

HORTORS  

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MINUTE BOOK  
NOTULE BOEK

COUNCIL  
OF  
HERSCHEL ASSOCIATION

## HERSCHEL ASSOCIATION

COUNCIL MEETING 16 SEPTEMBER 2002 AT 17:00

## ATTENDANCE REGISTER

|                                                            |                         |
|------------------------------------------------------------|-------------------------|
| MRS L H REID.....                                          | <i>LH Reid</i>          |
| VEN G Q COUNSELL.....                                      | <i>VEN G Q Counsell</i> |
| MRS P A CRAWLEY.....                                       | <i>P A Crawley</i>      |
| MRS B A DOYLE.....                                         | <i>B A Doyle</i>        |
| MRS A J GOLDING.....                                       | <i>A J Golding</i>      |
| C R HAW.....                                               | <i>CR Haw</i>           |
| R W HENDRY.....                                            | <i>R W Hendry</i>       |
| D J LOCH DAVIS.....                                        | <b>[APOLOGY]</b>        |
| J R MILLAR.....                                            | <i>J R Millar</i>       |
| R H C PETERS.....                                          | <i>R H C Peters</i>     |
| MRS B SATTAR.....                                          | (APOLOGY)               |
| MRS S STELZNER.....                                        | <i>S Stelzner</i>       |
| R A VERNON.....                                            | <i>R A Vernon</i>       |
| M CONNOLLY (Secretary).....                                | <i>M Connolly</i>       |
| MRS A D VAN ZYL (Headmistress) – by invitation.....        | <i>A D Van Zyl</i>      |
| MRS L C CLARKE (Deputy Head) – by invitation.....          | <i>L C Clarke</i>       |
| MRS B A TALJARD (Head of Preparatory) – by invitation..... | <i>B A Taljard</i>      |

# HERSCHEL ASSOCIATION

## MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 16 SEPTEMBER 2002 AT 17:00

Present: Mrs L H Reid (In the Chair)  
 Ven G Q Counsell  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr C R Haw  
 Mr R W Hendry  
 Mr J R Millar  
 Mr R H C Peters  
 Mrs S Stelzner  
 Mr R A Vernon

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Mrs B A Taljard  
 Mr M Connolly

Apologies: Mr D Loch Davis  
 Mrs B Sattar

### ACTION

#### 1. OPENING

The Chairman welcomed all those present.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on 27 May 2002, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

Application to City Council re Ardenne Gardens and part of land leased by WP Preparatory School – progress report

Mr Haw reported that he had still received no reply to his letter written to Councillor Iversen about the matter.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

The report circulated by Mrs Taljard was taken as read and duly approved.

Mrs Taljard confirmed that interaction with the Exco of the Preparatory School Parents' Association continued to be valuable and constructive. A financial presentation made by the Bursar to the Exco recently had been poorly attended but very well received.

It was noted that the current building works were progressing well.

5. REPORT OF HEADMISTRESS

Mrs van Zyl highlighted items in her report and in particular emphasised the importance of the new curriculum proposals and the need for Herschel to focus on education rather than regulation.

6. BURSAR'S REPORT

The Bursar's Report was discussed and approved.

Approval was given to the proposed Income and Expenditure and Capex Budgets for 2003, which had been presented at the Finance Committee on 9 September. It was noted that the proposals included increases in tuition fees of 12.5% on average, and in boarding fees of 16%. Parents would be advised of the increase, together with a brief summary of the budget, along the lines of the previous year's communication.

MC

7. ELECTRONIC BANKING FACILITIES (FNB "BANKit" SYSTEM)

It was resolved:

- (a) That the Association enter into an Electronic Services Agreement ("the Agreement") with FirstRand Bank Ltd and
- (b) That Mrs A D van Zyl, identity number 4501040135082 and Mr M Connolly, identity number 4001195403187, in their capacities as authorised signatories on the Bank Account held by the Association with FirstRand Bank Ltd, be and are hereby authorised and empowered to sign the Agreement and all other deeds or documents of whatsoever nature, which may be necessary for the implementation of this resolution, whether now or in the future, and to do all things necessary that may be required to give effect to this resolution.

8. BANKING FACILITIES

It was resolved that:

- (a) The Association accepts the offer made available to it by FirstRand Bank Ltd (Registration No 1929/001225/6) ("the Bank") acting through its FNB Corporate division, subject to the terms and conditions as set out in the facility letter no. 01/HerschelAssoc/2002 from the Bank dated 31 May 2002, as exhibited and approved by the Councillors at the meeting. The Association furthermore authorises the execution of all additional schedules and annexures, including subordination and security arrangements as the Bank may require from time to time; and
- (b) Mrs A D van Zyl and Mr M Connolly in their capacities as representatives of the Association, be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

9. COMMUNICATIONS AND MARKETING REPORT

Mrs Reid highlighted items in her report, which was duly approved.

10. EDUCATION COMMITTEE

Mrs van Zyl highlighted various items in her report, which was discussed and approved.

The diversity issue was agreed to be the one of the most important areas of concern. It was agreed that it would be appropriate for the original diversity committee to meet to

ACTION

discuss the way forward.

RV

It was agreed that Mrs Doyle and Mrs Crawley should join the Education Committee. ADvZ

11. ESTATE COMMITTEE REPORT

Mr Haw highlighted items in his report, paying particular tribute to the economies achieved by Mr Scott and the School's maintenance staff.

12. HUMAN RESOURCES COMMITTEE REPORT

Mr Vernon reported that work was continuing on the issues of medical aid for the Service Staff and the formulation of an HIV/AIDS policy.

To date the Service staff had given no sign of being willing to contribute themselves to any medical aid scheme and it was considered that there was a need for their further education regarding their possible future needs and appropriate participation in this area.

RV/MC

The Bursar's paper dated 16 September on the development of an HIV/AIDS policy and management programme was noted.

13. OUTREACH REPORT

The report issued by Mrs Golding was noted and approved.

14. SPIRITUAL COMMITTEE

It was noted there had been no meeting of the Committee, but Ven Counsell tabled a summary of his thoughts on the way forward. He asked whether Council felt he should invite a pupil to join the Committee, but it was agreed that this would not be appropriate.

15. SPORTS COMMITTEE

Mr Haw highlighted items from the minutes of the first meeting of the Sports Committee, held on 20 August 2002. He was congratulated for the excellent examination of the needs for the future of sports at Herschel which had been comprehensively summarised in the minutes.

*The staff on the Committee were*

16. PENSION FUND

The Bursar reported that administrative arrangements regarding the transfer of the liabilities and assets of the Herschel Group Pension Fund to the Alexander Forbes Retirement Fund were at an advanced stage. Section 14 approval for the transfer had been received from the Financial Services Board and it was expected that the various member communication mechanisms would be in place shortly – including the facility to access details of fund membership accounts through the internet.

MC

17. PARENTS' ASSOCIATIONS

It was noted that the Preparatory School PA Exco continued to interact constructively

/4

ACTION

with the Head of Preparatory. The Exco were currently considering making some changes to the constitution (for subsequent submission to Council) and were also addressing the issue of bringing more diverse members on to the Exco.

The Chairman reported that a letter had been sent to Senior School parents on 13 September, inviting them to complete a form to indicate their interest in re-establishing the Senior School Parents' Association. Replies were due to be received by noon on 20 September.

18. "MY SCHOOL" CARDS

Mrs Doyle explained to Council the mechanism of the "My School" card which would enable the School to receive a percentage of payments made by parents and associates of the School at certain participating retail outlets (including Woolworths). It was noted that there would be no costs and minimal administration involved in the Scheme and approval was duly given to the School's participation.

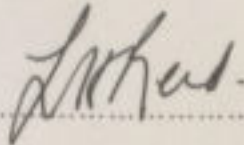
BD

19. DATE OF NEXT MEETING

The next meeting would be held on Monday 18 November 2002.

The meeting closed at 19:20

Confirmed:



Date:

18/11/2002

## HERSCHEL ASSOCIATION

COUNCIL MEETING 18 NOVEMBER 2002 AT 17:00

## ATTENDANCE REGISTER

MRS L H REID.....

VEN G Q COUNSELL.....

MRS P A CRAWLEY.....

(APOLOGY)

MRS B A DOYLE.....

MRS A J GOLDING.....

C R HAW.....

R W HENDRY.....

D J LOCH DAVIS.....

J R MILLAR.....

R H C PETERS.....

MRS B SATTAR.....

(APOLOGY)

MRS S STELZNER.....

R A VERNON.....

M CONNOLLY (Secretary).....

MRS A D VAN ZYL (Headmistress) – by invitation.....

MRS L C CLARKE (Deputy Head) – by invitation.....

MRS B A TALJARD (Head of Preparatory) – by invitation.....

Idraan Zyl

L Clarke

B A Taljard

# **HERSCHEL ASSOCIATION**

## **MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY**

**ON MONDAY 18 NOVEMBER 2002 AT 17:00**

Present: Mrs L H Reid (In the Chair)  
Ven G Q Counsell  
Mrs P A Crawley  
Mrs B A Doyle  
Mrs A J Golding  
Mr C R Haw  
Mr R W Hendry  
Mr J R Millar  
Mr R H C Peters  
Mrs S Stelzner  
Mr R A Vernon

In attendance: Mrs A D van Zyl  
Mrs L C Clarke  
Mrs B A Taljard  
Mr M Connolly

Apologies: Mr D Loch Davis  
Mrs B Sattar

### **ACTION**

#### 1. **OPENING**

The Chairman welcomed all those present.

#### 2. **CONFIRMATION OF MINUTES**

The minutes of the meeting held on 16 September 2002, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. **MATTERS ARISING**

Application to City Council re Arderne Gardens and part of land leased by WP Preparatory School – progress report

There remained no progress on this matter.

#### 4. **REPORT OF HEAD OF PREPARATORY SCHOOL**

The report circulated by Mrs Taljard was taken as read and duly approved.

The current building works were progressing well, though there were indications that completion could be delayed because of, *inter alia*, the delay by the City of Cape Town in approving the plans.

#### 5. **REPORT OF HEADMISTRESS**

Mrs van Zyl highlighted various items included in her report, including particularly the

**ACTION**

analyses of the destinations of leavers from both the Preparatory and Senior Schools. It was also noted that the principal feeder areas were changing – with more sourcing the Rondebosch direction rather than from the Constantia district. These facts would need to be addressed in future marketing strategies.

Mrs van Zyl paid tribute to Mrs Taljard and Mr Connolly for the work put in to a recent application made to the ETDP SETA for considerable funding which had been made available for learnerships and specialised training courses.

Mrs van Zyl concluded by thanking the Chairman and all Council members for their support and the contributions to the School made by them during the year.

6. **BURSAR'S REPORT**

The Bursar's Report was discussed and approved.

It was noted that the Outreach budget was considerably underspent. The Outreach Committee was presently engaged in planning their activities for 2003. It was agreed that the emphasis (say 90% of expenditure) should be on using the funds for strictly educational projects – rather than making straight donations of monies, equipment etc. **AG**

It was noted that Mr and Mrs Doyle had commenced work on the review of the total administration systems under the project leadership of the Headmistress and Bursar.

**ADvZ/MC/BD**

It was reported that work would be commencing shortly on reviewing current salary scales with a view to ensuring that the School was correctly positioned in relation to local and national independent schools – as well as to State schools. The aim would be to come up with a review system which was capable of quick annual updating and easy reference. **MC**

7. **COMMUNICATIONS AND MARKETING REPORT**

Mrs Reid highlighted items in her report, which was duly approved.

8. **EDUCATION COMMITTEE**

It was reported that the Education Committee would be meeting after the current year's results had been published and analysed. **ADvZ**

9. **PLANNING AND ESTATE COMMITTEE REPORT**

Mr Haw's report was duly noted and approved.

Pressure would be put on the building contractors to speed up the work being carried out at the Preparatory School, which was currently behind schedule.

It was agreed that the Planning Committee would debate a possible solution to the requirement to refurbish the Preparatory School tennis courts. The Committee would also be reviewing all short and medium term capital project requirements. **RH/RP**

10. **HUMAN RESOURCES COMMITTEE**

Mr Vernon reported that an HR Committee Meeting was scheduled 19 November. **RV/MC**

**ACTION****11. OUTREACH REPORT**

The report issued by Mrs Golding was noted and approved. Mrs Golding was complimented for the outstanding work carried out by her team.

**12. SPIRITUAL COMMITTEE**

It was noted there would be a meeting of the Committee early in the first term of 2003.

**GQC****13. SPORTS COMMITTEE**

Mr Haw reported that no meeting had been held in the current term. However, it was intended to have a further meeting with Bishops shortly, to explore further the possibility of a shared astro turf facility.

**14. NAMING RIGHTS PROPOSAL**

The document issued by Mrs Doyle on 18 November was discussed. It was agreed that great care needed to be taken before awarding any naming rights. However, it was decided that Mrs Doyle, Mr Vernon and Mrs van Zyl would meet to debate possible "target offerees" and to prepare an appropriate presentation to Council.

**BD/RV/ADvZ****15. PARENTS' ASSOCIATIONS**

It was reported that there had been a poor response by Senior School parents to the recent initiative taken by the Chairman to provide an opportunity to participate in a Senior School PA Exco. Of the total Senior School parents the responses were as follows:

- 5.1% indicated they were not interested
- 0.8% indicated they would be interested in becoming members of the Exco.
- 94.1% did not reply at all.

It was noted that the Preparatory School PA Exco had expressed disappointment about the poor response.

The Exco of the Preparatory School PA had submitted suggested amendments to the Preparatory School PA Constitution. The amendments were duly approved with modifications suggested (prior to the meeting) by Mr D Loch Davis.

**16. COUNCIL PROCEDURES**

The Chairman reported that a Code of Conduct had been drafted and was to be the principal document in a folder which was being produced for Council members under the title "Guide to Governance".

At the suggestion of the Chairman, the following ground rules were agreed regarding holding meetings, production of reports, etc:

- Each sub-committee should meet at least once per year – and more frequently as appropriate.
- Each Committee Chairman should submit a report to Council for each Council Meeting – whether or not a sub-committee meeting had been held

**ACTION**

- All reports should be dated showing the date of the relevant Council Meeting.
- Reports should be submitted to the Secretary/Bursar by the Monday preceding the relevant Council Meeting.
- The Secretary/Bursar should distribute the papers for the relevant Council Meeting by the Wednesday preceding that Meeting.
- No papers were to be tabled for the first time at Council Meetings themselves.

