVEMBER 1994
ATTENDANCE REGISTER

D LOCH DAVIS

G BARR

J GARDENER

R HENDRY

C T JOHNSON

COUNTESS LABIA

G LOUW

W MARSHALL SMITH

J MILLAR

J MUDGE

R PETERS

MRS L REID

MRS A SNYDERS

D WALLACE

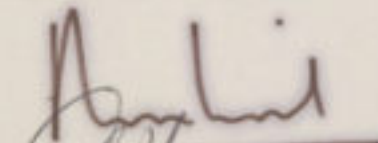
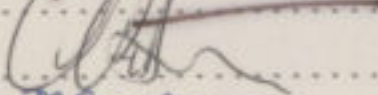
R WOOD

MRS P J DUFF

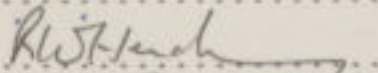
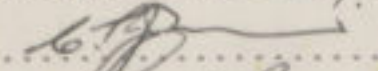
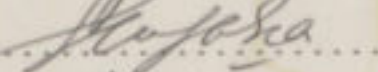
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MRS M ROBINSON

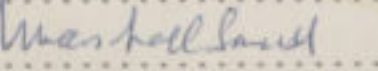
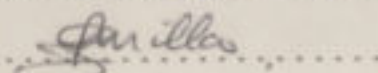
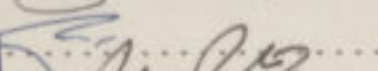
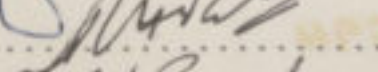
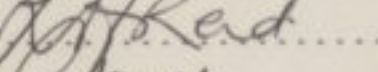
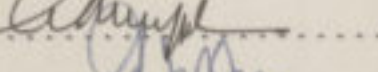
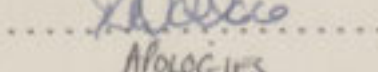
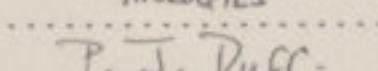
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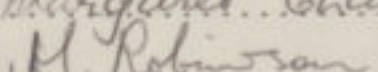
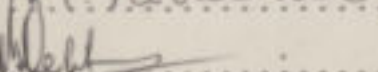
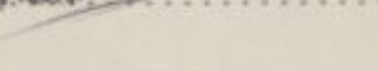
J B Gardener

APOLOGIES

APOLOGIES



HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON TUESDAY 8 NOVEMBER 1994 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 W Marshall Smith
 Mr J Millar
 Mr J Mudge
 Mr R Peters
 Mrs L Reid
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
 Mrs M V Chambers
 Mrs M Robinson
 Mr P B Oertel
 Mrs P L Allen (until 17H30)

APOLOGIES: Mr G Louw

ACTION

RESIGNATION

The Chairman advised that Mr R Wood had decided that he should vacate his seat and had tendered his resignation. The Chairman's letter of appreciation was tabled. Council passed a unanimous vote of thanks to Mr Wood for his major contribution while on Council.

FAREWELL

The Chairman recorded that this meeting would be the last for Mrs Margaret Chambers (7 years service) and Mrs Margaret Robinson (4 years service), as both would be retiring on 31 December 1994. There would be a farewell function on Friday 25 November 1994 from 18H00 to 20H00, at which appropriate tributes would be paid. Council members should note this date.

ALL

M

- 2 -

ACTION

OUTREACH PRESENTATION

Prior to the commencement of the formal business, the Chairman requested Mrs Paddy Allen to elaborate on her report which had been circulated. During discussion Mrs Allen commented, inter alia, on entrepreneurship, informal business and small business development. Council felt that the outreach programme should be commenced in a small and concentrated manner. It was accordingly agreed to proceed with three projects:

- a) President's Award Programme
- b) Mathew Goniwe School
- c) Goldfields Primary Maths Project.

Mrs Allen was requested to determine precise resource requirements, formulate detailed budgets and proceed with efforts to obtain funding. It was recognised that there could be costs which the school would have to absorb.

The offer of assistance by Mr Franklin Sonn was noted with appreciation.

Mrs Allen was warmly thanked for her considerable efforts and requested to report on a periodic basis.

PJD
IMMEDIATE

CONFIRMATION OF MINUTES

The minutes of the following meetings held having been circulated, were taken as read and signed by the Chairman as correctly recording the proceedings:-

- Special Council Meeting 9 August 1994
- Council Meeting 16 August 1994

MATTERS ARISING

- a) Academic Staff Remuneration

The requisite information had been conveyed to the Finance Committee Chairman who would finalise the matter.

GB
30/11/94

- b) Pension Fund

Mrs Bray had been elected unopposed as the Members' Trustee. The actuarial valuation was being finalised and a trustees' meeting would be held shortly after receipt of the report. Presentations to the Finance Committee on defined cost funds would be made at a similar time.



ACTION

REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Chambers supplemented her report by adding that the charity walk had raised R27 703.64. All involved at the Preparatory School were warmly congratulated.

REPORT OF HEADMISTRESS

Amplifying her report, the Headmistress outlined future development priorities at the Preparatory School:-

- a) Assembly Hall
- b) Swimming Pool
- c) Music Block
- d) Library/Resource Centre

It was noted that the portion of land attached to the Douglas Murray Field would be required and was being re-claimed from WPPS.

PBO
IMMEDIATE

There had been extremely positive feedback on the new chapel.

Missing or damaged plaques on theatre chairs would be handled.

PJD
31/12/94

Security problems were discussed.

PBO
IMMEDIATE

OTHER REPORTSa) Bursar's Report

Recommendations in regard to the anticipated 1994 surplus would be made at the next Council Meeting.

PBO
31/1/95

Increased 1995 enrolment could give rise to a substantial budgetted operating surplus, which Council felt was appropriate having regard to future financial uncertainties.

b) Finance Committee Recommendations

None were tabled for this meeting.

c) Scholarships and Bursaries

The summary was noted and the Headmistress gave details of the efforts to reactivate the Norwegian Government support.

PJD
ONGOING



- 4 -

ACTION

d) Estate Committee

The Headmistress was requested to make recommendations for the use of the 26 Herschel Road property.

PJD
31/1/95

In a further discussion on security, Mr Hendry was requested to investigate the costs of an emergency standby power supply and to evaluate the school circuitry and current loadings.

RH
31/1/95

e) Communications and Marketing Committee

Arising from the report it was agreed that a "walk-about" by Council be organised. Countess Labia gave details of the sources of funds for the Chapel Appeal, noting that Preparatory School parents had responded exceptionally well.

PJD
31/1/95

f) I.S.C. Report

Mr J Gardener, the council representative and Western Cape ISC Chairman, gave a brief report commenting on current uncertainty in education, ISC representations on the Education White Paper, approaches to government at various levels, Occupational Health and Safety Act, Unions, Liability Cover and Health Care.

STRATEGIC PLANNING

A review meeting was planned for mid - 1995. The approved plan would be circulated to Members of Council.

PBO
30/11/94

COMPOSITION OF COUNCIL

The Chairman reported that some progress had been made with identification of potential candidates but that no recommendations could be made to Council at this stage.

DLD/SL
ONGOING

OTHER BUSINESS

- a) The Headmistress reported on recent activities involving clubs and forged identity documents. Council agreed that the Headmistress should send a letter to all parents, warning of the dangers inherent in such behaviour.

PJD
15/11/94

ACTION

- b) The bursar drew attention to a "Lift Club" type shuttle service and an enhanced Personal Accident Insurance, where the promoters wished information to be conveyed to parents by the school. Even though such offers could be of interest to certain parents, it was felt that the school should not become involved largely because it might be implied that the school was endorsing such products or services.

1995 MEETINGS

These were agreed as follows:-

Finance Committee

7 February 1995
9 May 1995
8 August 1995
7 November 1995

All on Tuesdays at 07H00

The meeting terminated at 19H10.

Council

21 February 1995
23 May 1995 and AGM
22 August 1995 and Dinner
14 November 1995

All on Tuesdays at 17H00

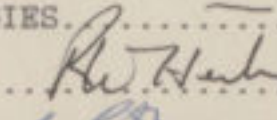
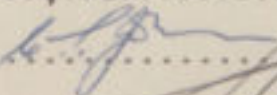
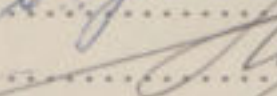
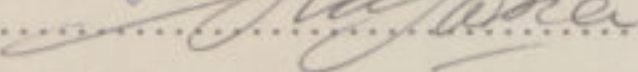
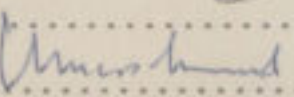
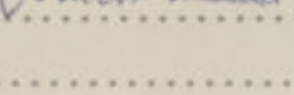
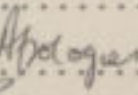
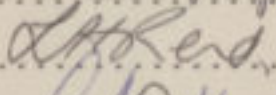
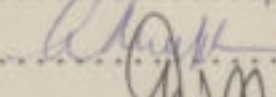
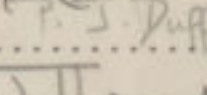
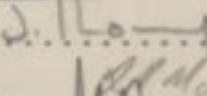
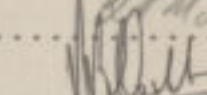
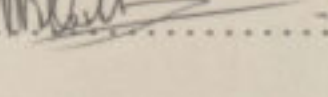
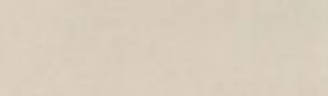
Confirmed
Chairman

Date 21. 02. 1995

HERSCHKL ASSOCIATION

COUNCIL MEETING 21 FEBRUARY 1995

ATTENDANCE REGISTER

D LOCH DAVIS		
G BARR		
J GARDENER ..APOLOGIES.		
R HENDRY		
C T JOHNSON		
COUNTESS LABIA		
G LOUW		
W MARSHALL SMITH		
J MILLAR	—	
J MUDGE APOLOGIES.		
R PETERS		
MRS L REID		
MRS A SNYDERS		
D WALLACE		
MRS P J DUFF		
MRS J THOMPSON		
MRS L MACINTYRE		
P B OERTEL		

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON TUESDAY 21 FEBRUARY 1995 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
 Mr G Barr
 Mr R Hendry
 Prof C T Johnson
 Countess Labia
 Mr W Marshall Smith
 Mrs L Reid
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
 Mrs J Thompson
 Mrs L MacIntyre
 Mr P B Oertel

APOLOGIES: Mr J Gardener
 Mr J Mudge
 Mr R Peters

ACTION

WELCOME

The Chairman welcomed both Mrs Thompson and Mrs MacIntyre to their first Council Meeting and expressed the wish that they would have a long and happy association with the school.