**17. MEETINGS CALENDAR 2003**

The meetings calendar submitted by Mr Connolly was noted. The only date requiring amendment was that of the Council Dinner – originally scheduled for 12 August. This would be changed to facilitate the attendance of the Chairman, who would be overseas from 8 July to the end of August.

**LC/MC****18. DATE OF NEXT MEETING**

The next meeting would be held on Monday 10 March 2003

The meeting closed at 19:30

Confirmed: .....



Date: .....

10/3/2003

HERSCHEL ASSOCIATION

COUNCIL MEETING 10 MARCH 2003 AT 17:00

ATTENDANCE REGISTER

|                                                            |                   |                            |
|------------------------------------------------------------|-------------------|----------------------------|
| MRS L H REID.....                                          | <i>LHR</i>        |                            |
| VEN G Q COUNSELL.....                                      | <i>VGC</i>        |                            |
| MRS P A CRAWLEY.....                                       |                   | <i>X [Present] 21/2/03</i> |
| MRS B A DOYLE.....                                         | <i>BA Doyle</i>   |                            |
| MRS A J GOLDING.....                                       | <i>AJ Golding</i> |                            |
| C R HAW.....                                               | <i>CR Haw</i>     |                            |
| R W HENDRY.....                                            | <i>RWH</i>        |                            |
| D J LOCH DAVIS.....                                        | <i>DJLD</i>       |                            |
| J R MILLAR.....                                            | <i>JRM</i>        |                            |
| R H C PETERS.....                                          | <i>RHC</i>        |                            |
| MRS B SATTAR.....                                          | <i>BS</i>         |                            |
| MRS S STELZNER.....                                        | <i>SS</i>         |                            |
| R A VERNON.....                                            | <i>RAV</i>        |                            |
| M CONNOLLY (Secretary).....                                | <i>M Connolly</i> |                            |
| MRS A D VAN ZYL (Headmistress) – by invitation.....        | <i>AdVZ</i>       |                            |
| MRS L C CLARKE (Deputy Head) – by invitation.....          | <i>LC Clarke</i>  |                            |
| MRS B A TALJARD (Head of Preparatory) – by invitation..... | <i>BA Taljard</i> |                            |

HERSCHEL ASSOCIATIONMINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON MONDAY 10 MARCH 2003 AT 17:00

Present: Mrs L H Reid (In the Chair)  
 Ven G Q Counsell  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr C R Haw  
 Mr R W Hendry  
 Mr J R Millar  
 Mr R H C Peters  
 Mrs S Stelzner  
 Mr R A Vernon

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Mrs B A Taljard  
 Mr M Connolly

Apologies: Mr D Loch Davis  
 Mrs B Sattar

ACTION1. OPENING

The Chairman welcomed all those present.

2. CONFIRMATION OF MINUTES

The minutes of the meeting held on 18 November 2002, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

3. MATTERS ARISING

There were no matters arising which were not included on the agenda.

4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Taljard's report was duly approved.

5. REPORT OF HEADMISTRESS

Mrs van Zyl highlighted various items in her report, in particular emphasising the need to guard against complacency following the extraordinarily successful matriculation results for 2002 (which included an achievement of 73.9% Distinction aggregate, with the second-placed school which had a 45.46% Distinction aggregate). She and the Management Team were constantly searching for new education methods and systems.

Mrs van Zyl reported that very good progress had been made with filling some key vacancies. Rev R W Commin had accepted the post of Chaplain, an excellent replacement

ACTION

had been found for Mrs Gerhardt in the ICT Dept and some excellent candidates had been identified for the Head's PA position.

It was noted that the Open Day held at both the Senior and Preparatory schools had been well attended and very successful.

Mr Millar reported having seen in the press that consideration was being given by the State to introducing a PMA system linked to salaries. It was agreed that the situation should be carefully monitored in order to make informed decisions on the School's own future policy in respect of such a system. ADvZ/MC

On behalf of all the Council, the Chairman commended Mrs van Zyl and all the staff for the outstanding matriculation results.

6. BURSAR'S REPORT

The Bursar highlighted various items in his report, which was discussed and approved.

It was noted that particular attention was being given to endeavouring to reduce the costs of stationery and printing – both through frequent report-backs to staff and through considerations of alternative methods/suppliers (including possible partial outsourcing).

The final draft budget was considered and approved. It was noted that a more detailed package in respect of the Capex budget was being produced and would be circulated shortly. MC

It was noted that the process of registering the School as a PBO and an NPO was to commence shortly with a view to completion in April. The official deadline for these was 31 December 2003, but it was considered prudent to complete the process as soon as possible. MC

It was reported that work was to commence on a brief pamphlet, based on examples from other Schools, which would ensure compliance with the Access to Information Act. Mrs Doyle and Mrs Stelzner offered to assist with the drafting. MC/BD/SS

It was noted that the School's uniform suppliers had offered to register the School's logo at no cost to the School. However, it was agreed rather to keep the process at arm's length in order not to compromise the strict business relationship with the supplier. MC

7. COMMUNICATIONS AND MARKETING REPORT

Mrs Reid highlighted items in her report, which was duly approved.

8. EDUCATION COMMITTEE

The minutes of the Education Committee meeting held on 6 March 2003 had been circulated.

It was noted that there were particular concerns regarding the current workload of the mathematics staff and also that there could be a case in future for splitting the roles of career and guidance counselling. The need to address the different language demands had also been identified.

9. PLANNING AND ESTATE COMMITTEE REPORT

Mr Haw highlighted various items in his report, which was duly noted and approved.

X It was noted that the new Resource and Music Centres at the Preparatory School were unlikely to be fully completed and operational before the beginning of the second term. The building contractor would be pressed for maximum penalties at the appropriate time.

10. HUMAN RESOURCES COMMITTEE

Mr Vernon highlighted various items in his report.

It was noted that the draft Employment Equity Plan contained many excellent action proposals put forward by the members of the Staff Equity Forum. It was suggested that, in addition to the regular monitoring process outlined in the Plan, target dates and accountabilities should be set by the Forum to try to ensure that timeous actions were duly taken.

MC

11. OUTREACH REPORT

Mrs Golding's report was noted and approved. The Committee congratulated her and the Outreach team for their excellent achievements during 2002.

12. SPIRITUAL COMMITTEE

The minutes of the inaugural meeting of the Spiritual Sub-Committee had been circulated and were noted with enthusiasm.

Ven G Counsell emphasised that the new Chaplain, Rev R W Commin, would be a key driving force in the committee's work. There was a need to educate parents as well as the pupils as many modern families did not practise any form of worship at home.

It was agreed that it would be helpful to obtain a statistical breakdown of the various religious persuasions pertaining in the School.

LC

13. SPORTS COMMITTEE

Mr Haw's report was noted and approved.

Mr Haw also reported that Mr Mallett, Head of Western Province Preparatory School, had consulted with his colleagues regarding the possible sharing of the Douglas Murray Playing Field facility. However he had now indicated that, unfortunately this was not regarded as practical. It was agreed not to pursue this matter further.

It was noted that Bishops were still enthusiastic about the possibility of sharing a new astro turf facility and it was agreed that the School Management, in liaison with Mr Haw, would draw up a proposal for further consideration by the Planning Committee.

ADvZ/MC/RH

14. CORRESPONDENCE

The Chairman reported on various items of personal correspondence which had taken place since the previous meeting.

ACTION15. PARENTS' ASSOCIATIONS

A list of the 2003 Exco of the Preparatory School Parents' Association had been included with the papers for the meeting and was duly noted.

Two nominations as parents' representatives to the Council had been made by the Exco, namely Mr J Pearce and Mrs S McGregor. The nominees would be interviewed by the Chairman shortly.

16. COUNCIL GOVERNANCE MATTERS

(a) The Chairman distributed a folder entitled "Guide to Governance" which included, *inter alia*, a copy of the Code of Conduct which had been drawn up in consultation with Mr D Loch Davis.

(b) The issue was raised as to whether or not the chairmanships of the various sub-committees should necessarily be by Council members. This matter would be discussed further by the Chairman with Mr D Loch Davis. LR/DLD

(c) It was agreed that it would be helpful to draft guidelines regarding normal lengths of tenure of office for Councillors. The Chairman and Secretary would consult Mr D Loch Davis on the matter. LR/MC/DLD

17. APPOINTMENT OF COUNCILLORS

It was noted that Mrs Doyle and Mrs Stelzner were no longer parents' representatives to Council, following their resignations from the Exco of the Preparatory School Parents' Association.

(a) It was proposed by Mr Hendry, seconded by Mr Peters and unanimously resolved that Mrs B A Doyle be elected as a councillor.

(b) It was proposed by Mr Haw, seconded by Mr Millar and unanimously resolved that Mrs S Stelzner be elected as a councillor.

18. FOUR SCHOOLS TRUST DEED

Mr Connolly reported that the Trustees of the Four Schools Trust had proposed some amendments to the Trust Deed – principally to take account of certain recent changes in legislation etc. It was agreed that Mr Connolly would discuss these with Mr D Loch Davis and then send a round robin to Councillors to motivate the approval thereof, if deemed appropriate. MC/DLD

19. DATE OF NEXT MEETING

The next meeting would be held on Monday 26 May 2003

The meeting closed at 18:50

Confirmed:

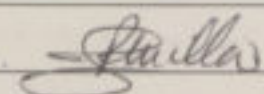
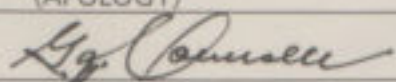
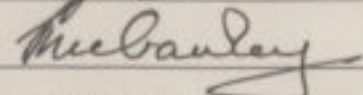
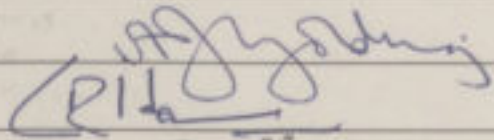
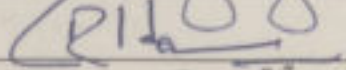
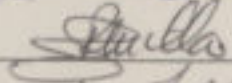
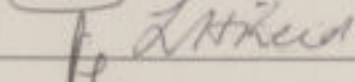
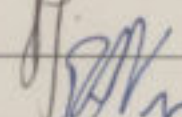
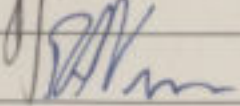


Date:

26 May 2003

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 26 MAY 2003**  
**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 per cent 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 26 May 2003 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           | 4966         |    |
| The Archdiocese of Cape Town | 1            | (APOLOGY)                                                                            |
| Ven G Q Counsell             | 1            |  |
| Mrs P A Crawley              | 1            |  |
| Mrs B A Doyle                | 1            | (APOLOGY)                                                                            |
| Mrs A J Golding              | 1            |  |
| C R Haw                      | 1            |  |
| J R Millar                   | 1            |  |
| Mrs L H Reid                 | 1            |  |
| Mrs S Stelzner               | 1            |  |
| R A Vernon                   | 1            |  |

4976

**Cape Town**  
**26 May 2003**

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

LIBRARY ON MONDAY 26 MAY 2003 AT 17:00

**PRESENT:** Mrs L H Reid (In the Chair)  
 The Ven G Q Counsell  
 Mrs P A Crawley  
 Mrs A J Golding  
 Mr C R Haw  
 Mr J R Millar (also representing The Herschel Trust )  
 Mrs S Stelzner  
 Mr R A Vernon

**IN ATTENDANCE:** Mr M Connolly (Secretary)

**APOLOGIES:** The Archdiocese of Cape Town  
 Mrs B A Doyle

#### 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 a consent 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 27 May 2002, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

#### 2002 ANNUAL FINANCIAL STATEMENTS

The 2002 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and unanimously approved.

It was agreed that the Chairman and Mr J R Millar would sign the Council's Report on behalf of the Council.

### RETIREMENTS AND ELECTION OF COUNCILLORS

- (a) In terms of Clause 10.10 of the Association's Articles of Association the following Councillors who had been co-opted during the year duly retired:

Mr R H C Peters

Mr Peters had indicated that he did not wish to be re-co-opted and his retirement was accepted with regret.

- (b) Having been proposed by Mrs P A Crawley and seconded by Mr R A Vernon it was unanimously resolved that retiring councillors who offer themselves for re-election be elected by means of a single resolution. Accordingly, having been duly proposed and seconded as previously, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected Councillors:-

Ven G Q Counsell

Mrs B A Doyle

Mrs S Stelzner

- (c) It was noted with regret that Mrs B Sattar had resigned from Council with effect from 10 March 2003.

- (d) It was proposed by Mrs S Stelzner and seconded by Mrs P A Crawley and unanimously resolved that the following additional Councillors who had been nominated by the Herschel Preparatory School Parents' Association be duly elected as Councillors by means of a single resolution:

Mrs S McGregor and Mr J Pearce

### RE-APPOINTMENT OF AUDITORS

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

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

CONFIRMED:



DATE:

31/5/04

## HERSCHEL ASSOCIATION

COUNCIL MEETING 26 MAY 2003 AT 17:15

## ATTENDANCE REGISTER

MRS L H REID.....

*L H Reid*

VEN G Q COUNSELL.....

*V G Q Counsell*

MRS P A CRAWLEY.....

*P A Crawley*

MRS B A DOYLE.....

(APOLOGY)

MRS A J GOLDING.....

*A J Golding*

C R HAW.....

*C R Haw*

R W HENDRY.....

*R W Hendry*

D J LOCH DAVIS.....

(APOLOGY)

MRS S MCGREGOR.....

*S McGregor*

J R MILLAR.....

*J R Millar*

J PEARCE.....

*J Pearce*

R H C PETERS.....

*R H C Peters*  
(APOLOGY)

MRS S STELZNER.....

*S Stelzner*

R A VERNON.....

*R A Vernon*

M CONNOLLY (Secretary).....

MRS A D VAN ZYL (Headmistress) – by invitation.....

*A D van Zyl*

MRS L C CLARKE (Deputy Head) – by invitation.....

*L C Clarke*

MRS B A TALJARD (Head of Preparatory) – by invitation.....

*B A Taljard*

HERSCHEL ASSOCIATIONMINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON MONDAY 26 MAY 2003 AT 17:15

Present: Mrs L H Reid (In the Chair)  
 Ven G Q Counsell  
 Mrs P A Crawley  
 Mrs A J Golding  
 Mr C R Haw  
 Mr R W Hendry  
 Mrs S McGregor  
 Mr J R Millar  
 Mr J Pearce  
 Mrs S Stelzner  
 Mr R A Vernon

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Mrs B A Taljard  
 Mr M Connolly

Apologies: Mr D Loch Davis  
 Mrs B A Doyle

ACTION1. OPENING

The Chairman welcomed all those present.

2. RETIREMENTS, RE-ELECTIONS AND ELECTIONS OF COUNCILLORS

The Chairman reported on the following matters which had been discussed at the Annual General Meeting held immediately before the Council Meeting:

- (a) Mr R H C Peters had written to indicate that he did not wish to be re-co-opted and his retirement had been accepted with regret. The Secretary was requested to record the acknowledgement of Council of the outstanding service given by Mr Peters over some 21 years. It was agreed that an appropriate social occasion would be arranged to honour Mr Peters.
- (b) Mrs Sattar had resigned from Council with effect from 10 March 2003, due mainly to her commitment to spend extended periods overseas. The Secretary was requested to record the warm appreciation of Council for the valuable contribution made by Mrs Sattar since joining Council in November 1999.
- (c) Ven G Q Counsell, Mrs B A Doyle and Mrs S Stelzner had retired in accordance with Clause 10.4 of the Association's Articles of Association and been duly re-elected as Councillors.
- (d) Mrs S McGregor and Mr J Pearce had been elected as Councillors, having been nominated by the Preparatory School Parents' Association. The Chairman warmly welcomed them to their first Council Meeting.

ADvZ

3. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

- (a) Mr J R Millar proposed that Mrs L H Reid be re-elected as Chairman for the ensuing year. Mr R A Vernon seconded the proposal, which was carried unanimously.
- (b) The Chairman proposed that Mr J R Millar be re-elected as Deputy Chairman for the ensuing year. Mr C R Haw seconded the proposal, which was carried unanimously.

4. ALLOCATION OF PORTFOLIOS FOR 2003/2004

It was agreed that Mrs S McGregor would join the Spirituality and Education sub-Committees and that Mr Pearce would join the Communications and Marketing and HR sub-committees. Mr C R Haw undertook to Chair the Planning Committee. The Secretary would draft a revised list of attendees of all sub-committees.

MC

It was noted that there was a need to seek two more members to join the Finance Committee and one to join the Planning and Estate Committee.

5. APPROVAL OF TRANSFERS OF SHARES

The following transfers of shares were duly approved:

- (a) With effect from 10 March 2003:  
1 share from Mrs B Sattar to Herschel Trust
- (b) With effect from 26 May 2003:  
1 share from Herschel Trust to Mrs S McGregor  
1 share from Herschel Trust to Mr J Pearce

6. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 10 March 2003, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

7. MATTERS ARISING

There were no matters arising which were not included on the agenda.

8. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs Taljard highlighted various items in her report which was duly approved.

9. REPORT OF HEADMISTRESS

Mrs van Zyl highlighted various items in her report, including, inter alia, the success of the "Smile" project and the positive experiences which were resulting from the latest Performance Management Assessments.

It was agreed that the ICT Department Report was very impressive. The motivation for an additional ICT Technician was noted and approved subject to Mr Vernon checking out information regarding certain comparatives with other schools.

RV  
/3

It was noted that the Headmistress was currently in the process of convening a new Fundraising Committee.

ADvZ

On behalf of the Council, the Chairman wished the Headmistress well during her forthcoming attendance at the International Conference of Principals in Edinburgh, which would be followed by her term's leave.

10. BURSAR'S REPORT

The Bursar highlighted various items in his report, which was discussed and approved.

11. COMMUNICATIONS AND MARKETING REPORT

Mrs Reid highlighted items in her report, which was duly approved.

12. EDUCATION COMMITTEE

The minutes of the Education Committee meeting held on 7 May 2003 had been circulated. It was noted that Mr Gardener had now left the Committee and the Secretary was asked to record the Council's great appreciation of his valuable contribution.

13. PLANNING AND ESTATE COMMITTEE REPORT

Mr Haw highlighted various items in his report, which was duly noted and approved.

14. HUMAN RESOURCES COMMITTEE

Mr Vernon highlighted various items in his report, which was duly approved.

Mr Vernon also mentioned that he had copies of an article published in The Times on 1 May 2003, in which it was reported that, in the UK, the boom in private education was continuing despite fees increasing in excess of normal inflation. The Secretary would make copies available to those interested.

15. OUTREACH REPORT

Mrs Golding's report was noted and approved.

16. SPIRITUAL COMMITTEE

The Ven G Counsell's report was noted and approved.

17. SPORTS COMMITTEE

Mr Haw's report was noted and approved. Mr Haw suggested that a further meeting with the School's sports staff would be of benefit and this would be arranged in due course.

CRH/ADvZ

18. PREPARATORY SCHOOL PARENTS' ASSOCIATION

Mrs McGregor sought guidance as to how certain matters and concerns identified at the PA's Exco meetings should be dealt with. It was agreed that, in most cases, these should be handled directly with the Head of Preparatory and only referred to

ACTION

Council should it appear that particular issues were not being addressed.

19. CORRESPONDENCE

The Chairman reported on various items of personal correspondence which had taken place since the previous meeting.

20. DATE OF NEXT MEETING

The next meeting would be held on Monday 25 August 2003.

The meeting closed at 19:30

Confirmed: .....



Date: 1 September 2003

HERSCHEL ASSOCIATION  
 1 SEPTEMBER 2003  
 COUNCIL MEETING ~~26 MARCH 2003~~ AT 17:00

ATTENDANCE REGISTER

|                                                                  |                     |
|------------------------------------------------------------------|---------------------|
| MRS L H REID.....                                                | <i>L H Reid</i>     |
| VEN G Q COUNSELL.....                                            | <i>G Q Counsell</i> |
| MRS P A CRAWLEY.....                                             | <i>P A Crawley</i>  |
| MRS B A DOYLE.....                                               | <i>B A Doyle</i>    |
| MRS A J GOLDING.....                                             | <i>A J Golding</i>  |
| C R HAW.....                                                     | (APOLOGY)           |
| R W HENDRY.....                                                  | <i>R W Hendry</i>   |
| D J LOCH DAVIS.....                                              | (APOLOGY)           |
| MRS S MCGREGOR.....                                              | <i>S McGregor</i>   |
| J R MILLAR.....                                                  | <i>J R Millar</i>   |
| J PEARCE.....                                                    | <i>J Pearce</i>     |
| MRS S STELZNER.....                                              | <i>S Stelzner</i>   |
| R A VERNON.....                                                  | (APOLOGY)           |
| M CONNOLLY (Secretary).....                                      | <i>M Connolly</i>   |
| MRS L CLARKE (Acting Headmistress) - by invitation.....          | <i>L Clarke</i>     |
| MRS A CHAMPION (Acting Head of Preparatory) - by invitation..... | <i>A Champion</i>   |

# HERSCHEL ASSOCIATION

## MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 1 SEPTEMBER 2003 AT 17:00

|                |                                                                                                                                                                                             |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Present:       | Mrs L H Reid (In the Chair)<br>Ven G Q Counsell<br>Mrs P A Crawley<br>Mrs B A Doyle<br>Mrs A J Golding<br>Mr R W Hendry<br>Mrs S McGregor<br>Mr J R Millar<br>Mr J Pearce<br>Mrs S Stelzner |
| In attendance: | Mrs L C Clarke (Acting Headmistress)<br>Mrs A Champion (Acting Head of Preparatory)<br>Mr M Connolly                                                                                        |
| Apologies:     | Mr D Loch Davis<br>Mr C R Haw<br>Mr R A Vernon                                                                                                                                              |

### ACTION

#### 1. OPENING

The Chairman welcomed all those present.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 26 May 2003 were read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

There were no matters arising which were not included on the agenda.

#### 4. REPORT OF ACTING HEAD OF PREPARATORY SCHOOL

Mrs Champion's report was noted and approved. Mrs Champion confirmed that appropriate actions had taken place to bring closure to the departure of Mrs Taljard. She all had now settled down and that things were currently running very smoothly.

#### 5. REPORT OF ACTING HEADMISTRESS

Mrs Clarke's report was noted and approved.

Mrs Clarke thanked the Council for their attendance at the recent Council and Staff Dinner and reported that there had been many positive responses from the staff.

Mrs Clarke reported that Mr Slabbert, a temporary Afrikaans and history teacher, had resigned following a disciplinary hearing.

**ACTION**

It was agreed that any proposed changes in staff structures, initiated by Management, should first be discussed and approved by the Education Committee and then submitted, with appropriate cost benefit calculations, to the Finance Committee.

**LC/MC**

In response from a question, Mrs Clarke explained the current position regarding the School's participation in the WCISE examinations and reported that alternative proposals were currently under consideration.

**LC****6. PREPARATORY HEADSHIP**

It was noted that the vacant Head of Preparatory position had been advertised with a closing date of 26 September. It was therefore likely that the new appointee might not be able to take up the position until the second term of 2004.

Mrs Clarke reported that she had obtained from the Preparatory School staff a profile of the sort of person they themselves envisaged as an appropriate replacement.

Mrs Champion reported that appropriate means had been found for both staff and pupils to say their "goodbyes" to Mrs Taljard. There was now a settled atmosphere at the Preparatory School.

Mrs Reid reported that a report had been received from Mr MacRobert, but that there were a number of errors which were to be discussed with him by Mrs Reid and Mr Millar. Once the appropriate amendments had been made, arrangements would be made for the Council members to be given copies of the document and to have a discussion regarding its implications.

**7. BURSAR'S REPORT**

The Bursar highlighted various items in his report, including the second draft budget and capex proposals for 2004, which were discussed and approved.

**8. COMMUNICATIONS AND MARKETING REPORT**

Mrs Reid highlighted items in her report, which was duly approved.

**9. EDUCATION COMMITTEE**

The minutes of the Education Committee meeting held on 13 August 2003 had been circulated.

It was agreed that the staffing issues referred to in the minutes would be discussed further by the Finance Committee. The Bursar would arrange for a meeting to be convened.

**MC****10. PLANNING AND ESTATE COMMITTEE REPORT**

Mr Haw highlighted various items in his report, which was duly noted and approved.

**11. HUMAN RESOURCES COMMITTEE**

Mr Vernon's report was noted and approved.

12. OUTREACH REPORT

Mrs Golding's report was noted and approved.

It was suggested that parents should be e-mailed information about outreach activities in order to increase their awareness of the increasing importance which is attached to them.

It was agreed that Mrs Doyle and Mrs McGregor would discuss with Mrs Golding ways in which the budget for 2004 could best be allocated.

AG/BD/SM

13. SPIRITUALITY COMMITTEE

The Ven G Counsell's report was noted and approved. It was noted that Ven Counsell was about to go overseas for 2 months and that Rev Commis would be chairing the next meeting of the committee.

14. SPORTS COMMITTEE

Mr Haw's report was noted and approved.

15. EXIT INTERVIEWS

The Chairman reported that the current system of conducting exit interviews did not appear to be working well. It was agreed to refer the matter to the Human Resources Committee, aided by Mrs Doyle (who had been party to the formulation of the current process). It was also suggested that consideration be given to introducing exit interviews for pupils.

RV

16. PREPARATORY SCHOOL PARENTS' ASSOCIATION

Mrs McGregor reported that the Exco had written to Mrs Taljard, thanking her for her contribution to the School and offering assistance with her references, if required.

It was noted that there appeared to be a need to simplify the explanations being given to parents regarding the process and implications of the new curriculum as many of them did not fully understand the position.

AC

17. RESOLUTION OF COUNCIL

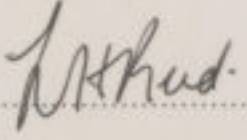
It was resolved that:

- (a) The Association accepts the offer of the facility made available to it by FIRSTSTRAND BANK LIMITED (Reg No 1929/001225/06) ("the Bank") acting through its FNB Corporate division, subject to the terms and conditions as set forth in the facility letter no 01/HershelAssoc/2003 from the Bank dated 21 May 2003 as exhibited to and approved by the Council at the meeting. The Association furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time.; and
- (b) Mr M Connolly and Mrs L C Clarke, in their capacities as representatives of the Association, be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

ACTION18. DATE OF NEXT MEETING

The next meeting would be held on Monday 17 November 2003.

The meeting closed at 19:20

Confirmed: .....  .....

Date: 17. Nov 2002

## HERSCHEL ASSOCIATION

RESOLUTION OF COUNCIL – 19 SEPTEMBER 2003

### ELECTION OF COUNCILLOR

It was proposed by Mrs L H Reid and seconded by Mr J R Millar and unanimously RESOLVED that Mr L Barlow be duly appointed as a Councillor in accordance with Section 10.10 of the Association's Articles of Association.

Signed:

Lohr  
 Dr. G. G. G.  
 The Grand  
 B. D. G.  
 A. G. G.  
 C. R. I.  
 R. W. G.  
 M. G.  
 S. G.  
 G. G. G.

Mrs L H Reid, Chairman

Ven G Q Counsell

Mrs P A Crawley

Mrs B A Doyle

Mrs A J Golding

Mr C R Haw

Mr R W Hendry

Mrs S McGregor

Mr J R Millar

Mr J Pearce

Mrs S Stelzner

Mr R A Vernon

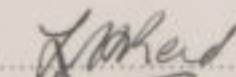
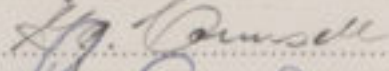
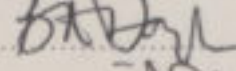
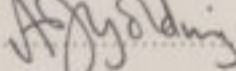
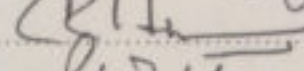
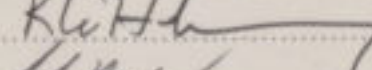
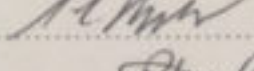
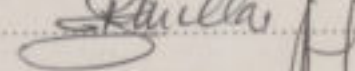
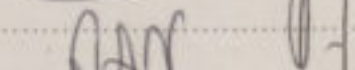
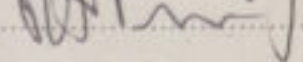
## HERSCHEL ASSOCIATION

### RESOLUTION OF COUNCIL – 7 NOVEMBER 2003

#### ELECTION OF COUNCILLOR

It was proposed by Mrs L H Reid and seconded by Mr J R Millar and unanimously RESOLVED that Mrs C Mayer be duly appointed as a Councillor in accordance with Section 10.10 of the Association's Articles of Association.