DOMESTIC MATTERS

The bursar reported on conversations with Mr J Gardener and Mr J Mudge, both recovering from surgery. The Council unanimously expressed the wish that their recovery would be speedy and complete. The bursar was requested to write to them accordingly.

PBO
IMMEDIATE

The bursar read a letter of thanks from Mrs N Robb responding to the Headmistress' letter of condolence on the death of Mr Frank Robb, a former Chairman of the School Council.

CONFIRMATION OF MINUTES

The minutes of meeting held on 8 November 1994, having been circulated, were taken as read, approved and duly signed by the Chairman as correctly recording the proceedings.

M

- 2 -

ACTION

MATTERS ARISING

1. The Headmistress reported:-

- a) An Outreach report was tabled.
- b) Repairs to theatre chair plaques were in hand.
- c) A letter had been addressed to parents in regard to clubs.

2. WPPS had agreed to the return of the portion of land lent to them for use with the Douglas Murray field but had subsequently indicated that 12 months notice could be applicable. Council were of the opinion that adequate documentation should be provided to substantiate this claim.

PBO
IMMEDIATEREPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Thompson amplified her report by noting that Mrs Heather Bailey had been appointed to succeed Mrs M Davies who was retiring. The outreach function on 22 February for 70 teachers would take the form of a workshop.

The Headmistress commented that Mrs Thompson had received a warm welcome from the parent body.

Following discussion it was agreed that the Estate Committee should investigate a security wall/fence on the Douglas Murray field boundary and the possibility of a contribution from the City Council.

RH
30/4/95REPORT OF HEADMISTRESS

It was agreed that a date would be advised to Council members for a farewell function for Mrs Margie Davies (20 years service) and Mrs Bernice Louw (18 years service).

PJD

An opening function for the upgraded Science Laboratories would be arranged for the second term.

PJD
15/3/95

Council congratulated the Headmistress and staff on the 1995 matriculation results and requested that this be conveyed to all teachers involved. Mr Mudge's favourable comments were specifically noted.

It was confirmed that the Headmistress would be attending the International Conference of School Principals in August.

It was agreed that Miss C Sweet could complete the academic year and retire at the end of 1995.

PJD

Council resolved that post retirement employment should be reviewed every six months.

PJD
ONGOING

M

ACTION

BURSAR'S REPORT

The bursar highlighted various aspects of his report. The audit would be conducted during the April school holiday. It was agreed that the Parents' voluntary levy be continued.

In regard to further capital expenditure which may be approved after the subsidy continuation had been clarified, it was agreed that the Estate Committee should arrange for a master plan to be prepared for the Preparatory School, based on a land survey to be commissioned.

RH
30/4/95

The Headmistress commented that the order of priority for Preparatory School developments was:-

1. Hall
2. Swimming Pool
3. Junior Preparatory reading room.
4. Music Centre. (later)

It was agreed that the Master Plan and broad estimates with a time scale should be considered at the next meeting.

PJD/PBO
30/4/95

FINANCE COMMITTEE RECOMMENDATIONS

The recommendations by the Committee as follows were approved:-

1. The draft Annual Financial Statements for 1994 be approved subject to audit and minor amendment.
2. R250 000 of accumulated income in the Bursary Fund be transferred to capital account in the Fund.
3. R65 000 be provided for future maintenance expenditure.
4. No interest during construction of the Sports Hall be capitalised.
5. The existing depreciation policy be maintained.
6. Provision be made for employer's contributions to the Pension Fund to be increased to 11.44% from 1 March 1994, a final decision in regard to payment to be considered at the time recommendations for a defined cost fund were made.
7. Interest on 4 Schools Trust Loan and Bursary Fund be calculated at 15.25% p.a. for 1994.
8. The provision for Bad Debts be increased to R55 000.
9. Normal capital expenditure for 1995 totalling R367 231 be approved.

M

- 4 -

ACTION

SCHOLARSHIPS AND BURSARIES COMMITTEE

The summary was noted, the increase in staff allowances being highlighted.

The Headmistress reported that the application to the Norwegian Ambassador for continued bursary funding had drawn a negative response.

ESTATE COMMITTEE

A decision on the future of the 26 Herschel Road property would be made at the Strategic Planning Meeting.

COMMUNICATIONS AND MARKETING COMMITTEE

A walkabout inspection for Council would be arranged probably immediately prior to the next Council Meeting.

Parents should be advised of outreach activities by the inclusion of a section in the next newsletter with specific reference to the use of unutilised Herschel facilities, teacher involvement and sponsorships.

PJD
15/3/95

PJD
IMMEDIATE

PENSION FUND

It was recorded that the scheme was 102% funded. A final decision on the increase of employer's contributions would be made after the declaration of the Southern Life Guaranteed Fund bonus and recommendations in regard to a defined cost scheme.

PBO
30/4/95

STRATEGIC PLANNING

A memorandum from the Bursar regarding the plan updating was tabled and noted.

It was suggested that a Special Council Meeting for the Strategic Plan Review be held on Tuesday 16 May 1995 at 17H00 (duration up to 3 hours with a finger supper). Council members were requested to advise the bursar if any had problems with this date.

ALL
IMMEDIATE

ISC REPORT

In the absence of Mr Gardener the Headmistress reported on the favourable meeting with Mrs M Olckers the Provincial Minister of Education, continuation of subsidy (but reduced and still subject to allocation), the Educators Labour Relations Act and the effect of the national constitution on schools.



ACTION

She advised the meeting that Mr J Gardener had indicated his desire to stand down as the Herschel ISC representative and that it would be necessary to appoint a successor. Mr D Wallace undertook to consider whether he could accept appointment.

DW
30/4/95

COMPOSITION OF COUNCIL

The matter would be further considered at the Special Planning Meeting.

DLD
16/5/95

OTHER BUSINESS

- a) Compulsory Pupil Personal Accident Insurance - agreed that the medical limit be increased to R20 000 at a cost of R12.50 per pupil p.a.
- b) Staff List - agreed that Council members be provided each year with a list of staff reflecting new teachers, classes or subjects taught, and those receiving tuition allowances for children.
- c) The Headmistress advised that the 1995 ISC conspectus would be sent to all Council members.
- d) The Council was unanimously supportive of the Headmistress in her actions to stamp out drug and other substance abuse by pupils, including refusal to re-admit pupils where abuse had been established.

PBO

PJD/PBO
IMMEDIATE

PJD
ONGOING

FUTURE MEETINGS

- a) Special Council Meeting - Strategic Plan Review - Tuesday 16 March 1995 at 17H00.
- b) Normal Council Meeting - Tuesday 23 March 1995 at 17H00.
- c) November Council Meeting - CHANGED to Monday 13 November 1995 at 17H00.

ALL

ALL

The meeting terminated at 18H45.

Confirmed
Chairman

Date

23 May 1995

HERSCHEL ASSOCIATION

SPECIAL COUNCIL MEETING 15 MAY 1995 AT 17H00

ATTENDANCE REGISTER

D LOCH DAVIS

G BARR

J GARDENER

R HENDRY

C T JOHNSON

COUNTESS LABIA

G LOUW

W MARSHALL SMITH

J MILLAR

J MUDGE

R PETERS

MRS L REID

MRS A SNYDERS

D WALLACE

MRS P J DUFF

MRS J THOMPSON

MRS L MACINTYRE

P B OERTEL

APOLOGIES

*[Signature]**J. Gardener**[Signature]**[Signature]**[Signature]**W Marshall Smith**[Signature]**[Signature]**[Signature]**[Signature]**F. J. Duff**[Signature]**[Signature]*

1221 mtd 26

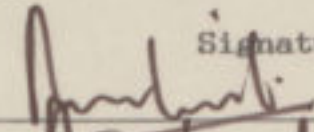
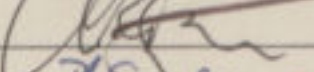
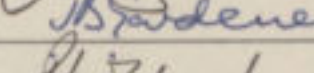
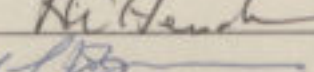
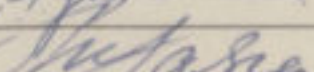
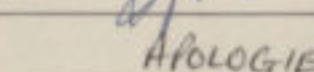
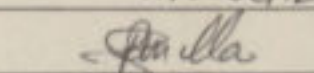
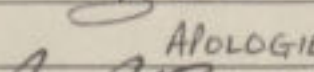
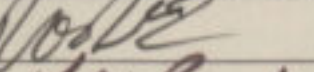
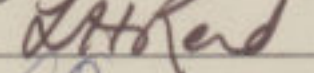
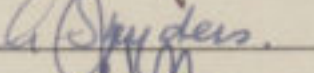
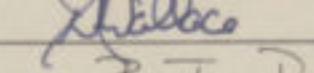
TRISH:

PLEASE LEAVE 2 PAGES - THERE

ARE SOME MINUTES MISSING!!

HERSCHEL ASSOCIATION
ANNUAL GENERAL MEETING 23 MAY 1995
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 23 May 1995 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	
W. Marshall Smith	1	APOLOGIES
J Millar	1	
J Mudge	1	APOLOGIES
R Peters	1	
L. Reid	1	
A Snyders	1	
D Wallace	1	
Mrs P J Duff	1	
	4 972	

Cape Town
23 May 1995

HERSCHEL ASSOCIATION

MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

LIBRARY ON TUESDAY 23 MAY 1995 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair and representing The Herschel Trust)
 Mrs P J Duff
 Mr J Gardener
 Mr R Hendry
 Prof C T Johnson
 Countess Labia
 Mr G Louw
 Mr J R Millar
 Mr R Peters
 Mrs L Reid
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs L MacIntyre
 Mrs J Thompson
 Mr P B Oertel (Secretary)

APOLOGIES: Mr W Marshall Smith
 Mr J Mudge

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 24 May 1994, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

1994 ANNUAL FINANCIAL STATEMENTS

The 1994 Annual Financial Statements together with the auditor's report thereon having been circulated, were taken as read and unanimously approved.

It was agreed that any two members of Council sign the Council's Report on behalf of the Council.