Signed:

Mrs L H Reid, Chairman

Mr L Barlow

Ven G Q Counsell

Mrs P A Crawley

Mrs B A Doyle

Mrs A J Golding

Mr C R Haw

Mr R W Hendry

Mrs S McGregor

Mr J R Millar

Mrs S Stelzner

Mr R A Vernon

## HERSCHEL ASSOCIATION

COUNCIL MEETING 17 NOVEMBER 2003 AT 17:00

## ATTENDANCE REGISTER

MRS L H REID..... *L H Reid*  
 MR L BARLOW..... (APOLOGY)  
 VEN G Q COUNSELL..... *V G Q Counsell*  
 MRS P A CRAWLEY..... *P A Crawley*  
 MRS B A DOYLE..... *B A Doyle*  
 MRS A J GOLDING..... *A J Golding*  
 C R HAW..... *C R Haw*  
 R W HENDRY..... *R W Hendry*  
 D J LOCH DAVIS..... (APOLOGY)  
 MRS C MAYER..... *C Mayer*  
 MRS S MCGREGOR..... *S McGregor*  
 J R MILLAR..... *J R Millar*  
 MRS S STELZNER..... *S Stelzner*  
 R A VERNON..... *R A Vernon*  
 M CONNOLLY (Secretary)..... *M Connolly*  
 MRS A D VAN ZYL (Headmistress) - by invitation..... *A D Van Zyl*  
 MRS L CLARKE (Deputy Headmistress) - by invitation..... *L Clarke*  
 MRS A CHAMPION (Acting Head of Preparatory) - by invitation..... *A Champion*

HERSCHEL ASSOCIATIONMINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON MONDAY 17 NOVEMBER 2003 AT 17:00

|                |                                                                                                                                                                                                                            |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Present:       | Mrs L H Reid (In the Chair)<br>Ven G Q Counsell<br>Mrs P A Crawley<br>Mrs B A Doyle<br>Mrs A J Golding<br>Mr C R Haw<br>Mr R W Hendry<br>Mrs C Mayer<br>Mrs S McGregor<br>Mr J R Millar<br>Mrs S Stelzner<br>Mr R A Vernon |
| In attendance: | Mrs A D van Zyl<br>Mrs L C Clarke<br>Mrs A Champion (Acting Head of Preparatory)<br>Mr M Connolly                                                                                                                          |
| Apologies:     | Mr D Loch Davis<br>Mr L Barlow                                                                                                                                                                                             |

ACTION1. OPENING

The Chairman welcomed all the attendees - in particular Mrs C Mayer, who was attending her first Council Meeting.

2. RESIGNATION OF COUNCILLOR

Mrs Reid reported with regret that Mr J Pearce had resigned as a Councillor with effect from 22 September 2003.

3. CONFIRMATION OF MINUTES

- (a) The minutes of the meeting held on Monday 1 September 2003, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.
- (b) The following were duly noted:
- Resolution dated 19 September 2003 relating to the appointment of Mr L Barlow as a Councillor
  - Resolution dated 7 November 2003 relating to the appointment of Mrs C Mayer as a Councillor.

4. MATTERS ARISING

There were no matters arising which were not included on the agenda.

**ACTION****5. APPROVAL OF TRANSFERS OF SHARES:**

The following transfers of shares were duly approved:

- (a) With effect from 22 September 2003:  
1 share from Mr J Pearce to the Herschel Trust
- (b) With effect from 19 September 2003:  
1 share from the Herschel Trust to Mr L Barlow
- (c) With effect from 7 November 2003:  
1 share from the Herschel Trust to Mrs C Mayer

**6. REPORT OF ACTING HEAD OF PREPARATORY SCHOOL**

Mrs Champion's report was noted and approved.

Mrs Champion reported that she had introduced an exit interview procedure for parents of pupils leaving the Preparatory School. Most of those interviewed to date had withdrawn their daughters because of relocation and there had been very positive feedback about their experience at Herschel. It was noted that a similar procedure was to be introduced at the Senior School.

ADvZ

**7. REPORT OF HEADMISTRESS**

Mrs van Zyl's report was noted and approved.

In answer to questions, Mrs van Zyl reported further as follows:

- All pupils who had left at the end of the third term had done so for re-location or similar reasons.
- There was little which could be done at this stage to increase the pupil numbers in Grade 11 for 2004 – there was greater chance of improving the Grade 10 intake (eg there were 4 pupils coming in to Grade 10 from Reddam in 2004).
- Mrs van Zyl expressed her concern that there appeared to be a problem with the flexibility of salary packages currently being offered, which was hampering the recruitment of top class staff. This would be addressed as part of the salary survey which would be completed by the end of the month. MC
- There had been a hiatus in the Fundraising due partly to the need to identify specific projects for targeting purposes. However, there was to be a Planning Committee meeting later in the week, at which several proposals would be discussed and, if agreed to be appropriate, would in due course be put to the Fundraising Committee.

**8. BURSAR'S REPORT**

The Bursar highlighted various items in his report, which was discussed and approved.

**9. COMMUNICATIONS AND MARKETING REPORT**

Mrs Reid's report was noted and approved.

The Bursar was requested to report back on the final figures relating to the Stars for Africa concert – including the details of the benefits which had been allocated to various charities.

MC

The Bursar was also requested to check out and report back on the amount currently being charged to Old Herschelians for purchase of the Herschelian magazine.

MC

/3

**10. EDUCATION COMMITTEE**

The minutes of the Education Committee meeting held on 5 November 2003 had been circulated.

Mrs van Zyl reported that her recent appointment as Western Regional Chairman of SAHISA was, inter alia, enabling her to be kept completely up to date with latest developments.

It was noted with regret and concern that there was a declining interest being shown in learning Xhosa in the Senior School.

**11. PLANNING AND ESTATE COMMITTEE REPORT**

Mr Haw highlighted various items in his report, which was duly noted and approved.

**12. HUMAN RESOURCES COMMITTEE**

Mr Vernon's highlighted items in his report, which was noted and approved.

It was noted that a further meeting of the HR Committee would be convened before the end of term to consider the review of staff salaries.

MC

The proposed revised process for implementing staff exit interviews was duly approved, with some small amendments to the answer form.

MC/RV

Ven Counsell reported that he had recently participated in an informal discussion with the Bishops Head of Preparatory, who interviewed black parents with a view to obtaining their thoughts as to how it might be possible to increase the number of pupils from designated groups. It was agreed that similar discussions could be useful at both the Herschel Senior and Preparatory Schools.

ADvZ/AC

Mr Vernon reported on a recent debriefing session held at the Preparatory School, at which various issues arising out of the departure of Mrs Taljard had been addressed. It was noted that there was a perception that the staff felt that there was a considerable divide between Council and staff. There was also a degree of misunderstanding of the respective roles of themselves and Council. There needed to be improvements in the interactions between staff and Council – whilst ensuring that these in no way undermined the authority of the Management.

The following action plans were agreed upon:

- In the new year, a think tank/strategic planning meeting would be convened on a Saturday morning. Staff from both schools, together with Management and Councillors, would participate.
- Mrs van Zyl would draw up a draft Staff Code of Conduct, for consideration at the next Council Meeting.
- Every effort would be made to try to ensure that, wherever possible, at least some Council representation was present at appropriate School functions.

LR

ADvZ

ALL

**13. OUTREACH**

Mrs Golding's report was noted and approved.

ACTION14. SPIRITUALITY COMMITTEE

The minutes of the Spirituality Meeting held on 16 October 2003 had been circulated and were noted.

15. SPORTS COMMITTEE

Mr Haw's highlighted various items in his report, which was duly approved.

It was agreed that when considering future strategies, these should include that of sporting facilities to be provided for the future. It was noted that the Planning Meeting to be held later in the week would be addressing some of these issues.

16. PREPARATORY SCHOOL PARENTS' ASSOCIATION

Mrs McGregor reported on the following activities etc:

- A group of parents was currently involved in consultations with local authorities etc in trying to find means of alleviating the ever worsening traffic problems around the Preparatory School.
- A recent talk on the topic of the new curriculum had been very well received.
- There had been favourable comment by parents on the increased transparency evidenced by the letters explaining the respective processes relating to the School's budget preparation and the recruitment of the new Head of Preparatory.
- It had been noted that more people were admitting to feeling financial strain in meeting their fees commitments.

17. RESOLUTION OF COUNCIL

It was resolved that the Association enter into a Payroll Service Agreement with PayPeople, a division of FirstRand Bank Limited (the "Bank") for the preparation and furnishing of the payroll for the Association's employees, and that either MICHAEL CONNOLLY in his capacity as Secretary/Bursar of the Association or MRS AUDREY DIANA VAN ZYL in her capacity as authorized signatory of the Association be and is hereby authorized to sign the Agreement on behalf of the Association and to execute and/or deliver to the Bank all other documents required in connection therewith.

18. PROPOSED MEETINGS TIMETABLE FOR 2004

The Bursar had circulated a proposed timetable and Councillors would contact him in case of any difficulties or suggested changes.

ALL

19. DATE OF NEXT MEETING

The next meeting would be held on Monday 8 March 2004.

The meeting closed at 19:15

Confirmed: .....

Date: .....

8 March 2004

## HERSCHEL ASSOCIATION

COUNCIL MEETING 8 MARCH 2004 AT 17:00

## ATTENDANCE REGISTER

MRS L H REID.....

MR L BARLOW.....

VEN G Q COUNSELL.....

MRS P A CRAWLEY.....

MRS B A DOYLE.....

MRS A J GOLDING.....

C R HAW.....

R W HENDRY.....

D J LOCH DAVIS.....

(APOLOGY)

MRS C MAYER.....

MRS S MCGREGOR.....

J R MILLAR.....

MRS S STELZNER.....

(APOLOGY)

R A VERNON.....

M CONNOLLY (Secretary).....

MRS A D VAN ZYL (Headmistress) - by invitation.....

MRS L CLARKE (Deputy Headmistress) - by invitation.....

MS J COURT (Head of Preparatory) - by invitation.....

# HERSCHEL ASSOCIATION

## MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 8 MARCH 2004 AT 17:00

Present: Mrs L H Reid (In the Chair)  
Mr L Barlow  
Ven G Q Counsell  
Mrs P A Crawley  
Mrs B A Doyle  
Mrs A J Golding  
Mr C R Haw  
Mr R W Hendry  
Mrs C Mayer  
Mrs S McGregor  
Mr J R Millar  
Mr R A Vernon

In attendance: Mrs A D van Zyl  
Mrs L C Clarke  
Ms J Court  
Mr M Connolly

Apologies: Mr D Loch Davis  
Mrs S Stelzner

### ACTION

#### 1. OPENING

The Chairman welcomed all the attendees.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 17 November 2003, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

##### Staff Code of Conduct

Mrs van Zyl reported that she had researched existing codes of conduct and after some discussion it was agreed that she would circulate the "SACE" document to Councillors for their consideration, though Mrs van Zyl did not feel it to be totally appropriate for Herschel.

ADvZ

#### 4. REPORT OF DEPUTY HEAD OF PREPARATORY SCHOOL

Mrs Champion's report, presented by Ms Court, was noted and approved.

The Secretary was requested to record the Council's thanks and appreciation of Mrs Champion's contribution as Acting Head of Preparatory between July 2003 and February 2004. The Chairman confirmed having sent an appropriate letter of acknowledgement to Mrs Champion.

**5. REPORT OF HEADMISTRESS**

Mrs van Zyl was complimented on the new style of her report, which was noted and approved.

Mrs van Zyl added commentary on the following:

- Parents of girls who had written the entrance examinations over the past weekend had been given a "Powerpoint" presentation, extracts from which were handed out at the meeting. It was considered too early to predict the the likely Grade 8 enrolment for 2005 – firmer indications could be expected in April.
- ISASA had warned that there was a need to be vigilant regarding the publication of the local municipality's policies following the enactment of the Property Rates Bill.
- The upcoming Schools in Harmony concert in Kirstenbosch was the outcome of a tremendous effort by Mrs Grobler, for which Councillors expressed their great appreciation.

Mr Vernon expressed concern that, whilst it was a very difficult area, there was a continuing lack of progress in increasing teacher diversity. He asked the Secretary to include the topic on the agenda of the next HR Committee meeting.

MC

Mr Millar requested that the enrolment figures in future reports showed comparisons against both the previous quarter and budget.

ADvZ/MC

**6. BURSAR'S REPORT**

The Bursar highlighted various items in his report, which was discussed and approved.

The fifth draft budget, which had been updated to reflect actual enrolment, current salaries after implementation of the approve increases at January 2004 and effects of actual results for 2003, was duly approved.

**7. COMMUNICATIONS AND MARKETING REPORT**

Mrs Reid's report was noted and approved.

**8. EDUCATION COMMITTEE**

The minutes of the Education Committee meeting held on 26 February 2004 were noted.

**9. HUMAN RESOURCES COMMITTEE**

Mr Vernon highlighted items in his report, which was noted and approved.

**10. OUTREACH**

Mrs Golding's report was noted and approved. It was agreed that Ms van Blerk was to be congratulated for her outstanding contribution to the planning and implementation of the many excellent activities achieved during 2003.

ADvZ

**ACTION****11. SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 9 February 2004 were noted. Ven G Counsell reported that there was a real spirit of commitment in the School and he had been particularly impressed by the approach of the School Chaplain, Bob Commin.

**12. PLANNING AND ESTATE COMMITTEE REPORT**

Mr Haw highlighted various items in his report, which was duly noted and approved.

**13. SPORTS COMMITTEE**

Mr Haw's report was noted.

**14. PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs McGregor's report was noted.

It was agreed that a full motivation should be provided to the Planning Committee should the Parents' Association agree that some form of heating be required for the Preparatory School swimming pool.

**SM/CM****15. PROPOSAL FOR TEACHER EXCHANGE**

Mrs van Zyl's proposal for a teacher exchange with Pymble Ladies College was duly considered and approved in principle. Mrs van Zyl would put together the detailed planning of the project.

**ADvZ****16. FUNDRAISING**

The memorandum circulated by Mrs McGregor was discussed.

The Chairman emphasised that the function of fundraising was essentially that of the Parents' Association. The goal, however, should be to unite all members of the Herschel community in the drive to raise the funds required for the major project of the Senior School swimming pool – currently provisionally estimated at R6million. She suggested that consideration be given, inter alia, to adopting the methods used by the "Herschel Ahead" committee in the late 1980's, when funds were raised largely through a system of pledges over periods of up to 5 years.

**SM****17. RESOLUTION OF COUNCIL**

It was resolved that the Members of the Finance Committee, namely Mr JR Millar, Mrs B Doyle, Mr L Barlow, Mrs L Reid, Mrs A D van Zyl and Mr M Connolly be and are hereby authorized to invest all or part of the funds of the Brendalyn Tyers Stempel Bursary Fund and the CV Starr Scholarship Fund into the Allan Gray Stable Fund and/or such other investments as they believe to be appropriate. Any 2 or more of the said Committee are hereby authorized to complete and sign all or any documentation which is required to give effect to the investment process, on behalf of Herschel Association.