M

ELECTION OF COUNCILLORS

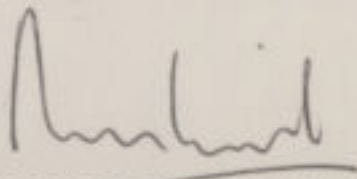
Having been proposed and duly seconded it was,unanimously resolved that councillors be elected by means of a single resolution. Accordingly, having been duly proposed and seconded, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected as councillors:-

Mr J Gardener
Mr R Hendry
Countess Labia
Mr G Louw

RE-APPOINTMENT OF AUDITORS

It was unanimously resolved that Ernst and Young be re-appointed auditors to the Association and 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:

DATE: 21. 05. 1996

HERSCHEL ASSOCIATION

COUNCIL MEETING 23 MAY 1995 AT 17H00

ATTENDANCE REGISTER

D LOCH DAVIS	<i>[Signature]</i>
G BARR	<i>[Signature]</i>
J GARDENER	<i>J. Gardener</i>
R HENDRY	<i>[Signature]</i>
C T JOHNSON	<i>[Signature]</i>
COUNTESS LABIA	<i>[Signature]</i>
G LOUW	<i>[Signature]</i>
W MARSHALL SMITH	ATOLOGIES
J MILLAR	<i>[Signature]</i>
J MUDGE	ATOLOGIES
R PETERS	<i>[Signature]</i>
MRS L REID	<i>[Signature]</i>
MRS A SNYDERS	<i>[Signature]</i>
D WALLACE	<i>[Signature]</i>
MRS P J DUFF	<i>P. J. Duff</i>
MRS ~~M~~ CHAMBERS	<i>J. Thompson</i>
MRS ~~M~~ ROBINSON	<i>L. MacIntyre</i>
P B OERTEL	<i>[Signature]</i>

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON TUESDAY 23 MAY 1995 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. C T Johnson
Countess Labia
Mr G Louw
Mr J Millar
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
Mrs L MacIntyre
Mrs J Thompson
Mr P B Oertel

APOLOGIES: Mr W Marshall Smith
Mr J Mudge

ACTION

CONFIRMATION OF MINUTES

The minutes of the following meetings, having been circulated, were taken as read, duly approved and signed by the Chairman as correctly recording the proceedings:-

- Council Meeting 21 February 1995
- Special Meeting 9 May 1995

MATTERS ARISING

The bursar reported that the necessary arrangements had been made to re-align the Douglas Murray Field fence.

REPORT OF HEAD OF PREPARATORY SCHOOL

The report was noted.

AM

ACTION

REPORT OF HEADMISTRESS

Mrs Duff reported on the meeting with the sub-committee appointed by the National Minister of Education to enquire into independent school ownership, organisation, governance and funding in terms of the education white paper. At the meeting the representatives of the ISC were well received and the committee appeared to be sympathetic to the submissions made. It was announced that subsidies for the current year would be continued on the same formula basis as previously but that termly statistics would be required.

Mrs M. Barlow had been appointed to replace Miss C Sweet who retires on 31 December 1995.

The Communications and Marketing Committee was requested to prepare a conceptual plan for the 75th Anniversary programme for approval and allocation of the necessary funds.

SL/LR/AS
22/8/95

The thanks recorded to Roger Hendry were endorsed.

BURSAR'S REPORT

As a result of the subsidy announcement an alternative scenario cash flow projection, incorporating subsidy receipts and preparatory school special project capital expenditure, was tabled. It was noted that the bank overdraft could be extinguished by April 1996.

The Finance Committee was authorised to agree the annual review of academic staff salaries after a final decision by the state authorities. In the event of any delay the committee was granted discretion to pre-empt such decision.

PBO
BEFORE
30/6/95

FINANCE COMMITTEE RECOMMENDATIONS

After considerable discussion, in particular the necessity of satisfying staff enquiries fully, the following recommendations were approved:-

1. That the Finance Committee be authorised by Council to negotiate with Alexander Forbes Actuaries and Consultants to convert the existing defined benefit Pension Fund into a defined contribution Retirement Fund. In so doing, consideration should be given to incorporating a Pension Fund for employee contributions coupled with a Provident Fund for employer contributions. In this process the Committee should be satisfied that Alexander Forbes:-

- a) have the capability to administer the new Fund; and

W

- 3 -

ACTION

- b) that their costs are competitive; and
- c) that their personnel and support capacity is adequate to manage the conversion.

PBO
IMMEDIATE

2. Subject to the above conditions being satisfied, that the Finance Committee be authorised to finalise the rules of the new funds and the financial structure thereof and thereafter to proceed to implement the change to the new retirement fund with full consultation with existing pension fund members.
3. That the Finance Committee submit reports to Council on the progress of the fund conversion.

PBO
22/8/95SCHOLARSHIPS, BURSARIES AND ALLOWANCES

The summary was noted. Details were available for inspection by members of Council.

A meeting of the Bursary Committee would be held shortly.

PBO
15/8/95ESTATE COMMITTEE

Mr Hendry highlighted various aspects of the report. After discussion it was agreed to proceed to the next stage of finalising the design and estimates of the preparatory school hall and pool for submission to Council. It was recognised that certain costs would be incurred. Artistic Pools should be requested to quote for the pool.

RH/PBO
IMMEDIATECOMMUNICATIONS AND MARKETING COMMITTEE

In amplification of the report, Countess Labia tabled a discussion document covering many aspects of school ethos, image, facilities and broader education opportunities. All agreed that the concepts and ideas expressed should receive attention. The parking problem would be further considered during the Council walk-about on 31 May 1995.

ALL
31/5/95STRATEGIC PLANNING

The agreed plan, as modified at the Special Council Meeting on 9 May 1995, was duly approved, it being noted that a further review would take place during the next year.

PBO
4/96ISC REPORT

Mr D Wallace had accepted appointment as the school's ISC representative and would attend the regional ISC Meeting on 12 June 1995.

DW



- 4 -

ACTION

COMPOSITION OF COUNCIL

Due to health and travel reasons Mr John Mudge had indicated his desire to retire from Council. In expressing sincere gratitude for the sterling contribution by Mr Mudge over a period of many years, the Chairman proposed that a suitable token of appreciation be presented to Mr Mudge at the Staff/Council dinner to be held on 22 August 1995. He would write to Mr Mudge appropriately.

DLD
IMMEDIATE

After this resignation there were 3 vacancies on Council which should be filled. The meeting was given details of Mrs Mary-Jane Morifi and it was agreed that the Chairman should invite her to become a member of Council.

DLD
IMMEDIATE

The principle of considering suitable parents of existing pupils with fairly long school careers ahead, to be members of Council was accepted. All were requested to give consideration to possible appointees.

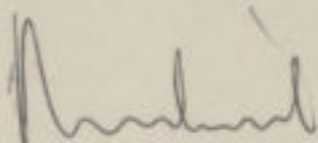
ALL
22/8/95OTHER BUSINESS

- a) The Headmistress referred to and tabled various letters of thanks received by her.
- b) The Council walk-about would commence after gathering in the Boarders' Sitting Room at 7H30 on Wednesday 31 May 1995.
- c) Council was invited to attend a farewell cocktail party for Mrs C Brathwaite on 15 June 1995 at 18H00.

ALL
31/5/95ALL
15/6/95NEXT MEETING

Tuesday 22 August 1995 at 17H00 to be followed by the annual Staff/Council Dinner.

The meeting terminated at 19H05.



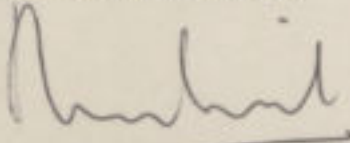
CONFIRMED:
Chairman

DATE: 22.08.1995

HERSCHEL ASSOCIATION

COUNCIL MEETING 22 AUGUST 1995 AT 17H00

ATTENDANCE REGISTER


D LOCH DAVIS
G BARR APOLOGIES
J GARDENER J B Gardener
R HENDRY R Hendry
C T JOHNSON C T Johnson
COUNTESS LABIA Countess Labia
G LOUW G Louw
W MARSHALL SMITH W Marshall Smith
J MILLAR J Millar
MS M.J. MORIFI MS M.J. Morifi
R PETERS R Peters
MRS L REID Mrs L Reid
MRS A SNYDERS Mrs A Snijders
D WALLACE D Wallace
MRS P J DUFF P. J. Duff
MRS L MACINTYRE L MacIntyre
MRS J THOMPSON J Thompson
P B OERTEL P B Oertel

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON TUESDAY 22 AUGUST 1995 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
 Mr J Gardener
 Mr R Hendry
 Prof. C T Johnson
 Countess Labia
 Mr G Louw
 Mr W Marshall Smith
 Mr J Millar
 Ms M J Morifi
 Mr R Peters
 Mrs L Reid
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
 Mrs L MacIntyre
 Mrs J Thompson
 Mr P B Oertel

APOLOGIES: Mr G Barr

WELCOME

On behalf of the Council, the Chairman extended a warm welcome to Ms Mary-Jane Morifi, who was attending her first meeting.

ACTION

CONFIRMATION OF MINUTES

The minutes of the Council Meeting and the Annual General Meeting held on 23 May 1995, having been circulated, were taken as read, duly approved and signed by the Chairman as correctly recording the proceedings.

MATTERS ARISING

- a) The Communications and Marketing Committee would be submitting a conceptual plan for the 75th anniversary celebrations in due course,
- b) The academic staff general salary increase of 8.25% from 1 July 1995 had been well received.

SL/LR/AS

M

- 2 -

ACTION

- c) Expenditure of R12,000, being the cost of actuarial work to be performed by Alexander Forbes, was approved. This would enable the Finance Committee to make specific proposals in regard to the possible conversion of the Pension Fund.

PBO
IMMEDIATE

- d) The school forum was investigating parking problems and a questionnaire would be handed to parents.

PJD
13/11/95REPORT OF HEAD OF PREPARATORY SCHOOL

Various aspects were highlighted by Mrs Thompson. A general discussion in regard to the Integrated Thematic Approach to teaching in the Preparatory School took place. Council was supportive of this ITA method.

REPORT OF HEADMISTRESS

The Headmistress drew attention to staff movements and parental interference and pressures being exerted on teaching staff. During a full discussion, Council re-affirmed its full support and backing for the Headmistress and her staff. It was agreed that a report on the circumstances surrounding the resignation of a senior teacher be circulated to council members.