ACTION18. RETIREMENT OF COUNCILLOR

Mr R W Hendry had indicated that he wished to retire from Council at the close of the Meeting. On behalf of Council, the Chairman thanked Mr Hendry for his outstanding contribution to the School over the 21 years during which he served on Council.

19. APPROVAL OF TRANSFER OF SHARES:

The following transfer of shares was duly approved with effect from 8 March 2003:  
1 share from Mr R W Hendry to the Herschel Trust

20. PROPOSED MEETINGS TIMETABLE FOR 2004

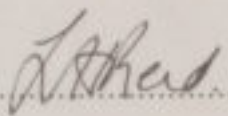
The Bursar had circulated a revised timetable which was noted and approved.

ALL

21. DATE OF NEXT MEETING

The next meeting would be held on Monday 31 May 2004.

The meeting closed at 19:40

Confirmed: .....  .....

Date: .....

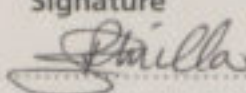
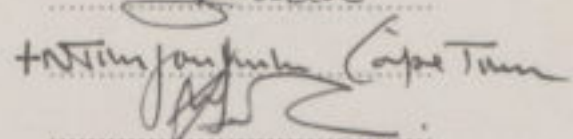
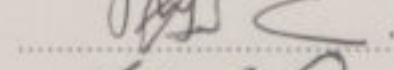
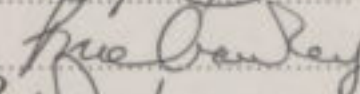
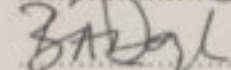
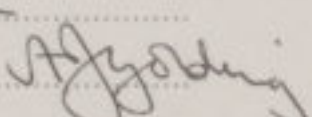
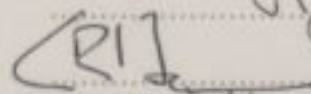
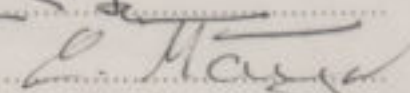
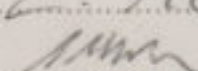
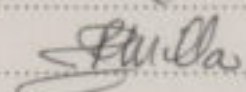
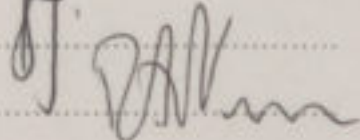
## HERSCHEL ASSOCIATION

SPECIAL RESOLUTION OF HERSCHEL ASSOCIATION  
AND AGREEMENT TO SHORT NOTICE – 23 MARCH 2004

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 per cent 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 following Special Resolution being put to the members at shorter notice than that specified in the said Clause 5.1 of the Articles of Association and confirm our agreement to the Special Resolution:

## CHANGE OF AUDITORS

It was noted that Messrs Ernst & Young had indicated their desire to resign as auditors of Herschel Association with immediate effect and it was resolved that Messrs Sprigg Abbott Incorporated be and are hereby appointed auditors of Herschel Association and The Herschel Trust respectively.

| Member                       | Number of Shares | Signature                                                                             |
|------------------------------|------------------|---------------------------------------------------------------------------------------|
| The Herschel Trust           | 4963             |  |
| The Archdiocese of Cape Town | 1                |   |
| Mr L Barlow                  | 1                |   |
| Ven G Q Counsell             | 1                |  |
| Mrs P A Crawley              | 1                |  |
| Mrs B A Doyle                | 1                |   |
| Mrs A J Golding              | 1                |  |
| Mr C R Haw                   | 1                |   |
| Mrs C Mayer                  | 1                |  |
| Mrs S McGregor               | 1                |  |
| Mr J R Millar                | 1                |  |
| Mrs L H Reid                 | 1                |  |
| Mrs S Stelzner               | 1                |  |
| Mr R A Vernon                | 1                |                                                                                       |

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 31 MAY 2004**  
**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 per cent 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 31 May 2004 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           | 4963         | <i>Stella</i>         |
| The Archdiocese of Cape Town | 1            | [Apologet]            |
| Mr L Barlow                  | 1            | <i>[Signature]</i>    |
| Ven G Q Counsell             | 1            | <i>G. Q. Counsell</i> |
| Mrs P A Crawley              | 1            | <i>P. A. Crawley</i>  |
| Mrs B A Doyle                | 1            | <i>B. A. Doyle</i>    |
| Mrs A J Golding              | 1            | <i>A. J. Golding</i>  |
| C R Haw                      | 1            | <i>[Signature]</i>    |
| Mrs C Mayer                  | 1            | [Apologet]            |
| Mrs S McGregor               | 1            | <i>[Signature]</i>    |
| J R Millar                   | 1            | <i>Stella</i>         |
| Mrs L H Reid                 | 1            | <i>[Signature]</i>    |
| Mrs S Stelzner               | 1            | <i>[Signature]</i>    |
| R A Vernon                   | 1            | <i>[Signature]</i>    |

4976

**Cape Town**  
**31 May 2004**

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

LIBRARY ON MONDAY 31 MAY 2004 AT 17:00

**PRESENT:** Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 The Ven G Q Counsell  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr C R Haw  
 Mrs S McGregor  
 Mr J R Millar (also representing The Herschel Trust )  
 Mrs S Stelzner  
 Mr R A Vernon

**IN ATTENDANCE:** Mr M Connolly (Secretary)

**APOLOGIES:** The Archdiocese of Cape Town  
 Mrs C Mayer

### 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 a consent 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 26 May 2003, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

### 2003 ANNUAL FINANCIAL STATEMENTS

The 2003 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and, subject to correction of the list of Council Members on page 1 thereof, were unanimously approved.

It was agreed that the Chairman and Mr J R Millar would sign the Council's Report on behalf of the Council.

**RETIREMENTS AND ELECTION OF COUNCILLORS**

- (a) Having been proposed by Mr J R Millar and seconded by Mrs S Stelzner it was unanimously resolved that retiring councillors who offer themselves for re-election be elected by means of a single resolution. Accordingly, having been duly proposed and seconded as previously, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected Councillors:-

Mr L Barlow  
Mrs P Crawley  
Mrs A Golding  
Mrs C Mayer  
Mrs L H Reid  
Mr R Vernon

- (c) It was noted with regret that Mr J Pearce had resigned from Council with effect from 22 September 2003 and that Mr R W Hendry had retired from Council with effect from 8 March 2004.

**RE-APPOINTMENT OF AUDITORS**

It was unanimously resolved that Sprigg Abbott Inc 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 services was recorded.

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

CONFIRMED:



DATE:

30. 5. 05.

## HERSCHEL ASSOCIATION

COUNCIL MEETING 31 MAY 2004 AT 17:15

## ATTENDANCE REGISTER

MRS L H REID.....

MR L BARLOW.....

VEN G Q COUNSELL.....

MRS P A CRAWLEY.....

MRS B A DOYLE.....

MRS A J GOLDING.....

C R HAW.....

~~REDACTED~~.....

D J LOCH DAVIS..... (APOLOGY)

MRS C MAYER.....

MRS S MCGREGOR.....

J R MILLAR.....

MRS S STELZNER.....

R A VERNON.....

M CONNOLLY (Secretary).....

MRS A D VAN ZYL (Headmistress) - by invitation.....

MRS L CLARKE (Deputy Headmistress) - by invitation.....

MS J COURT (Head of Preparatory) - by invitation.....

HERSCHEL ASSOCIATIONMINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON MONDAY 31 MAY 2004 AT 17:15

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Ven G Q Counsell  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr C R Haw  
 Mrs S McGregor  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr R A Vernon

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Ms J Court  
 Mr M Connolly

Apologies: Mr D Loch Davis  
 Mrs C Mayer

ACTION1. OPENING

The Chairman welcomed all the attendees.

2. CONFIRMATION OF MINUTES

- (a) The minutes of the meeting held on Monday 8 March 2004, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.
- (b) The Special Resolution dated 23 March 2004 relating to the change in the Auditors of the Association was duly noted.

3. MATTERS ARISING

There were no matters arising which were not included on the agenda.

4. RE-ELECTIONS OF COUNCILLORS

The Chairman reported that, at the Annual General Meeting held immediately before the Council Meeting, Mr L Barlow, Mrs P Crawley, Mrs A Golding, Mrs C Mayer, Mrs L H Reid and Mr R Vernon had retired in terms of the Association's Articles of Association and had been duly re-elected.

5. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

- (a) Mr J R Millar proposed that Mrs L H Reid be re-elected as Chairman for the ensuing year. Mrs S Stelzner seconded the proposal, which was carried unanimously.

- (b) The Chairman proposed that Mr J R Millar be re-elected as Deputy Chairman for the ensuing year. Mr R Vernon seconded the proposal, which was carried unanimously.

6. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Ms Court's highlighted various items in her report, which was noted and approved.

7. **REPORT OF HEADMISTRESS**

Mrs van Zyl highlighted items in her report, which was noted and approved.

It was noted that, whilst there was still a need to increase teacher diversity, there had been considerable, largely unsung, progress in many other equity areas. It was agreed that celebration should be made of these positive aspects in order to maximise the potential interest of black parents in sending their daughters to Herschel. It was agreed that Mrs van Zyl and Mrs Clarke would put together an appropriate position paper illustrating the speed of change and how Herschel is addressing this, with a view to communicating this to present and potential Herschel parents.

ADvZ/LC

8. **BURSAR'S REPORT**

The Bursar highlighted various items in his report, which was discussed and approved.

On behalf of the Council, the Chairman thanked Mr Connolly sincerely for his service to the School during his six years' tenure.

9. **COMMUNICATIONS AND MARKETING REPORT**

Mrs Reid's report was noted and approved.

Mrs Crawley requested that Council and Management give consideration as to how the Old Herschelians might best apply the funds (approximately R100,000) which had originally been ear-marked for an Old Herschelian Bursary – which had been made unnecessary following the establishment of the Brendalyn Tyers Stempel Bursary Fund.

ALL

10. **EDUCATION COMMITTEE**

The minutes of the Education Committee meeting held on 27 May 2004 were noted.

11. **HUMAN RESOURCES COMMITTEE**

Mr Vernon highlighted items in his report, which was noted and approved.

The discussion paper included with Mr Vernon's report was debated. Council were in strong agreement that there should be great emphasis put on finding ways to increase teacher diversity at Herschel.

Ven G Counsell suggested that it might be appropriate at this time to consider directing funds towards appropriate staff diversity programmes rather than towards buildings and other facilities, though it was acknowledged that it was also vital that standards of these had to be maintained and improved.

**ACTION**

The Learnership programmes appeared to offer a most attractive way of recruiting diverse staff and it was agreed that every effort should be made to overcome the present hiatus in the distribution of funds from the ETDP SETA, which was tending to discourage investment in this area. Mrs Golding suggested that, should this prove to be a major stumbling block, consideration should be given to allocating part of the Outreach budget towards funding Learnerships.

12. **OUTREACH**

Mrs Golding was warmly complimented on her report, which was noted and approved.

13. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 10 May 2004 were noted.

The Chairman congratulated Ven G Counsell on his recent election as Bishop Suffragan of Cape Town, which position he would be taking up in July 2004.

14. **PLANNING AND ESTATE COMMITTEE REPORT**

Mr Haw's highlighted various items in his report, which was duly noted and approved.

15. **SPORTS COMMITTEE**

Mr Haw's report was noted. Mr Haw suggested that it would be appropriate to hold the next meeting of this committee in the third term.

RH/ADvZ

16. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs McGregor's report was noted.

17. **APPOINTMENT OF BURSAR**

Following the appointment of Mr R Ramsbottom as Bursar with effect from 1 July 2004 it was RESOLVED that Mr Ramsbottom be appointed to the following offices with effect from 1 July 2004, in place of the retiring Bursar, Mr M Connolly:

1. Secretary to Herschel Association.
2. Public Officer of Herschel Association.
3. Authorized signatory to the bank accounts of Herschel Association held with First National Bank.
4. Signatory to investment accounts held with local brokers by Herschel Association.
5. Secretary to The Herschel Trust.
6. Public Officer of the Herschel Trust.
7. Trustee of the Four Schools Trust.
8. Management Representative of the Participating Employer, Herschel Girls School, on the Management Committee of the Alexander Forbes Retirement Fund.

18. **PROPOSAL RE EXCHANGE TEACHER**

The Headmistress presented an updated motivation and costings of the proposed teacher exchange with Pymble Ladies College. It was agreed that the Members of Council would debate the matter further and that the Chairman would report back to Mrs van Zyl.

LR  
/4

19. PROPOSAL RE MINI MBA COURSE FOR HEADS OF SCHOOLS

The Headmistress motivated a proposal that she should attend the WITS Business School Executive Programme for Heads of ISASA Schools, to be held in 2005. It was agreed that Members of Council would consider this that the Chairman would report back to Mrs van Zyl.

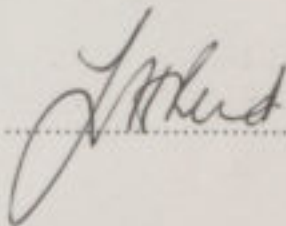
LR

20. DATE OF NEXT MEETING

The next meeting would be held on Monday 30 August 2004.

The meeting closed at 19:15

Confirmed: .....



Date: .....

30 August 2004

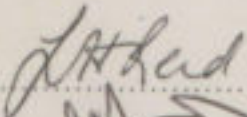
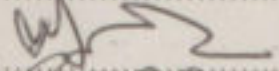
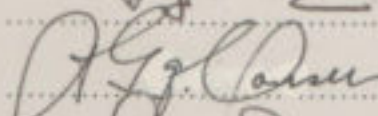
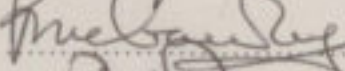
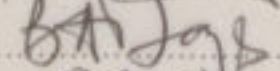
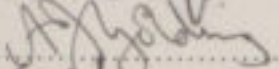
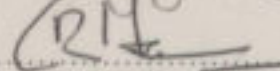
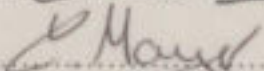
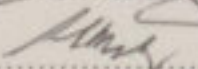
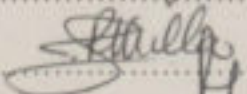
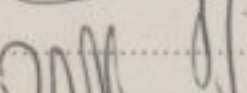
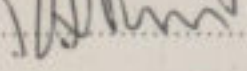
## HERSCHEL ASSOCIATION

### RESOLUTION OF COUNCIL - 10 AUGUST 2004

#### ELECTION OF COUNCILLOR

It was proposed by Mrs L H Reid and seconded by Mr D J Loch Davis and unanimously RESOLVED that Mr John Julyan be duly appointed as a Councillor in accordance with Section 10.10 of the Association's Articles of Association..