PJD
15/9/95

The Headmistress would send a report on her trip to Australia to members in the near future. In thanking the Council for this opportunity she emphasised six major areas:-

PJD

- a) The necessity for further Information Technology.
- b) The incorporation of Design Technology philosophy in all subjects.
- c) Life awareness skills.
- d) The concept of a second campus.
- e) Pupil exchanges.
- f) The value of looking outwards and self renewal.

The demand for places in the school remained exceptionally high.

The renewal of temporary appointments after retirement would be referred to Council.

PJD
ONGOING

The future of the boarding house would be considered at the Strategic Planning meeting and a paper should be circulated for this purpose.

PJD/PBO
15/10/95

M

- 3 -

ACTIONBURSAR'S REPORT

In commenting on various aspects of the report, the bursar drew attention to the possibility of making additional provisions and creating special funds from the anticipated 1995 surplus.

The prospects for the continuation of subsidies were looking more promising.

FINANCE COMMITTEE RECOMMENDATIONS

Arising from the recommendations it was agreed:-

- a) That the Finance Committee should consist of 5 Council members.
- b) That a quorum for Finance Committee meetings be 3 Council members.
- c) That Mrs Lynn Reid be appointed a member of the Finance Committee.
- d) That a Special Strategic Planning meeting be held on 13 November 1995.
- e) That the fixing of fees for 1996 be left to the Finance Committee, including a rationalisation of the fee structure, particularly at Preparatory School entry levels.

ALL

PBO
15/9/95SCHOLARSHIP AND BURSARIES

The summary was noted.

ESTATE COMMITTEE REPORT

The plans for the Preparatory School hall were tabled and after motivation by Mr R Hendry, Council agreed that a negotiated contract be entered into with Weston/Wade, the construction rates being agreed by an independent Quantity Surveyor. A total of R1,250,000 including contingencies and all fees was approved for this project.

PBO
IMMEDIATE

R165,000 was approved for expenditure on the Preparatory School swimming pool, including the cost of demolishing a portion of the former boarding house. The Estate Committee and school management were authorised to finalise the design and enter into an appropriate contract.

RH/PJD/JT/PBO

ACTION

COMMUNICATIONS AND MARKETING COMMITTEE

The Chairman thanked the committee for an interesting and thought-provoking report. It was agreed that more effective utilisation of space at the school, be considered at the Strategic Planning meeting.

RH/PJD
13/11/95

ISC REPORT

Mr D Wallace reported on the June meeting of the ISC Regional Committee.

COMPOSITION OF COUNCIL

This would be considered at the Strategic Planning Meeting

ALL
ONGOING

OTHER BUSINESS

- a) It was resolved that the Association agree to accept the overdraft facility of R2,000,000 and the payroll facility of R300,000 (increasing to R350,000 in December) offered by First National Bank of Southern Africa Limited.
- b) It was resolved further that the Association will not pledge, cede, hypothecate or otherwise encumber its fixed property without the prior written consent of the bank.
- c) It was agreed that the terms of admission to the school be revised, the Chairman undertaking to perform this task.

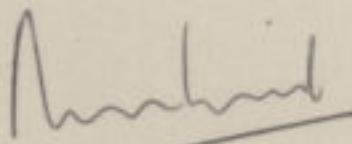
DLD

NEXT MEETING

It was agreed that a Special Strategic Planning Meeting be held at 14H30 on Monday 13 November 1995 to be followed by the normal Council Meeting.

ALL

The meeting terminated at 19H15.



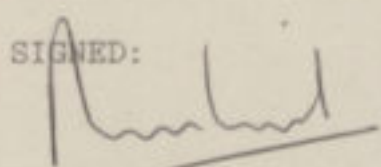
CONFIRMED: 13.11.1995

HERSCHEL ASSOCIATION

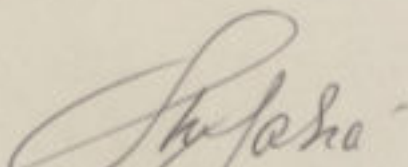
RESOLUTION IN WRITING DATED 31 OCTOBER 1995 AT CAPE TOWN

RESOLVED that Perry Baxter Oertel, in his capacity as Secretary of the Association, be hereby authorised and empowered to sign all indemnities, for and on behalf of the Association, in favour of the Municipality of Cape Town relating to the holding of any functions where the municipality require indemnity against claims by any person for damage and/or injury.

SIGNED:



.....
D. Loch Davis



.....
Countess Labia



.....
R. Peters



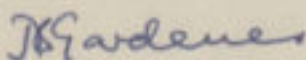
.....
G. Barr



.....
G. Louw

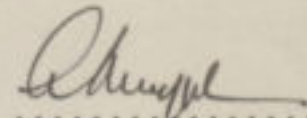


.....
Mrs L Reid



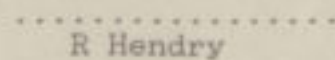
.....
J. Gardener

.....
W. Marshall Smith

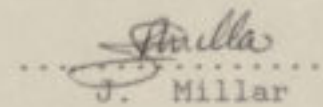


.....
Mrs A Snyders

OUT OF TOWN



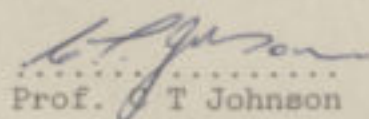
.....
R Hendry



.....
J. Millar



.....
D. Wallace



.....
Prof. T Johnson

.....
M. J. Morifi

HERSCHEL ASSOCIATION

SPECIAL COUNCIL MEETING 13 NOVEMBER 1995 AT 14H30

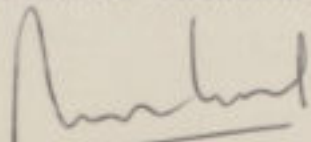
ATTENDANCE REGISTER

D LOCH DAVIS *[Signature]*
 G BARR.....APOLOGIES.....
 J GARDENER *J Gardener*
 R HENDRY.... APOLOGIES.....
 C T JOHNSON APOLOGIES
 COUNTESS LABIA *[Signature]*
 G LOUW *[Signature]*
 W. MARSHALL SMITH *W Marshall Smith*
 J MILLAR *[Signature]*
 MS M.J. MORIFI ...APOLOGIES
 R PETERS *[Signature]*
 MRS L REID *[Signature]*
 MRS A SNYDERS *A Snyder*
 D WALLACE *[Signature]*
 MRS P J DUFF *Pamela Duff*
 MRS L MACINTYRE *L MacIntyre*
 MRS J THOMPSON *[Signature]*
 P B OERTEL *[Signature]*
 A L Woolley *A L Woolley*

HERSCHEL ASSOCIATION

COUNCIL MEETING 13 NOVEMBER 1995 AT 17H00

ATTENDANCE REGISTER


D LOCH DAVIS
G BARR.....APOLOGIES.....
J GARDENER *J B Gardener*
R HENDRY.... APOLOGIES.....
C T JOHNSON APOLOGIES
COUNTRESS LABIA *Labia*
G LOUW *GL*
W. MARSHALL SMITH . APOLOGIES
J MILLAR *JM*
MS M.J. MORIFI APOLOGIES
R PETERS *RP*
MRS L REID *L Reid*
MRS A SNYDERS *A. Snijders*
D WALLACE *D Wallace*
MRS P J DUFF *Pamela Duff*
MRS L MACINTYRE *L MacIntyre*
MRS J THOMPSON *J Thompson*
P B OERTEL *P B Oertel*

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 13 NOVEMBER 1995 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
Mr J Gardener
Countess Labia
Mr G Louw
Mr J Millar
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
Mrs L MacIntyre
Mrs J Thompson
Mr P B Oertel

APOLOGIES: Mr G Barr
Mr R Hendry
Prof. C T Johnson
Mr W Marshall Smith
Ms. M J Morifi

ACTION

CONFIRMATION OF MINUTES

W The minutes of the Council Meeting held on 22 August August 1995, having been circulated, were taken as read, duly approved and signed by the Chairman as correctly recording the proceedings.

The Resolution in writing dated 31 October 1995 was ratified.

MATTERS ARISING

The Communications and Marketing Committee would be submitting a conceptual plan for the 75th anniversary celebrations in due course.

SL/LR/AS

REPORT OF HEAD OF PREPARATORY SCHOOL

Various aspects of her report were highlighted by Mrs Thompson.

W

- 2 -

ACTION

REPORT OF HEADMISTRESS

The Headmistress drew specific attention to various items in the report. She gave full details of the history, formation and activities of the Independent Examinations Board (IEB). For the time being the school would continue to write the Western Cape matriculation examination but the question of standards would be carefully monitored.

The recruitment of a school chaplain had not yet been possible and Christchurch, Kenilworth had agreed to assist for the first term in 1996.

The matter was being pursued.

PJD
31/3/96BURSAR'S REPORT

In commenting on various aspects of the report and annexures, the bursar drew attention to the anticipated 1995 surplus and good prospects for 1996. If subsidies were continued at 50% of current levels, there would be substantial cash resources at the end of 1996.

The prospects for the continuation of subsidies remained promising.

FINANCE COMMITTEE RECOMMENDATIONS

The recommendations were agreed as follows:-

1. That the revised 1996 budget be approved subject to an additional R10,000 being provided for advertising and promotion.
2. That normal capital expenditure for 1996, to a total of R464,000, being approximately two thirds of depreciation, be approved. The draft schedule was tabled to indicate the various types of expenditure envisaged. The precise deletions/savings were left to the discretion of management. A final schedule would be circulated to members of Council.
3. That the actions of the Finance Committee in regard to the conversion of the Pension Fund to a defined contribution fund from 1 January 1996 be confirmed and approved. The staff communication programme was noted.

PJD/PBO
IMMEDIATE

W

- 3 -

ACTIONSCHOLARSHIPS AND BURSARIES

The summary was noted. Attention was drawn to the fact that only approximately 50% of Bursary Fund income was being utilised for bursaries. It was generally felt that the committee should give consideration to increasing selected existing bursaries.

PBO
IMMEDIATE

Identification of suitable bursary applicants remained a priority.

PJD
ONGOING

ESTATE COMMITTEE

The report by Mr Guy Louw was tabled and noted.

Mr Louw would be discussing the maintenance programme with Mr Bold.

GL
JAN 1996

COMMUNICATIONS AND MARKETING COMMITTEE

The report was tabled and noted. The Headmistress confirmed that her report on the visit to Australia would be circulated.

PJD
15/12/95

STRATEGIC PLANNING

The Chairman expressed the opinion that a one day session with a facilitator should be adequate. He also felt that such planning sessions should be attended by management rather than members of Council. It was agreed that he and the Headmistress should discuss the matter with Peter Laburn and report back to Council.

DLD

ISC REPORT

Mr D Wallace reported on the Annual General meeting of the ISC held in Cape Town. It was agreed that the bursar should circulate the outgoing Chairman's report and the ISC response to the Hunter report.

PBO
IMMEDIATE

COMPOSITION OF COUNCIL

This aspect should continually be borne in mind by members of Council.

ALL
ONGOING

ACTION

OTHER BUSINESS

- a) The Headmistress reported on a petition and public meeting to encourage traffic-calming measures in Herschel Road.
- b) It was agreed that a Disciplinary Sub-Committee of Council be formed with full authority to act for and on behalf of the Council in regard to all disciplinary matters. This committee would be comprised of the Headmistress, any two members of Council (one of whom would be Chairman), and two senior teachers.
- c) The Chairman had gathered the necessary information to re-draft the Conditions of Entry to the school.
- d) The Headmistress requested and was granted long leave for the second term of 1996.

DLD

1996 COUNCIL MEETINGS

The provisional dates set out below were agreed on the basis that Council members would revert to the bursar if difficulties were anticipated.

ALL

ALL ON TUESDAY AT 17H00

20 February 1996

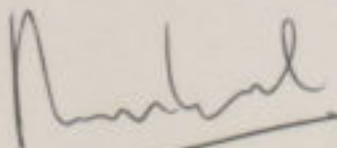
21 May 1996

21 August 1996*

19 November 1996

* To be followed by Annual Council/Staff dinner.

The meeting terminated at 18H45.



Confirmed
Chairman

Date 20.02.1996

HERSCHEL ASSOCIATION

COUNCIL MEETING 20 FEBRUARY 1996 AT 17H00

ATTENDANCE REGISTER

D LOCH DAVIS
 G BARR
 J GARDENER
 R HENDRY.... APOLOGIES.....
 C T JOHNSON APOLOGIES
 COUNTESS LABIA
 G LOUW
 W. MARSHALL SMITH APOLOGIES
 J MILLAR
 MS M.J. MORIFI
 R PETERS
 MRS L REID
 MRS A SNYDERS
 D WALLACE
 MRS P J DUFF
 MRS L MACINTYRE
 MRS J THOMPSON
 P B OERTEL

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON TUESDAY 20 FEBRUARY 1996 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair)
Mr G Barr
Mr J Gardener
Countess Labia
Mr J Millar
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
Mrs L MacIntyre
Mrs J Thompson
Mr P B Oertel

APOLOGIES: Mr R Hendry
Prof. C T Johnson
Mr W Marshall Smith
Ms. M J Morifi

ACTION

CONFIRMATION OF MINUTES

The minutes of the Council Meeting held on 13 November 1995, having been circulated, were taken as read, duly approved and signed by the Chairman as correctly recording the proceedings.

MATTERS ARISING

- a) No progress on the appointment of a school chaplain could be reported. Mrs P Allen and Christchurch Kenilworth were carrying out the necessary duties in the interim.
- b) A maintenance programme would be submitted.
- c) The Conditions of Enrolment/Acceptance of Place documents had been re-drafted and would be issued after further slight modifications.

PJD
ONGOING

GL/RH

DLD/PBO

161

ACTION

REPORT OF HEAD OF PREPARATORY SCHOOL

Adding to her report Mrs Thompson commented on:-

- a) Use of the new pool and increased pupil participation in swimming. The official opening will take place on 8 March 1996.
- b) Living maths programme.
- c) Staff study skills workshop.

It was agreed that Preparatory School newsletters be sent to Council members.

JT
ONGOING

REPORT OF HEADMISTRESS

Amplifying her report the Headmistress advised that WPPS and Sans Souci were assisting with sports field facilities while the hockey field was affected by the hall construction.

Members of Council were impressed by the school information booklet. It was agreed that this should contain a reference to the school's legal status and that it would be reviewed on a continuing basis.

PJD
ONGOING

Council recorded sincere congratulations to the Headmistress and staff for the exceptional matriculation results.

The report by the Headmistress on her visit to Singapore and Australian schools and the World Convention of Principals was distributed. This would be discussed at the next meeting.

PBO
21/5/96

Curriculum and examination proposals would be submitted to Council in due course.

PJD
31/12/96

BURSAR'S REPORT

In commenting on various aspects of the report and annexures, the bursar drew attention to the 1995 surplus and the projections for 1996. If subsidies were continued at 50% of current levels, there would be substantial cash resources at the end of 1996.

The prospects for the continuation of subsidies remained promising but at an unknown reduced level.

Arising from the Minutes of the Finance Committee, the meeting was given details of the outreach programme. After discussion it was agreed that awareness of this activity should be increased gradually by further emphasis in the newsletter.

PJD
ONGOING

- 3 -

ACTION

FINANCE COMMITTEE RECOMMENDATIONS

1. That the 1995 Annual Financial Statements be approved in principle and submitted for audit.
2. That the revised 1996 Operating Budget be approved.
3. That the 1996 Capital Expenditure budget be approved.

SCHOLARSHIPS AND BURSARIES

The summary was noted. Attention was again drawn to the fact that only approximately 50% of Bursary Fund income was being utilised for bursaries. The bursary policy would be considered at the next meeting.

PBO
21/5/96

ESTATE COMMITTEE

No report was available.

COMMUNICATIONS AND MARKETING COMMITTEE

The report was tabled and noted. The meeting was given details of the waiting list procedure and various incorrect press reports were clarified.

The school management would submit proposals and a budget for the 75th anniversary celebrations. Ideas from Council members will be welcome.

PJD
20/8/96

STRATEGIC PLANNING

The Chairman reported on his discussions with Peter Laburn and the Headmistress. A workshop would be held on 26 and 27 April with a review meeting on 15 July, followed by a presentation to Council on 16 July 1996. Council members who wished to participate should ideally be available for all the planning sessions.

ISC REPORT

The next ISC (Western Cape) regional meeting was to be held on Monday 26 February 1996.

COMPOSITION OF COUNCIL

This aspect would be considered in the Strategic Planning process.

ALL
ONGOING

ACTION

OTHER BUSINESSa) Pension Fund

Council noted and approved the report on the amendments to the draft pension fund rules.

It was resolved that the Herschel Group Pension Fund ("*the Fund*") be established and that Mr D Wallace, Mrs M E Bray, Mrs P J Duff, and Mr J R Millar be, and they are hereby confirmed as Trustees of the Fund established on 1 January 1996 and are hereby authorised to adopt the Rules for the Fund.

It was further resolved that:

Mr R Peters
Mrs L MacIntyre
Mrs L Reid

be appointed Alternate Trustees to Mr D Wallace, Mrs P J Duff and Mr J R Millar respectively.

The purchase of annuities for existing pensioners was approved

b) Disclosures of Interest

The bursar reported on disclosures by the Chairman. It was agreed that proforma documents should be circulated to all members.

PBO
IMMEDIATE

c) Exchange Programme

Two pupils from each of Brooks and Norfolk Academy were currently at Herschel. Possibilities of further exchanges existed with Canadian, Australian and British schools.

d) Music Facilities

The Headmistress was authorised to obtain conceptual designs and estimates from the architect for improved music blocks at both schools.

PJD
21/5/96

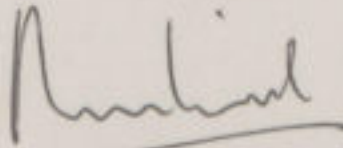


- 5 -

ACTION**FUTURE MEETINGS**

- a) Tuesday 21 May 1996 - 17H00.
- b) Special (Strategic Planning) - Tuesday 16 July 1996 - 14H00.
- c) Tuesday 20 August 1996 (~~not~~ 21 August 1996).

The meeting terminated at 18H40.

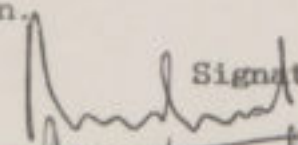
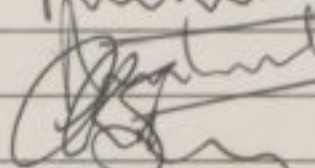
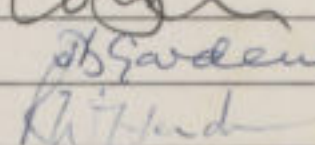
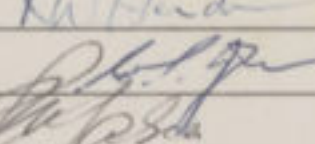
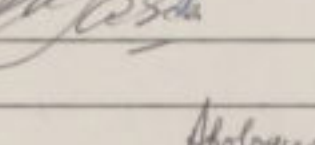
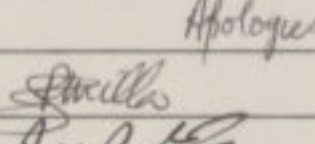
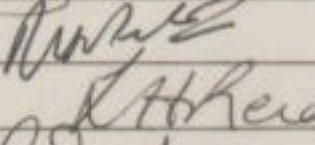
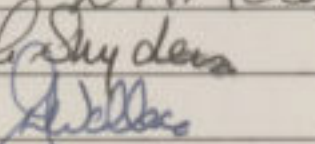
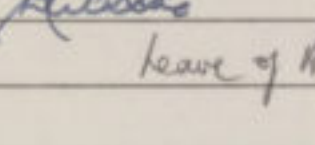
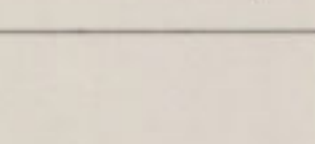
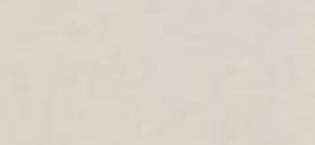
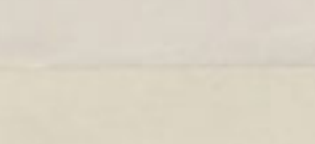


Confirmed
Chairman

Date 21. 05. 1996

HERSCHEL ASSOCIATION
ANNUAL GENERAL MEETING 21 MAY 1996
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 21 May 1996 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	
W. Marshall Smith	1	Apologues
J Millar	1	
R Peters	1	
L. Reid	1	
A Snyders	1	
D Wallace	1	
Mrs P J Duff	1	leave of Absence
	4 971	

Cape Town
21 May 1996

HERSCHEL ASSOCIATION

MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

LIBRARY ON TUESDAY 21 MAY 1996 AT 17H00

PRESENT: Mr D Loch Davis (In the Chair and representing
The Herschel Trust)

Mr G Barr
Mr J Gardener
Mr R Hendry
Prof C T Johnson
Countess Labia
Mr J R Millar
Mr R Peters
Mrs L Reid
Mrs A Snyders
Mr D Wallace

IN ATTENDANCE: Mrs L MacIntyre
Mrs J Thompson
Mr P B Oertel (Secretary)

APOLOGIES: Mr W Marshall Smith
Ms M J Morifi
Mrs P J Duff (Leave of Absence)

CONGRATULATIONS

The Chairman commenced the proceedings by extending the congratulations of Council to Graham Barr, who had been awarded an M.B.E.