Signed

|                                                                                      |                               |
|--------------------------------------------------------------------------------------|-------------------------------|
|   | ..... Mrs L H Reid, Chairman. |
|  | ..... Mr L Barlow             |
|  | ..... Rt Rev G Q Counsell     |
|  | ..... Mrs P A Crawley         |
|  | ..... Mrs B A Doyle           |
|  | ..... Mrs A J Golding         |
|  | ..... Mr C R Haw              |
|  | ..... Mrs C Mayer             |
|   | ..... Mrs S McGregor          |
|  | ..... Mr J R Millar           |
|  | ..... Mrs S Stelzner          |
|  | ..... Mr R A Vernon           |

## HERSCHEL ASSOCIATION

COUNCIL MEETING 30 AUGUST 2004 AT 17:15

## ATTENDANCE REGISTER

|                                                         |                    |
|---------------------------------------------------------|--------------------|
| MRS L H REID.....                                       | <i>[Signature]</i> |
| L BARLOW.....                                           | <i>[Signature]</i> |
| RT REV G Q COUNSELL.....                                | [APOLOGY]          |
| MRS P A CRAWLEY.....                                    | <i>[Signature]</i> |
| MRS B A DOYLE.....                                      | <i>[Signature]</i> |
| MRS A J GOLDING.....                                    | <i>[Signature]</i> |
| C R HAW.....                                            | <i>[Signature]</i> |
| J JULYAN.....                                           | <i>[Signature]</i> |
| D J LOCH DAVIS.....                                     | [APOLOGY]          |
| MRS C MAYER.....                                        | <i>[Signature]</i> |
| MRS S MCGREGOR.....                                     | <i>[Signature]</i> |
| J R MILLAR.....                                         | <i>[Signature]</i> |
| MRS S STELZNER.....                                     | <i>[Signature]</i> |
| R A VERNON.....                                         | <i>[Signature]</i> |
| R RAMSBOTTOM (Secretary).....                           | <i>[Signature]</i> |
| MRS A D VAN ZYL (Headmistress) – by invitation.....     | <i>[Signature]</i> |
| MRS L CLARKE (Deputy Headmistress) – by invitation..... | <i>[Signature]</i> |
| MS J COURT (Head of Preparatory) - by invitation.....   | <i>[Signature]</i> |

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 30 AUGUST 2004 AT 17:15

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr C R Haw  
 Mr J Julyan  
 Mrs C Mayer  
 Mrs S McGregor  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr R A Vernon

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Ms J Court  
 Mr R Ramsbottom

Apologies: Mr D Loch Davis  
 Ven G Q Counsell

#### 1. OPENING

The Chairman welcomed all the attendees.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 31 May 2004, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

There were no matters arising which were not included on the agenda.

#### 4. ELECTION OF COUNCILLOR

The Chairman welcomed Mr J Julyan to the Council, noting that he had been duly elected by a unanimous resolution of Council on 10 August 2004.

#### 5. REPORT OF HEAD OF PREPARATORY SCHOOL

Ms J Court highlighted various items in her report. In reply to questions from Mrs L Reid and Mr J Julyan about the upgrading of aftercare facilities and the age group of girls in aftercare, Ms J Court informed them that ages ranged from 4-13, almost 60 girls availed themselves of the facility and that the main issues surrounding upgrading were to comply with ISASA safety standards. These improvements had been built into the 2005 budget and Sheila Dau was doing a great job. The Chairman thanked Ms Court for her report which was noted and approved.

6. **REPORT OF HEADMISTRESS**

Mrs D van Zyl highlighted items in her report, especially the enrichment program which was proving to be very beneficial to pupils. In reply to a question from Mrs S Stelzner enquiring whether the school was able to attract top teachers, Mrs van Zyl replied in the affirmative. Mr J Millar pointed out that the municipal rates objection process was not a Council issue and that this should be handled by management. Mrs Van Zyl explained why Herschel had withdrawn from the trial matric exam. The Chairman thanked Mrs van Zyl for her report which was noted and approved.

7. **BURSAR'S REPORT**

The Bursar highlighted various items in his report on the accounts for the six months to June, pointing out the unbudgeted academic salary costs for accouchement and sick leave which showed a R91,000 variance and the R30,000 overspending on food. He also touched on items which had been addressed at the Finance meeting held on 16 August 2004. The Bursar then presented the draft 2005 budget, explaining the methodology used to compile the numbers. Whilst the meeting appreciated the constraints surrounding the budget, and especially pupil numbers there was general agreement that increases should be kept to an absolute minimum as the affordability of fees was a real problem for a number of parents. Mr J Millar explained that there was very little room to manoeuvre in the 2005 year and that school fees would, of necessity, have to cover costs. Mrs S Stelzner requested that parents be kept fully informed of the reasons for the fee increases and that staff salary increases be well spent. After further discussion the budget as tabled was approved with a request that the Bursar revert back on the final fee increase once pupil numbers for 2005 had been firmly established. The Bursar was requested to investigate a more flexible payment option for fees, other than the present quarterly or annually in advance method. Mr J Julyan offered to assist in the assessment of a monthly debit order system.

8. **COMMUNICATIONS AND MARKETING REPORT**

The question of displaying a "My School" fund raising barometer sign was discussed and approved after Mrs L Reid had pointed out the advertising implications. The report was noted and approved.

9. **EDUCATION COMMITTEE**

The minutes of the Education Committee meeting held on 27 May 2004 were noted. Mr J Millar requested an amendment to minute 7.2 as he said Council had not turned down the mini MBA request, merely attaching certain conditions which had to be met prior to approval. This was duly noted.

10. **HUMAN RESOURCES COMMITTEE**

Mr R Vernon highlighted items in his report, pointing out that a well considered general salary review was an integral part of the 2005 budget process. The report was noted and approved.

11. **OUTREACH**

Mrs A Golding was warmly complimented on her report, which was noted and approved.

12. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 23 August 2004 were noted.

13. **PLANNING AND ESTATE COMMITTEE REPORT**

Mr R Haw highlighted various items in his report, especially the pressing need to move on the swimming pool at the Senior school. Mrs L Reid assured Mrs van Zyl that the Council acknowledged the urgency of the matter and it was agreed that Mr J Julyan, who had had extensive experience at Bishops with their pool, would liaise with Mr Haw on this issue. Ms J Court highlighted problems and additional costs associated with the heating of the prep school pool. It was agreed that this matter required further investigation. The report was duly noted and approved.

14. **SPORTS COMMITTEE**

Mr Haw's report was noted.

15. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs S McGregor's report was noted.

16. **FNB BANKING FACILITIES**

The renewal of the FNB banking facilities was approved and the following resolutions were passed :

- (a) The Association accepts the offer of the facility made available to it by FIRSTRAND BANK LIMITED (Reg. No. 1929/0001225/06) ("the Bank") acting through its FNB Corporate division, subject to the terms and conditions as set forth in the facility letter no 01HerschelAssociation/2004 from the Bank dated 29 June 2004, as exhibited to and approved by the members at the meeting. The association furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time; and
- (b) The association make Application to "the Bank" , for increased monthly payroll facilities of R1 300 000 (one million three hundred thousand Rand) in December each year, and
- (c) That Audrey Diana van Zyl and Roger Ramsbottom in their capacities as representatives of the Association be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

17. **BURSARY FUND INVESTMENTS**

It was agreed that the Association open investment accounts with Investec Securities Limited (Reg. No. 1972/008905/06) and Allan Gray Unit Trust Limited (Reg. No. 1992/006778/06) to invest Trust Funds, including inter alia, The Brendalyn Tyers Stempel Bursary Fund and The C V Starr Scholarship Fund.

It was further agreed that any two of the following would be authorised signatories on the account :

- Justin Russell Millar
- Brenda Ann Doyle
- Luke Geoffrey Vermaak Barlow
- Audrey Diana van Zyl
- Roger Ramsbottom

18. DATE OF NEXT MEETING

The next meeting would be held on Monday 22 November 2004.

The meeting closed at 19:25

Confirmed: .....

*L. H. Had* -

Date: .....

*22 November 2004*

## HERSCHEL ASSOCIATION

COUNCIL MEETING 22 NOVEMBER 2004 AT 18:30

## ATTENDANCE REGISTER

MRS L H REID.....

*L H Reid*

L BARLOW.....

*< APOLOGY >*

RT REV G Q COUNSELL.....

*G. Q. Counsell*

MRS P A CRAWLEY.....

*P. A. Crawley*

MRS B A DOYLE..(APOLOGY).....

MRS A J GOLDING.....

*A. J. Golding*

C R HAW.....

*C R Haw*

J JULYAN..(APOLOGY).....

D J LOCH DAVIS.....

*< APOLOGY >*

MRS C MAYER.....

*C. Mayer*

MRS S MCGREGOR.....

*S. McGregor*

J R MILLAR.....

*J. R. Millar*

MRS S STELZNER.....

*S. Stelzner*

R A VERNON.....

*R. A. Vernon*

R RAMSBOTTOM (Secretary).....

*R. Ramsbottom*

MRS A D VAN ZYL (Headmistress) - by invitation.....

*A. D. van Zyl*

MRS L CLARKE (Deputy Headmistress) - by invitation.....

*L. Clarke*

MS J COURT (Head of Preparatory) - by invitation.....

*J. Court*

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 22 NOVEMBER 2004 AT 18:30

Present: Mrs L H Reid (In the Chair)  
 Ven G Q Counsell  
 Mrs P A Crawley  
 Mrs A J Golding  
 Mr C R Haw  
 Mrs C Mayer  
 Mrs S McGregor  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr R A Vernon

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Ms J Court  
 Mr R Ramsbottom

Apologies: Mr D Loch Davis  
 Mr L Barlow  
 Mrs B A Doyle  
 Mr J Julyan

#### 1. OPENING

The Chairman welcomed all the attendees.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 30 August 2004, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

There were no matters arising which were not included on the agenda.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

Ms J Court highlighted various items in her report, noting that R69,000 had been raised in the "Blisters for Bread" fundraising campaign; the meeting congratulated all concerned on this fine achievement. In response to an enquiry from Mrs S McGregor concerning pupil numbers in grade R, Ms Court reassured Council that there was no "creep" in the size of classes and that where children had been kept back (which increased class numbers), parents were kept fully informed and involved. In response to a query from Mr J Millar, Ms J Court confirmed that a security guard manned the top gate during the times pupils were dropped off and collected. The Chairman thanked Ms Court for her presentation.

#### 5. REPORT OF HEADMISTRESS

Mrs D van Zyl highlighted items in her report, mentioning that Ms J Peers, a Prep school teacher who was moving to Durban had inadvertently been left off the departing staff section for the Prep school. She said the recent Grayston bus disaster had highlighted the need for an Emergency Policy to be established, which was in the process of formulation.

Mrs L Clarke reported on the positive feedback she had received from staff on the green forms (PMA) and personal interviews the headmistress had implemented. It was agreed that school management should draw up a Code of Conduct for Teachers which Council should approve. The Chairman thanked Mrs van Zyl for her report which was noted and approved. On behalf of Council she requested that all staff should be thanked for their contribution in 2004 and added that the school should look forward to 2005 with confidence.

6. **ICT REPORT**

The format of the ICT report was discussed. It was agreed the contents were informative but some Council members felt that it was difficult to read due to the small print size. The Headmistress informed Council there would be an intensive IT literacy drive in 2005 for all staff which would be driven by herself in order to maximise the efficiencies available from the considerable investment in technology the school had made.

7. **BURSAR'S REPORT**

The Bursar reported that, as per Councils request at the last meeting, the 2005 budget had been trimmed with the following final numbers being confirmed : fees increase 8,75%; boarding increase 8,25% and salaries 7%. The meeting noted the reduction in fees increase with appreciation. He highlighted various items in his report on the accounts for the nine months to September, pointing out that the quarter's results had been better than budget notwithstanding a R250,000 provision for bad and doubtful debts. He felt that the year end position would be some R100,000 better than reported at June 2004. The meeting thanked the Bursar for his contribution to the financial affairs of the school.

8. **COMMUNICATIONS AND MARKETING REPORT**

Mr. R Haw enquired whether the school undertook self-critical market research. The meeting agreed that this aspect should be considered in the future. The Headmistress said a vital strategic issue was how the school kept ahead of trends in a fast changing education environment. After discussion the report was approved.

9. **HUMAN RESOURCES COMMITTEE**

Mr R Vernon highlighted items in his report, emphasizing the need for diversity in the school, especially in the area of Senior academic staff. An initiative had been established with specific goals to address this important issue. He also requested approval for interim payments to Learners where funds from SETA's were late in being paid. This was approved after Mr J Millar reminded the Bursar that this should be confirmed by the Finance Committee. The report was noted and approved.

10. **OUTREACH**

Mrs A Golding was complimented on her report, which was noted and approved.

11. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 15 November 2004 were noted.

12. **PLANNING AND ESTATE COMMITTEE REPORT**

Mr R Haw reported that the Unicity of Cape Town had approved the application for the access to Arderne Gardens area between the Prep and Senior schools and a lease was in the process of being drawn up. The meeting noted this development with great pleasure and looked forward to hearing the terms and conditions of use. He reported on the discussions with SACS regarding sharing Astroturf facilities. Mrs S Stelzner said that before any assumptions were made about what SACS would or wouldn't accommodate, the school should submit a proposal to SACS with their Astroturf requirements to see if they

could be accommodated. The Chairman expressed her concerns about the principle of a private school investing funds in government owned property. The possibility of better utilisation of the Douglas Murray field with WPPS was being investigated. The swimming pool at the Senior school would be the responsibility of a special task group once the estimated cost of the project had been established. The report was duly noted and approved after Mr R Haw had been thanked for all the hard work he put into the planning portfolio.

13. **SPORTS COMMITTEE**

Mr Haw's report was noted. An addendum from Ms H Botha was tabled at the meeting

14. **EDUCATION COMMITTEE REPORT**

The Education Committee report was tabled at the meeting. In response to a question from Mr J Millar, the Headmistress confirmed that there was attrition of teachers – especially at state schools. The question of Indemnity Forms was raised and Mrs S Stelzner undertook to review the ISASA indemnity document for applicability to the school, after reminding the meeting that school staff had a duty of care towards the pupils which could not be negated by any indemnity form.

15. **DIVERSITY IMPLEMENTATION REPORT**

The Diversity Implementation report was tabled at the meeting

16. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs S McGregor's report was noted.