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 23 May 1995, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

1995 ANNUAL FINANCIAL STATEMENTS

The 1995 Annual Financial Statements together with the auditor's report thereon having been tabled, were taken as read and unanimously approved.



- 2 -

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 councillors:-

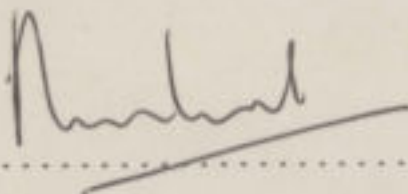
Countess Labia
Mr R Peters
Mrs L Reid
Mr D Wallace
Ms M J Morifi

RE-APPOINTMENT OF AUDITORS

It was unanimously resolved that Ernst and Young be re-appointed auditors to the Association and the fixing of their remuneration be left in the hands of the Finance Committee. A vote of thanks to the auditors for their services was recorded.

There being no further business, the meeting terminated with a vote thanks to the Chair.

CONFIRMED:



DATE:

3 June 1997

HERSCHEL ASSOCIATION

COUNCIL MEETING 21 MAY 1996 AT 17H00

ATTENDANCE REGISTER

D LOCH DAVIS	<i>[Signature]</i>
G BARR	<i>[Signature]</i>
J GARDENER	<i>J B Gardener</i>
R HENDRY	<i>R Hendry</i>
C T JOHNSON	<i>[Signature]</i>
COUNTESS LABIA	<i>[Signature]</i>
G LOUW	
W. MARSHALL SMITH	<i>Apologies</i>
J MILLAR	<i>[Signature]</i>
MS M.J. MORIFI	<i>Apologies</i>
R PETERS	<i>[Signature]</i>
MRS L REID	<i>[Signature]</i>
MRS A SNYDERS	<i>A. Snyder</i>
D WALLACE	<i>[Signature]</i>
MRS P J DUFF	<i>Leave of Absence</i>
MRS L MACINTYRE	<i>L MacIntyre</i>
MRS J THOMPSON	<i>J Thompson</i>
P B OERTEL	<i>[Signature]</i>

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON TUESDAY 21 MAY 1996 IMMEDIATELY AFTER THEANNUAL GENERAL MEETING 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 J Millar
 Mr R Peters
 Mrs L Reid
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs L MacIntyre
 Mrs J Thompson
 Mr P B Oertel

APOLOGIES: Mr W Marshall Smith
 Ms M J Morifi
 Mrs P J Duff (Leave of Absence)

ACTION

CONFIRMATION OF MINUTES

The minutes of the Council Meeting held on 20 February 1996, having been circulated, were taken as read, duly approved and signed by the Chairman as correctly recording the proceedings.

MATTERS ARISING

None

ELECTION OF OFFICERS

The Chairman and Deputy Chairman were re-elected to serve in these offices for the ensuing year, as were the members of the Finance (Executive) Committee. Consideration would be given to the establishment of a multi-disciplinary Planning Committee.

FINANCE
 COMMITTEE
 7/8/96

REPORT OF HEAD OF PREPARATORY SCHOOL

The report was noted. Mrs Thompson commented on the functionality of the new hall and advised that the official opening would be on Tuesday 6 August 1996. Progress was being made in the Design and Technology area.

- 2 -

ACTION

REPORT OF ACTING HEADMISTRESS

In amplification of the report Mrs MacIntyre referred to:-

- a) The trial appointment of a liaison officer.
- b) The low number of applicants for boarding in 1997.
- c) An IEB presentation to parents on 25 July.

In regard to the latter subject, the Council requested that an in-depth report be circulated for discussion at the next meeting.

PJD/LPM
31/7/96

BURSAR'S REPORT

It appears that the state subsidy for the first fiscal quarter, equivalent to the school's second term, will be paid by the end of May at the previous year's level. When the final subsidy has been determined, adjustments will be made to the remaining quarterly payments.

FINANCE COMMITTEE RECOMMENDATIONS

The bursar gave details of the new state salary scales and the uncertainty surrounding the new arrangements. As it was necessary for our salary review to be concluded prior to the end of June, he requested that the matter be delegated to the Finance Committee as recommended. This was agreed subject to final approval by the Chairman of Council.

PBO
15/6/96

SCHOLARSHIPS AND BURSARIES

The summary was noted. A new bursary policy should emerge from the strategic planning process and would be submitted to Council.

PBO
16/7/96

ESTATE COMMITTEE

After considering the report, it was agreed that a master plan for space utilisation be developed immediately after the finalisation of the strategic plan. The proposals relating to the upgrading of the music departments were accordingly deferred until a future meeting.

COMMUNICATIONS AND MARKETING

Arising out of the report it was agreed that Nicola Irving be appointed to design a suitably impressive facade incorporating the school crest on a feature wall at the corner of Herschel Road and Church Street. This should read as a meaningful statement projecting the required Herschel image. The committee was authorised to approve the aesthetics whereafter the frontage should be erected.

It was noted that the appointment of a chaplain was receiving attention.

It was stressed that the 75th anniversary celebrations should be focused and not extend over too long a period. It was agreed that the Estates Committee be requested to investigate floor coverings for the Sports Hall so that this facility could be made available for more general use.

The concept of pro-active public relations contact with neighbours was accepted.

STRATEGIC PLANNING

The initial phase of the process had been commenced. Various committees were in place and in due course a structured presentation of various scenarios and options would be submitted to and discussed with Council, which would structure the final form of the strategic plan. The question of parental involvement would not be overlooked.

ISC REPORT

No meetings had been held since the last Council Meeting.

COMPOSITION OF COUNCIL

This matter is to be kept on the agenda.

OTHER BUSINESS

A declaration of interests by Justin Millar was tabled.

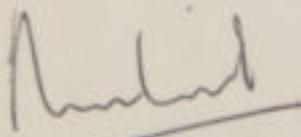


- 4 -

FORTHCOMING MEETINGS

- a) Tuesday 16 July 1996 - 14H00 - (Strategic Planning).
- b) Tuesday 20 August 1996 - 17H00 - (Dinner thereafter)

The meeting terminated at 18H35.



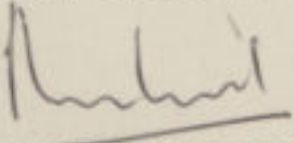
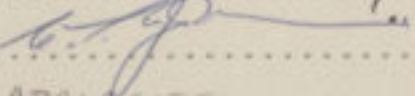
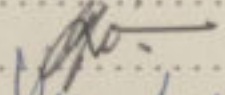
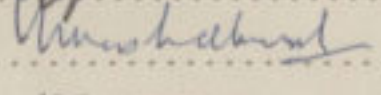
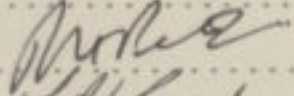
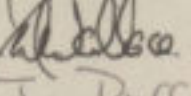
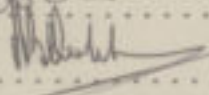
Confirmed:
Chairman

Date: 20. 08. 1996

HERSCHEL ASSOCIATION

COUNCIL MEETING 20 AUGUST 1996 AT 17H00

ATTENDANCE REGISTER

D LOCH DAVIS	
G BARR	APOLOGIES
J GARDENER	JB Gardener
R HENDRY	RH Hendry
C T JOHNSON	
COUNTESS LABIA	APOLOGIES
G LOUW	
W. MARSHALL SMITH	
J MILLAR	APOLOGIES
MS M.J. MORIFI	APOLOGIES
R PETERS	
MRS L REID	L Reid
MRS A SNYDERS	ASnyders
D WALLACE	
MRS P J DUFF	P J Duff
MRS L MACINTYRE	L MacIntyre
MRS J THOMPSON	J Thompson
P B OERTEL	

HERSCHEL ASSOCIATIONMINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON TUESDAY 20 AUGUST 1996

PRESENT: Mr D Loch Davis (In the Chair)
 Mr J Gardener
 Mr R Hendry
 Prof. C T Johnson
 Mr G Louw
 Mr W Marshall Smith
 Mr R Peters
 Mrs L Reid
 Mrs A Snyders
 Mr D Wallace

IN ATTENDANCE: Mrs P J Duff
 Mrs L MacIntyre
 Mrs J Thompson
 Mr P B Oertel

APOLOGIES: Mr G Barr
 Countess Labia
 Mr J Millar
 Ms M J Morifi

ACTIONCONGRATULATIONS

On behalf of the Council, the Chairman warmly congratulated Mr W Marshall Smith, who had been honoured by the award of the first Honorary MBA at UCT. This honour was richly deserved as Mr Marshall Smith had played a major role in the establishment of the Graduate School of Business.

CONFIRMATION OF MINUTES

The minutes of the Annual General Meeting and Council Meeting held on 21 May 1996, having been circulated, were taken as read, duly approved and signed by the Chairman as correctly recording the proceedings.

MATTERS ARISING

None.

REPORT OF HEAD OF PREPARATORY SCHOOL

The report was noted. Mrs Thompson commented on the opening and utilisation of the new hall and thanked those Council Members who had attended the opening. Preparatory school parents enjoyed involvement in fund raising activities, a recent Auction of Dreams having generated in excess of R21,000.



- 2 -

ACTIONREPORT OF HEADMISTRESS

In amplification of her report, the Headmistress discussed the current waiting list situation, tabling a detailed analysis.

Family evensong would now be held on Sunday 1 September 1996.