17. **GOVERNING BODY INSURANCE**

The Bursar informed the meeting of a request from Alexander Forbes Insurance Brokers to consider Management Liability cover for the Governing Body. After discussion it was felt that this cover was not necessary but it was agreed that if the Bursar obtained a quote to establish what premiums were involved the matter could be revisited.

18. **FNB ELECTRONIC BANKING PACS FACILITIES**

The establishment of a monthly debit order system via the FNB Electronic PACS banking system was approved and the following resolution was passed :

That Audrey Diana van Zyl and Roger Ramsbottom in their capacities as representatives of the Association be authorised and empowered to sign Corporate Access Management/Payments and Collections agreements and any other related documentation for and on behalf of the Association

19. **DATE OF NEXT MEETING**

A provisional timetable for 2005 meetings was tabled. It was noted that the 4<sup>th</sup> term commenced on the 3<sup>rd</sup> October 2005 and not the 13<sup>th</sup> as per the report. The next meeting would be held on Monday 21 February 2005 at 17:00.

The meeting closed at 19:55

Confirmed: .....  .....

Date: ..... 7/3/2005 .....

## HERSCHEL ASSOCIATION

COUNCIL MEETING 7 MARCH 2005 AT 18:30

## ATTENDANCE REGISTER

MRS L H REID.....

L BARLOW.....

RT REV G Q COUNSELL.....

MRS P A CRAWLEY.....

MRS B A DOYLE.....

MRS A J GOLDING.....

C R HAW.....

J JULYAN.....

D J LOCH DAVIS.....

MRS C MAYER.....

MRS S MCGREGOR.....

J R MILLAR.....

MRS S STELZNER.....

R A VERNON.....

R RAMSBOTTOM (Secretary).....

MRS A D VAN ZYL (Headmistress) - by invitation.....

MRS L CLARKE (Deputy Headmistress) - by invitation.....

MS J COURT (Head of Preparatory) - by invitation.....

A D van Zyl

L Clarke

J Court

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 7 MARCH 2005 AT 18:15

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Ven G Q Counsell  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr C R Haw  
 Mr J Julyan  
 Mrs C Mayer  
 Mrs S McGregor  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr R A Vernon

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Ms J Court  
 Mr R Ramsbottom  
 Mr A Scott (by invitation)

Apologies: Mr D Loch Davis

#### 1. OPENING

The Chairman welcomed all the attendees.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 22 November 2004, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

The Chairman informed the meeting that the agenda had been rescheduled in order to accommodate discussion on the pool and borehole proposals which would be presented by Mr A Scott.

#### 4. SWIMMING POOL

Mr A Scott summarised the history behind the request for a pool and tabled two financial options which had been fully costed by a qualified Quantity Surveyor. Option 1 was for the full development with quotes of R5,272,192-20 from Swimcon and R5,638,229-10 from Suburban Pools. Option 2 was for the same facility sans the heating and heat pumps which came to R4,136,558-40 and R4,501,649-10 respectively. After extensive discussion where various views were expressed the meeting unanimously agreed that the existing pool was obsolete and that in principle, they agreed a new pool was essential if the school was to maintain its reputation as a leader in facilities. The Chairman stated that the decision to be made was a financial one as the amounts being discussed were extremely large. The Finance Committee's recommendation was that whilst R2 million of school funds could be utilised, the balance would have to come from Fundraising and that a substantial amount needed to be pledged or committed before any final decision could be taken.

Timing was critical and in order not to drag out the process, it was agreed that the Chairman would approach Murray van Heerden to act as Chairman of a Fund raising sub-Committee which should report back to Council within six weeks with an indication of the response and viability of the project. Names suggested as potential members of this initiative were : Karen Pickard Louis ; Steven Goddard; Hendri van Wyk ; Amanda Ackerman ; Nives Schabert ; Brenda Doyle ; John Julyan ; Sandy and Sonia McGregor.

## 5. BOREHOLES

The Finance Committee's recommendation to consider boreholes at the schools was tabled. After discussion all agreed the benefits to the school were manifest and the only questions to be answered were those of cost and clarification of the supplier. Mr Rick Haw generously undertook to review the quotes and to report back on his technical recommendation.

## 6. OTHER MATTERS ARISING

- The Bursar tabled a copy of a letter from the Cape Town UniCity regarding a proposed lease for a portion of the Ardeme Gardens. The meeting awaited the final lease with interest.
- Insurances for Governing body liability was discussed where R1 million cover was being offered for a premium of R3,500-00. The Chairman read clauses 17.1 and 17.2 of the Memorandum and Articles of Association of Herschel Association dealing with Indemnity and Responsibility. The meeting felt that the Bursar should request an opinion from Mr D Loch-Davies as to whether he considered this type of Insurance necessary.
- Mrs S Stelzner undertook to appraise the current Indemnity forms, despite her feeling that legally they were of little relevance.

## 7. REPORT OF HEAD OF PREPARATORY SCHOOL

Ms J Court highlighted various items in her report. In response to a question from Mr Millar concerning French being offered as a language she stated it was available at extra cost. The gap in the standard between isiXhosa as a second and third language was emphasized. The Chairman thanked Ms J Court for her presentation which was noted and approved.

## 8. REPORT OF HEADMISTRESS

Mrs D van Zyl presented her report, pointing out that in the majority of cases, school leavers were for re-location out of town reasons with very few being lost to other local schools. Council noted this trend with approval. She mentioned the on-going ICT training and the initiatives with WPPS regarding the possibility of shared academic and sporting programs. She summarised the 2004 matric exam results which were exceptional, even by Herschel's high standards. The Chairman, on behalf of Council congratulated the Headmistress and Academic staff for an outstanding effort. The issue of problems within the Learnership program was extensively discussed as well as the need to attract previously disadvantaged academic staff to the Senior school. The Chairman said she had met Cindy Shaye (deputy Director of Education in the Western Cape) who was very appreciative of private school training initiatives and might well be a source for obtaining names of top black academic staff. The Chairman thanked Mrs D van Zyl for her report which was noted and approved.

## 9. BURSAR'S REPORT

At the Chairman's request the Bursar restricted his report to the essential points. The meeting noted the sound Financial Statements, revised 2005 budget and cash position with approval.

10. **COMMUNICATIONS AND MARKETING REPORT**

Mrs S McGregor enquired about feedback on the 2004 Matric survey. The Chairman replied that this had not yet been compiled but she would ensure that it was circulated to all members on completion. After discussion the report was approved.

11. **EDUCATION COMMITTEE**

Mrs L Clarke tabled the report. In response to a request from the Chairman as to who Frank Rumbol was, Mrs van Zyl replied he was the head of Cedar House. The Chairman requested that in future before any outside parties were co-opted onto any committees they first be approved by Council to obviate any possible conflict of interest issues. The report was noted and approved.

12. **OUTREACH**

Mrs A Golding tabled her report, which was noted and approved.

13. **PUPIL DIVERSITY NUMBERS**

The pupil diversity numbers were noted. Mrs D van Zyl informed the meeting there had been considerable interest in the school at open day by previously disadvantaged parents, but that the high fees were a serious impediment in the final acceptances.

14. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 1 March 2005 were noted. Bishop Garth raised the issue of accommodation for the chaplain at the school. The Chairman thanked him for his input but reminded the meeting that the school Chaplain was paid a teachers salary and was not on a clergyman's allowance which incorporated accommodation. Bishop Garth said no response had been received from Bishops regarding guidelines for confirmation and this would now proceed without their participation.

15. **ICT REPORT**

The ICT report was discussed. The Chairman again requested that the report be in larger typeface, as it was difficult to read in the present format. She noted the computer use policy was a school document which should be approved by Council. Mr R Vernon undertook to appraise the document and report back to the Headmistress with any comments.

16. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs S McGregor's report was noted. The Chairman questioned the lines of communication regarding feedback from parents. Ms J Court explained the reasons and the meeting agreed that the procedures were appropriate under the circumstances.

17. **NPO AND PBO REGISTRATION**

The registration of The Herschel Association, both as a PBO and NPO was noted with approval.

18. **"My School" FUNDS**

The Finance Committee had referred the use of these funds to Council for approval. The meeting was fairly evenly split on utilising the funds for PDI purposes or capital projects. Bishop Garth reported on the dire needs of township schools but the meeting felt that if any funds were spent it should be on specific initiatives and not put into general running costs.

Mr J Millar suggested a cause like sponsoring a Learnership for a PDI had good credentials for satisfying the criteria identified. After extensive discussion it was felt that a portion of the funds (50/50 was proposed) could be used for a Learnership post which could then be marketed to the parents. The meeting was requested to come up with a "catchy" marketing by-line which could be used to promote the use of the card. The marketing department should be involved as well. Mrs. A Golding said she was still trying to put together an Outreach slogan after many months of endeavour.

19. **DIVERSITY ACTION PLAN**

A Diversity Action Plan report and HR report from Mr. R Vernon was handed out at the meeting but was not discussed.

20. **STAFF STRATEGIC ISSUES QUESTIONNAIRE**

A copy of this report was provided to members for information.

21. **GENERAL**

The Chairman reported on a letter that had been sent to some Council members by a disgruntled ex-staff member. It was agreed the Chairman would respond in a measured way. The issue of exit interviews was then raised by the Chairman and after discussion Mr R Vernon undertook to send members the existing procedures which could be refined at the next meeting after members had had the opportunity to study the documents.

22. **DATE OF NEXT MEETING**

The next meeting would be held on Monday 30 May 2005 at 17:00.

The meeting closed at 20:55

Confirmed: .....  .....

Date: 30. 5. 05 .....

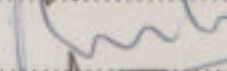
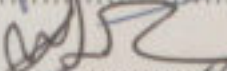
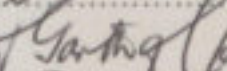
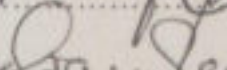
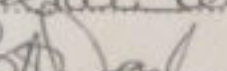
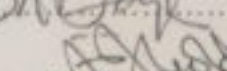
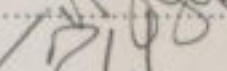
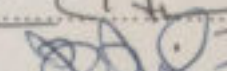
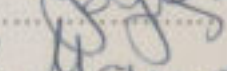
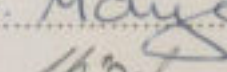
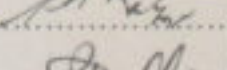
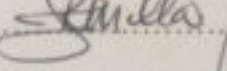
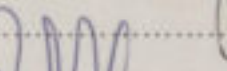
# HERSCHEL ASSOCIATION

RESOLUTION OF COUNCIL - 21 APRIL 2005

## ELECTION OF COUNCILLOR

It was proposed by Mrs L H Reid and seconded by Mr D J Loch Davis and unanimously RESOLVED that Ms Renata Tanya Williams be duly appointed as a Councillor in accordance with Section 10.10 of the Association's Articles of Association.

Signed

|                                                                                     |                                             |
|-------------------------------------------------------------------------------------|---------------------------------------------|
|    | ..... Mrs L H Reid, Chairman.               |
|   | ..... Mr D Loch Davis (Hon Life Councillor) |
|  | ..... Mr L Barlow                           |
|  | ..... Rt Rev G Q Counsell                   |
|  | ..... Mrs P A Crawley                       |
|  | ..... Mrs B A Doyle                         |
|  | ..... Mrs A J Golding                       |
|  | ..... Mr C R Haw                            |
|  | ..... Mr J Julyan                           |
|  | ..... Mrs C Mayer                           |
|  | ..... Mrs S McGregor                        |
|  | ..... Mr J R Millar                         |
|  | ..... Mrs S Stelzner                        |
|  | ..... Mr R A Vernon                         |

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 30 MAY 2005**  
**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 per cent 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 30 May 2005 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           | 4,961        | <i>[Signature]</i> |
| The Archdiocese of Cape Town | 1            | <i>[Signature]</i> |
| Mr L Barlow                  | 1            | <i>[Signature]</i> |
| Ven G Q Counsell             | 1            | <i>[Signature]</i> |
| Mrs P A Crawley              | 1            | <i>[Signature]</i> |
| Mrs B A Doyle                | 1            | <i>[Signature]</i> |
| Mrs A J Golding              | 1            | <i>[Signature]</i> |
| C R Haw                      | 1            | <i>[Signature]</i> |
| J Julyan                     | 1            | <i>[Signature]</i> |
| Mrs C Mayer                  | 1            | <i>[Signature]</i> |
| Mrs S McGregor               | 1            | <i>[Signature]</i> |
| J R Millar                   | 1            | <i>[Signature]</i> |
| Mrs L H Reid                 | 1            | <i>[Signature]</i> |
| Mrs S Stelzner               | 1            | <i>[Signature]</i> |
| R A Vernon                   | 1            | <i>[Signature]</i> |
| Ms R Williams                | 1            | <i>[Signature]</i> |

4,976

**Cape Town**  
**30 May 2005**

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

LIBRARY ON MONDAY 30 MAY 2005 AT 17:00

**PRESENT:**

- Mrs L H Reid (In the Chair)
- Mr L Barlow
- Mrs P A Crawley
- Mrs B A Doyle
- Mrs A J Golding
- Mr C R Haw
- Mr J Julyan
- Mrs C Mayer
- Mrs S McGregor
- Mr J R Millar (also representing The Herschel Trust )
- Mrs S Stelzner
- Mr R A Vernon
- Adv R Williams

**IN ATTENDANCE:** Mr R Ramsbottom (Secretary)

**APOLOGIES:**

- The Archdiocese of Cape Town
- The Ven G Q Counsell

### 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 a consent 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 31 May 2004, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

### 2004 ANNUAL FINANCIAL STATEMENTS

The 2004 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and were unanimously approved.

It was agreed that the Chairman and Mr J R Millar would sign the Council's Report on behalf of the Council.

**RETIREMENTS AND ELECTION OF COUNCILLORS**

- (a) In terms of Clause 10.10 of the Association's Articles of Association the following Councillors who had been co-opted during the year retired:-

Mr J Julyan  
Ms R Williams

and being eligible for re-election, were unanimously re-elected Councillors.

- (b) Having been proposed by Mrs B Doyle and seconded by Mrs A Golding it was unanimously resolved that retiring councillors who offer themselves for re-election be elected by means of a single resolution. Accordingly, having been duly proposed and seconded as previously, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected Councillors:-

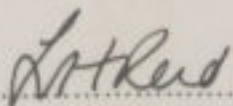
Ven G Q Counsell  
Mr C R Haw  
Mr J R Millar

**RE-APPOINTMENT OF AUDITORS**

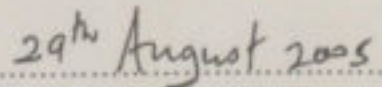
It was unanimously resolved that Sprigg Abbott Inc be re-appointed auditors to the Association and that the audit fee of R42,000-00 plus VAT be approved.