Current and potential competitive activity was discussed, Council agreeing that we should not be complacent.

In regard to the appointment of a School Chaplain, it was agreed that the appointee should be totally dedicated to the school for its requirements and that church activities should be confined to non-school hours. The Chairman and Headmistress would formalise such arrangements with the church.

DLD/PJD
31/12/96

Academic long leave trends were discussed.

BURSAR'S REPORT

The bursar confirmed that the operating surplus for the year should exceed budget by a considerable margin.

FINANCE COMMITTEE RECOMMENDATIONS

It was agreed that fee increase for 1997 should be set at a level much in line with inflation but that the three year programme of rationalising entry level fees be continued.

The fixing of fees for 1997 was delegated to the Finance Committee with final approval by the Chairman.

PBO
15/9/96

SCHOLARSHIPS, ALLOWANCES AND BURSARIES

The summary was duly noted. It was accepted that the strategic planning process should address bursary policy.

ESTATE COMMITTEE

It was agreed to accept the quotation of R13,452 to produce a fully detailed topographical site plan for both schools in digital format.

PBO
IMMEDIATE

The Finance Committee was requested to report on the merits of site models for both schools.

PBO
31/10/96

Major rehabilitation expenditure on the hockey field was sanctioned, as Council accepted that the astro-turf possibility was not appropriate.

- 3 -

ACTION

The sports hall floor was capable of withstanding fairly intensive use and no additional covering was necessary.

COMMUNICATIONS AND MARKETING COMMITTEE

The report of the Committee was duly noted. Mrs Snyders tabled copies of the drawing of the feature wall at the corner of Herschel Road and Church Street, which was approved.

PBO
IMMEDIATE

The newly appointed liaison officer/co-ordinator would research the progress of Old Herschelians (who left in the last 5/10 years) to establish the relevance of a Herschel education.

PJD
31/10/96

STRATEGIC PLANNING

The bursar was requested to obtain alternative dates for the next facilitated session, at which all Council members should be present.

PBO
IMMEDIATE

ISC REPORT

The Headmistress and Mr D Wallace commented on various aspects including the need for the regional committee to be more representative and for better contact with the provincial authorities. It was agreed that the regional ISC Chairman be requested to invite discussion on the possibility of a paid regional executive at the next ISC Meeting.

PBO
IMMEDIATE

OTHER BUSINESS

- a) The Headmistress referred to the future of ceramics at Herschel and it was generally agreed that this was a valuable part of school activities.
- b) Muslim attendance at Mosques on Fridays was discussed but it was decided that the matter should be left in abeyance until specific requests from parents were received.
- c) The Headmistress reported on a recent instance of gross misbehaviour by two standard 6 pupils. It was agreed that a disciplinary committee should conduct a hearing, to be chaired by a member of Council, to hear representations from the pupils and their parents. If appropriate, the disciplinary committee should give consideration to suspended expulsion coupled with a requirement of counselling for the pupils. Any decision by the disciplinary committee should be publicised.

PJD
IMMEDIATE

- 4 -

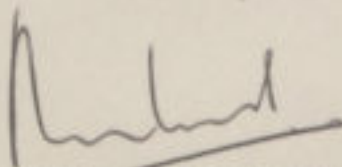
ACTION

- d) The Chairman read a letter from the Headmistress in which she indicated her desire to retire on 31 March 1997. While fully understanding her wishes, the Chairman felt that the precise date should be somewhat elastic or flexible to avoid an interregnum.

The selection committee for the appointment of a successor would comprise the Chairman, Mr Barr, Mr Gardener and Mrs Reid with Mr Wallace as a floating alternate. Advertising should commence immediately.

**PBO
IMMEDIATE**

The meeting terminated at 17H00.



Confirmed
Chairman

Date 11 November 1996



Headmistress: Mrs. P.J. DUFF, B.Sc., U.E.D.
Telephone 64-4010

HERSCHEL
21 HERSCHEL ROAD
CLAREMONT
7700

HERSCHEL ASSOCIATION

COUNCIL RESOLUTION IN WRITING TAKEN ON 11 SEPTEMBER 1996

It was resolved that the Association make application to First National Bank for increased monthly payroll facilities of R350,000 rising to R400,000 in December in each year

[Signature]

D. Loch Davis

[Signature]

Countess Labia

[Signature]

R. Peters

OUT OF TOWN

G. Barr

[Signature]

G. Louw

[Signature]

Mrs L Reid

[Signature]

W. Marshall Smith

[Signature]

Mrs A Snyders

[Signature]

R Hendry

[Signature]

J. Millar

[Signature]

D. Wallace

Prof. C T Johnson

M. J. Morifi

HERSCHEL ASSOCIATION

COUNCIL MEETING 11 NOVEMBER 1996 AT 17H00

ATTENDANCE REGISTER

D LOCH DAVIS	<i>[Signature]</i>
J GARDENER APOLOGIES	
R HENDRY	<i>[Signature]</i>
C T JOHNSON ...APOLOGIES	
COUNTESS LABIA	<i>[Signature]</i>
G LOUW	<i>[Signature]</i>
W. MARSHALL SMITH	<i>W Marshall Smith</i>
J MILLAR	<i>[Signature]</i>
MS M.J. MORIFI ...APOLOGIES	
R PETERS	<i>[Signature]</i>
MRS L REID	<i>[Signature]</i>
MRS A SNYDERS	<i>[Signature]</i>
D WALLACE	<i>[Signature]</i>
MRS P J DUFF	<i>Pamela Duff</i>
MRS L MACINTYRE	<i>Ma McIntyre</i>
MRS J THOMPSON	<i>J Thompson</i>
P B OERTEL	<i>[Signature]</i>

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 11 NOVEMBER 1996

Present:	Mr D. Loch Davis (In the Chair)
	Mr R. Hendry
	Countess Labia
	Mr G. Louw
	Mr W. Marshall Smith
	Mr J. Millar
	Mr R. Peters
	Mrs L. Reid
	Mrs A. Snyders
	Mr D. Wallace
 In Attendance:	 Mrs P. J. Duff
	Mrs L. MacIntyre
	Mrs J. Thompson
	Mr P. B. Oertel
 Apologies:	 Mr J. Gardener
	Prof. C. T. Johnson
	Ms. M. J. Morifi

ACTION

RESIGNATION

The resignation of Mr G. Barr, who had been transferred to London, was recorded with regret. The Chairman had written to Mr Barr, whose significant contribution to Herschel was acknowledged with appreciation.

CONFIRMATION OF MINUTES

The minutes of the Council Meeting held on 20 August 1996, having been circulated, were taken as read, duly approved and signed by the Chairman as correctly recording the proceedings.

The Council Resolution in writing dated 11 September 1996 was ratified.

MATTERS ARISING

1997 fee levels had been agreed by the Finance Committee and approved by the Chairman.

REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Thompson reported that R38 150 had been raised as a result of participating in the Big Walk in favour of the Peninsula School Feeding Scheme. This and her report were noted with appreciation. The Headmistress, supported by Council, congratulated the Head of the Preparatory School on a successful year and in particular for excellent spirit amongst parents.

ml

ACTION

REPORT OF THE HEADMISTRESS

In amplification of her report the Headmistress commented on the retiral of Mrs S. Steytler (14 years service) and Mrs J. Munro (12 years service). Expenditure on appropriate gifts was authorised. The visit to Bishop Merwyn Castle and the attendance of the Archbishop at Speech Day were discussed and their future involvement welcomed.

BURSAR'S REPORT

The bursar commented on major variations during the 9 month period to 30 September 1996 and advised that the trends confirmed a substantial anticipated surplus for the year with significant cash resources available. It was noted that when the Strategic Planning process was resumed, decisions taken would affect cash reserves.

FINANCE COMMITTEE RECOMMENDATIONS

The recommendations were debated and agreed as follows:

1. The composition of the Finance Committee should be 4 members of Council with the quorum for meetings being fixed at 2 members present.
2. That Mr D. Wallace be appointed as Chairman of the Finance Committee.
3. That expenditure of R40 000 be approved for the school's 75th birthday celebrations. The Headmistress would research and make recommendations to the Chairman on a special birthday dinner involving present and past members of Council, past Heads and Deputies and other appropriate invitees.
4. The Headmistress and Bursar would gather information on the boarding house to enable Council to take a strategic decision on its future.
5. That an ad hoc planning committee be formed, the members being the Chairman of Council, the Finance Committee Chairman, Mr R. Hendry, the Headmistress and the Bursar.

PJD
IMMEDIATE

PJD/PBO
31/1/97

Arising from the minutes of the Finance Committee meeting held on 5 November 1996 the following matters were noted and agreed:

- a) The I.E.B. examination recommendation to Council would be formulated during 1997.
- b) A report on long leave entitlements would be discussed at the next Council Meeting.

PBO
31/1/97

W

ACTION

- c) The Outreach Programme for 1997 was being finalised. A possible teacher cadetship scheme was being considered for submission to Council.
- d) The investment management strategic decision taken by the Pension Fund Trustees was approved.

PJD
31/1/97

SCHOLARSHIPS, BURSARIES AND ALLOWANCES

The summary was noted. 1997 Bursaries were not quite final due to recent applications.

ESTATE COMMITTEE'S REPORT

Mr Hendry reported that the quote for a physical model of both schools was R15 000 - R20 000. As this seemed expensive Mr Hendry was requested to investigate other possibilities. Mr Hendry and the bursar would phrase a suitable letter dealing with the decision not to pursue the Victoria gazebo suggestion.

RH
RH/PBO

COMMUNICATIONS AND MARKETING COMMITTEE

The report of this committee was noted and the programme for the 75th birthday celebrations approved.

STRATEGIC PLANNING

The major thrust of this process was temporarily deferred pending the appointment of a new headmistress. It was however recorded that various new activities had been commenced. These had been identified in earlier planning sessions and detailed in the report of the Headmistress.

ISC REPORT

Mr Wallace reported that discussion would take place at the regional meeting on the possibility of a local ISC representative.

OTHER BUSINESS

- a) Mr D. Wallace was appointed a Trustee of The Herschel Trust to replace Mr G. Barr. The Master of the Supreme Court would be advised.
- b) A declaration of interests by Mr D. Loch Davis was tabled and noted.
- c) A letter of thanks from Miss S. Gibbings for financial support on an overseas visitorship was tabled.

PBO
IMMEDIATE

14

ACTION

- d) It was felt that if the Olympic bid for 2004 was successful, the Sports Hall could be more useful than boarding facilities.
- e) It was agreed that the bursar advise Ms M.J. Morifi that her office as a Council Member had been vacated in terms of Clause 10.17.6 of the Articles of Association.

PBO
IMMEDIATEAPPOINTMENT OF HEADMISTRESS

Mrs Duff reported on the advertising and selection procedures. The Chairman thanked members of the selection committee for the time they had spent at meetings and interviews. He reported fully on the applicant unanimously preferred by the selection committee. After discussion it was agreed to offer the position to the preferred candidate, subject to some members of council meeting her husband, the blessing of the Archbishop being obtained and a suitable remuneration package being negotiated. Mr D. Wallace was authorised to finalise the remuneration arrangements and timing, in consultation with members of the Finance Committee.

DW
IMMEDIATE1997 MEETINGS

Members of Council were requested to advise if any of the dates hereunder presented problems:-

	Finance Committee	Council
February 1997	Tuesday 4	Tuesday 18
May 1997	Tuesday 6	Tuesday 20
August 1997	Tuesday 5	Tuesday 19
November 1997	Tuesday 4	Tuesday 18

All meetings would be held at 17H00 with the exception of the Council Meeting on 18 February 1997 which would commence at 16H00 to tie in with Cabaret arrangements.

The meeting terminated at 19H20.

Confirmed:
Chairman

Date: 25.02.97

HERSCKL ASSOCIATION

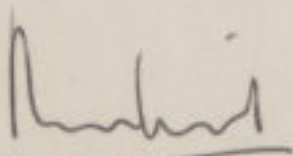
RESOLUTION IN WRITING OF THE COUNCIL DATED 14 JANUARY 1997

RESOLVED:

That consent be given to the adoption by the Trustees of the Herschel Group Pension Fund, of Amendment No. 1 to the rules of the Fund, effective 1 August 1996.

NOTED:

That the rule changes related to the appointment of Trustees and the quorum at Trustees' Meetings.



.....
D. Loch Davis



.....
Countess Labia



.....
R. Peters



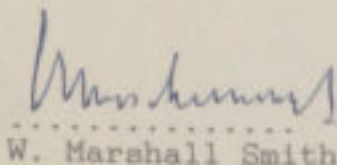
.....
G. Louw



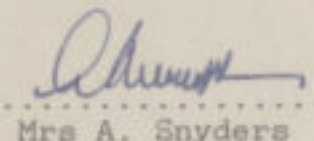
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Mrs L Reid



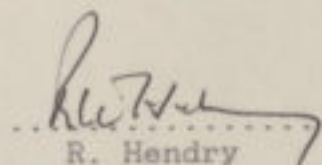
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J. Gardener



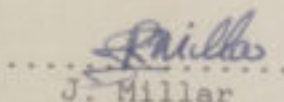
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W. Marshall Smith



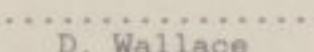
.....
Mrs A. Snyders



.....
R. Hendry



.....
J. Millar



.....
D. Wallace



.....
Prof C. T. Johnson

HERSCHEL ASSOCIATION

COUNCIL MEETING 25 FEBRUARY 1997 AT 17H00

ATTENDANCE REGISTER

D LOCH DAVIS	<i>[Signature]</i>
J GARDENER	<i>J. Gardener</i>
R HENDRY	<i>R. Hendry</i>
C T JOHNSON	<i>C. T. Johnson</i>
COUNTESS LABIA	<i>Countess Labia</i>
G LOUW	<i>G. Louw</i>
W. MARSHALL SMITH	<i>W. Marshall Smith</i>
J MILLAR	<i>J. Millar</i>
R PETERS	<i>R. Peters</i>
MRS L REID	<i>L. Reid</i>
MRS A SNYDERS	<i>A. Snyder</i>
D WALLACE	<i>APACOGIES</i>
MRS P J DUFF	<i>P. J. Duff</i>
MRS L MACINTYRE	<i>L. MacIntyre</i>
MRS J THOMPSON	<i>J. Thompson</i>
P B OERTEL	<i>P. B. Oertel</i>

HERSCHEL ASSOCIATION

MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON TUESDAY 25 FEBRUARY 1997 AT 17H00

Present: Mr D. Loch Davis (In the Chair)
 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

In Attendance: Mrs P. J. Duff
 Mrs L. MacIntyre
 Mrs J. Thompson
 Mr P.B. Oertel

Apologies: Mr D. Wallace

ACTION

OPENING

In welcoming members of Council the Chairman drew attention to the fact that this was the last formal Council Meeting to be attended by the Headmistress, Mrs P. J. Duff. He paid tribute to Mrs Duff, congratulating her on behalf of the council for her many fine achievements. The report from the Communications and Marketing Committee, from which he quoted expressed the view of all council members extremely aptly. Particular congratulations were extended for the splendid 75th anniversary celebrations. The Chairman's compliments to Mrs Duff were received with acclamation.

RESIGNATION

The resignation of Ms M.J. Morifi on 18 November 1996 was recorded with regret.

CONFIRMATION OF MINUTES

The minutes of the Council Meeting held on 11 November 1996, having been circulated, were taken as read, duly approved and signed by the Chairman as correctly recording the proceedings.

The Council Resolution in writing dated 14 January 1997 was ratified.

MATTERS ARISING

These were handled during agenda items.

REPORT OF HEAD OF PREPARATORY SCHOOL

In amplification of her report Mrs Thompson commented on parent social activity, an interaction programme with WPPS and the forthcoming carnival.

REPORT OF THE HEADMISTRESS

Mrs Duff highlighted various aspects of her report and drew attention to a congratulatory letter from the Chief Director of the Western Cape Education Department. She reported that the Biology department had received a certificate of commendation in respect of their matriculation results. A donation of R50,000 had been received for the development of Design and Technology, including the training of teachers. The Chairman stated that Mrs Duff's paper on possible future developments would be considered during the next strategic planning exercise.

BURSAR'S REPORT

The bursar commented on major variations against budget for the 1996 year, the 1997 budget, cash flow, capital expenditure and debtors collections.

FINANCE COMMITTEE RECOMMENDATION

The following recommendations were adopted:-

1. That the draft 1996 Annual Financial Statements be approved subject to audit.
2. That the following appropriations from operating surplus be made:-
 - a) R140,000 to the Capital Development Reserve in addition to the normal transfer of 1% of gross income.
 - b) R140,000 to the Bursary Fund.
 - c) R140,000 to a Maintenance Reserve.

PBO
IMMEDIATE

subject to these appropriations being reduced pro rata if the operating surplus was less than R420,000.

3. That the investment of funds with the Board of Executors for the Bursary Fund be confirmed.
4. That the final budget reflecting a surplus of R38,226 be approved.



- 3 -

ACTION

5. That the Capital Expenditure totalling R733,609 be approved, an additional R8,000 being included to upgrade audio visual equipment.
6. That the teacher cadetship scheme for one teacher be approved for a trial period of one year as part of the Outreach Programme.

PBO
IMMEDIATE

It was agreed that in any future proposal for major expenditure on computer hardware, the question of obsolescence should be fully addressed.

PBO
ONGOING**ALLOWANCES, SCHOLARSHIPS AND BURSARIES**

The summary was noted.

ESTATE COMMITTEE'S REPORT

Mr Hendry gave details of progress on the Master Plan. After input by the new Headmistress the Master Plan would be submitted to Council as part of the strategic planning process. Copies of the preliminary plan would be circulated, preferably before the next meeting, if at all possible.

COMMUNICATIONS AND MARKETING COMMITTEE

The report of this committee was noted with appreciation.

STRATEGIC PLANNING

It was hoped that a planning session could take place during the third term after allowing a period for the new Headmistress to settle in.

DW
31/7/97**ISC REPORT**

No firm indication of subsidy prospects could be given. The composition of council would receive consideration in the light of current developments, as part of the planning process.

OTHER BUSINESS

- a) Two farewell functions involving council members were planned for Mrs Duff:-
 - i) 17 March 1997 - Council dinner.
 - ii) 18 March 1997 - Parents' cheese and wine party.

ACTION

- b) A sub-committee comprised of the Chairman, Mr Gardener and Mr Wallace would act on behalf of Council if the difficulties surrounding the ceramics studio could not be amicably resolved by school management. Any interested Council members were welcome to join this sub-committee.
- c) It was hoped that the chapel organ fund could be developed to the stage where a new organ could be acquired in the relatively near future.
- d) The principle of retirement at normal retirement age, other than in exceptional circumstances approved by Council, was re-affirmed. Accordingly Mrs M. E. Bray would retire on 31 December 1997.

FAREWELL

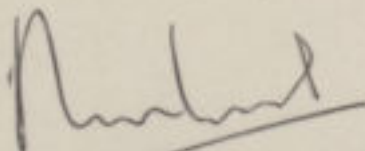
Mrs Duff took her leave of the Council stressing how much she had enjoyed her time at Herschel, that she would remain in touch and expressed particular thanks for the friendship of all members of Council.

REMAINING 1997 MEETINGS

Agreed as follows:-

Monday 19 May at 17H00
 Tuesday 19 August at 17H00
 (followed by Council/staff dinner)
 Tuesday 11 November at 17H00

The meeting terminated at 18H25.



Confirmed:
 Chairman

Date: *3 June 1997*

Tel: 028-254-9974

May 1997.

'Golden Pond'
19 Vigne Street
Greyston. 7233.

To all members of the Herschel Council

My dear friends

Thank you for giving me the opportunity and privilege to be Headmistress of Herschel for over eleven years. It was a wonderful experience and I could not have wished for a better culmination to my Teaching career. Teaching proved to be the most rewarding and fulfilling career that I could have chosen, made all the more special by the people with whom I worked.

The farewell dinner at Parkes was

a most moving occasion for me -
 Thank you for giving me such a
 great memory to treasure. And a
 special thank you for my cat
 - I really appreciate your
 gesture and have already enjoyed
 using it on a trip to Natal.

Herschel will always have a
 special place in my heart and
 I shall follow the school's progress
 with love and pride, always
 knowing that it is in safe
 hands with an excellent staff
 and your wise guidance. Finally,
 deepest thanks to Desmond for
 his support and wise counsel - They
 meant a great deal at all times.

Please stay in touch with me -
 I miss you all. Affectionately, Pamela.



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