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

CONFIRMED:

  
.....

DATE:

  
.....

## HERSCHEL ASSOCIATION

COUNCIL MEETING 30 MAY 2005 AT 18:00

## ATTENDANCE REGISTER

|                                                    |                                |
|----------------------------------------------------|--------------------------------|
| MRS L H REID                                       | <i>[Signature]</i>             |
| L BARLOW                                           | <i>[Signature]</i>             |
| RT REV G Q COUNSELL                                | <i>[Signature]</i> <apology>   |
| MRS P A CRAWLEY                                    | <i>[Signature]</i>             |
| MRS B A DOYLE                                      | <i>[Signature]</i>             |
| MRS A J GOLDING                                    | <i>[Signature]</i>             |
| C R HAW                                            | <i>[Signature]</i>             |
| J JULYAN                                           | <i>[Signature]</i>             |
| D J LOCH DAVIS                                     | <i>[Signature]</i> <Apologies> |
| MRS C MAYER                                        | <i>[Signature]</i>             |
| MRS S MCGREGOR                                     | <i>[Signature]</i>             |
| J R MILLAR                                         | <i>[Signature]</i>             |
| MRS S STELZNER                                     | <i>[Signature]</i>             |
| R A VERNON                                         | <i>[Signature]</i>             |
| ADV R WILLIAMS                                     | <i>[Signature]</i>             |
| R RAMSBOTTOM (Secretary)                           | <i>[Signature]</i>             |
| MRS A D VAN ZYL (Headmistress) – by invitation     | <i>[Signature]</i>             |
| MRS L CLARKE (Deputy Headmistress) – by invitation | <i>[Signature]</i>             |
| MS J COURT (Head of Preparatory) - by invitation   | <i>[Signature]</i>             |

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 30 MAY 2005 AT 17:15

Present: Mrs L H Reid (In the Chair)  
Mr L Barlow

Mrs P A Crawley  
Mrs B A Doyle  
Mrs A J Golding  
Mr C R Haw  
Mr J Julyan  
Mrs C Mayer  
Mrs S McGregor  
Mr J R Millar  
Mrs S Stelzner  
Mr R A Vernon  
Adv R Williams

In attendance: Mrs A D van Zyl  
Mrs L C Clarke  
Ms J Court  
Mr R Ramsbottom

Apologies: Ven G Q Counsell

#### 1. OPENING

The Chairman welcomed all the attendees and extended a warm welcome to Adv R Williams on the occasion of her first meeting.

#### 2. CONFIRMATION OF MINUTES

- (a) The minutes of the meeting held on Monday 7 March 2005, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings
  - (b) The resolution of the 21 April 2005 concerning the appointment of Adv Renata Williams as a Councillor was confirmed
- Matters arising would be dealt with later under item 6.

#### 3. APPROVAL OF TRANSFER OF SHARES

The following transfers of shares were duly approved :

- (a) With effect from 10 August 2004:  
1 share from The Herschel Trust to Mr J Julyan
- (b) With effect from 21 April 2005:  
1 share from The Herschel Trust to Adv R Williams

#### 4. RE-ELECTIONS OF COUNCILLORS

The Chairman reported that, at the Annual General Meeting held immediately prior to this Council Meeting,

Ven G Counsell,  
Mr R Haw,  
Mr J Julyan,  
Mr J Millar, and  
Adv R Williams

had been duly re-elected.

#### 5. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

- (a) Mr J R Millar proposed that Mrs L H Reid be re-elected as Chairman for the ensuing year. Mr R Haw seconded the proposal, which was carried unanimously.
- (b) The Chairman proposed that Mr J R Millar be re-elected as Deputy Chairman for the ensuing year. Mrs S Stelzner seconded the proposal, which was carried unanimously.

#### 6. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Swimming Pool fundraising. Pledges stood at R401,000. The meeting complimented the fund raising committee on the brochures, letters and professional presentations that had been organized.
2. Borehole. The Bursar reported that including electrical connections and VAT, the senior school borehole had cost R84,454 and the "dry" hole at the prep R19,327. There was still an amount of R35,522 unpaid for the reticulation system, which would bring the total cost to R139,303. Mr R Haw added that once the flow of the senior school had been measured, the possibility of piping water via the Ardenne Gardens link to the prep school to water the hockey field would be investigated.
3. Governing body liability. The Bursar had raised the matter at the Herschel Trust meeting held on 24<sup>th</sup> May 2005. Mr D Loch Davis did not feel the extra insurance cover was warranted but he had agreed to meet with the Bursar to discuss the issue at some stage.
4. Indemnity question was ongoing. Mrs S Stelzner had sent the Bursar articles on the subject. After extensive discussion it was agreed Mrs S Stelzner and Adv R Williams would propose a policy to be followed at school after the insurance implications had been assessed.
5. Matric Survey 2004. Lindy Grobler had just completed the full survey which was a large report. A copy was given to the Chairman for assessment and later distribution to Council, possibly in a summarised version.
6. ICT policy document had been approved by Mr R Vernon and had been issued as a school document.
7. My School slogan was not addressed.
8. Exit interview policy was tabled by R Vernon, discussed and approved subject to the final version being sent to members for comment.

#### 7. REPORT OF HEAD OF PREPARATORY SCHOOL

Ms Court's highlighted various items in her report, which was noted and approved.

#### 8. REPORT OF HEADMISTRESS

Mrs van Zyl highlighted items in her report, which was noted and approved.

9. **BURSAR'S REPORT**

The Bursar highlighted various items in his report, which was discussed and approved. The Bursar was thanked for his contribution to the sound finances of the Association.

10. **COMMUNICATIONS AND MARKETING REPORT**

Mrs Reid's report was noted and approved.

11. **EDUCATION COMMITTEE**

The minutes of the Education Committee meeting held on 19 May 2005 were noted.

12. **HUMAN RESOURCES COMMITTEE**

Mr Vernon highlighted items in his report, which was noted and approved.

13. **OUTREACH**

Mrs Golding was complimented on her report, which was noted and approved.

14. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 10 May 2004 were noted.

15. **PLANNING AND ESTATE COMMITTEE REPORT**

Mr Haw's highlighted various items in his report, which was duly noted and approved. The question of submitting swimming pool plans to the municipality was discussed. It was agreed Mr R Haw would research the issues and approach the Finance Committee for approval before any decisions were taken.

16. **ICT REPORT**

The report was noted.

17. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs McGregor's report was noted.

18. **RENEWAL OF FNB BANKING FACILITIES**

The renewal of the FNB banking facilities was approved and the following resolutions were passed :

- (a) The Association accepts the offer of the facility made available to it by FIRSTRAND BANK LIMITED (Reg. No. 1929/0001225/06) ("the Bank") acting through its FNB Corporate division, subject to the terms and conditions as set forth in the facility letter no 01HerschelAssociation/2005 from the Bank dated 04 January 2005, as exhibited to and approved by the members at the meeting. The association furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time; and
- (b) The association make Application to "the Bank" , for increased monthly payroll facilities of R1 300 000 (one million three hundred thousand Rand) in December each year, and

- (c) That Audrey Diana van Zyl and Roger Ramsbottom in their capacities as representatives of the Association be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

19. MUNICIPAL VALUATIONS

The objection to valuation for municipal rating purposes was noted.

20. GENERAL

Mrs D v Zyl reported on the sub-committee follow up on the strategic plan initiative. Mrs S Stelzner outlined the progress on her portfolio of "Hiring and retaining quality staff"

21. DATE OF NEXT MEETING

The next meeting would be held on Monday 29 August 2005.

The meeting closed at 19:25

Confirmed: .....  .....

Date: ..... 29 August 2005 .....

## HERSCHEL ASSOCIATION

COUNCIL MEETING 29 AUGUST 2005 AT 17:00

## ATTENDANCE REGISTER

MRS L H REID.....*[Signature]*  
 L BARLOW.....*(Apologies)*  
 RT REV G Q  
 COUNSELL.....*(Apologies)*  
 MRS P A CRAWLEY.....*[Signature]*  
 MRS B A DOYLE.....*[Signature]*  
 MRS A J GOLDING.....*[Signature]*  
 C R HAW.....*[Signature]*  
 J JULYAN.....*[Signature]*  
 D J LOCH DAVIS.....*(Apologies)*  
 MRS C MAYER.....*[Signature]*  
 MRS S MCGREGOR.....*[Signature]*  
 J R MILLAR.....*(Apologies)*  
 MRS S STELZNER.....*[Signature]*  
 R A VERNON.....*[Signature]*  
 ADV R WILLIAMS.....*[Signature]*  
 R RAMSBOTTOM (Secretary).....*[Signature]*  
 MRS A D VAN ZYL (Headmistress) - by invitation.....*[Signature]*  
 MRS L CLARKE (Deputy Headmistress) - by invitation.....*[Signature]*  
 MS J COURT (Head of Preparatory) - by invitation.....*[Signature]*

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 29 AUGUST 2005 AT 17:00

Present: Mrs L H Reid (In the Chair)  
Mrs P A Crawley  
Mrs B A Doyle  
Mrs A J Golding  
Mr C R Haw  
Mr J Julyan  
Mrs C Mayer  
Mrs S McGregor  
Mrs S Stelzner  
Mr R A Vernon  
Adv R Williams

In attendance: Mrs A D van Zyl  
Mrs L C Clarke  
Ms J Court  
Mr R Ramsbottom

Apologies: Mr L Barlow  
Ven G Q Counsell  
Mr J R Millar

#### 1. OPENING

The Chairman welcomed all the attendees

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 30 May 2005, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings

#### 3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Swimming Pool fundraising. Pledges stood at R878,391.92 and cash banked at R487,593.70. It was agreed that the pool would be discussed later in the meeting.
2. Indemnity question was presented by Adv R Williams. It was decided that a more suitably worded indemnity form would be prepared to replace the existing one, in the knowledge that it would not protect the school from legal liability in the event of negligence. The question of school insurance for legal liability was raised and after discussion it was decided not to mention insurance in the indemnity form.
3. Matric Survey 2004. The Chairman advised that any Council member who was interested in this survey could obtain a copy from Lindy Grobler.
4. Exit interview policy had been circulated and members had made comment. It was now in force as a Council policy document.

4. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Ms J Court's highlighted various items in her report, which was noted and approved. The Chairman tabled letters of thanks to Council from the two headmistresses' for approving their participation at the 7<sup>th</sup> I C P Convention at the CTICC between 10-14 July 2005.

5. **REPORT OF HEADMISTRESS**

Mrs D van Zyl highlighted items in her report, pointing out that in her opinion the curriculum changes had been good for the school as it had necessitated a fresh approach to education and courses being offered and the methodology of the staff required to teach them. It had become clear that there was a need for a Remedial teacher at the Senior school and she had discussed the matter with the Chairman who had given her sanction and she was now seeking the approval of Council. The Chairman enquired if there was a classroom available to locate the teacher to which the Headmistress responded that one had been identified. Mrs B Doyle enquired what areas the new post would cover and after discussion it was agreed that the position was one of bridging/remedial assistance and it was decided to name the post as Academic Support teacher. In response to a question from Mr J Julyan it was established that the extras charged for at the Prep school were not for remedial teaching but rather OT and physio. The appointment of the new teacher was approved after the Bursar had confirmed that the cost could be incorporated into the 2006 budget with no change to the fees structure. The Headmistress tabled a list of ISASA member services which was noted. She informed the meeting she had accepted re-nomination as ISASA Western Cape Regional Chairman as well as being elected as one of the delegates from the SWR to attend ISASA National Council Meetings. The meeting complimented her on her appointment and her report was noted and approved.

6. **BURSAR'S REPORT**

The Bursar highlighted various items in his report which showed the school finances were in sound shape. In response to a query from Mr R Haw it was agreed that the Investment Committee should investigate the possibility of "locking in" the substantial capital gains in some of the quoted investments by selling counters. The question of additional bursaries for previously disadvantaged students in Senior grades was brought up by Mr R Haw. The Bursar agreed that it was a good idea but pointed out that although the capital value of investments had risen it was only on paper and the actual income from interest had declined because of the significant reduction in interest rates. Mr R Vernon felt that an exercise should be undertaken to see if additional bursary students could be accommodated in Senior classes which were not full as the additional income, small as it may be, would supplement the existing fixed costs. After further discussion the accounts, as tabled, for the six months to 30 June 2005 were approved.

7. **COMMUNICATIONS AND MARKETING REPORT**

Mrs L Reid's report was noted and approved. In response to an enquiry from Mr R Vernon as to what extent the good pupil numbers for 2006 were attributable to marketing the Headmistress replied that it was difficult to tell but it was essential to keep the name of the school to the fore, not only for the purposes of attracting new pupils but also to inform and keep in contact with the existing stakeholders.

8. **EDUCATION COMMITTEE**

The minutes of the Education Committee meeting held on 23 August 2005 were tabled and noted. In response to Mrs P Crawley's enquiry as to why it was necessary to have three Council members on the Education sub-committee, the Chairman responded that only two members were required but that any interested Council member could attend as well.

9. **HUMAN RESOURCES COMMITTEE/STAFF RETENTION**

Mrs S Stelzner's report which incorporated HR issues was noted and approved.

10. **OUTREACH**

Mrs A Golding mentioned that she did not think it was necessary to spend the forecast amount on Outreach for 2005 as the nature of the program had changed with more interaction and participation with less emphasis on "cash handouts". This also applied to the 2006 budget. The Bursar raised the question of pupil safety on buses transporting outreach children. Adv R Williams referred to the recent Kloof Street bus accident and informed the meeting that a free AA roadworthy test for busses transporting school children had been made available by the WCED. Mrs A Golding was complimented on her report, which was noted and approved.

11. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 17 August 2005 were noted. The Headmistress said it was still her goal to hold a school mass for the combined schools in the sports centre at some stage.

12. **PLANNING AND ESTATE COMMITTEE REPORT**

Mr R Haw reported that the lease for the strip of land in the Arderne Gardens between the two schools had finally been received and that although it was only for an initial period of five years the rental was only R150-00 per annum before VAT and rates and taxes. The Bursar was authorised to sign the lease on behalf of the school. The existing security situation was raised and it was agreed the contract should be reviewed. The possibility of installing CCTV cameras should also be investigated. The report was duly noted and approved.

13. **ICT UPDATE**

The situation was noted. Mr R Vernon said the nature of the position meant that it was likely that any young ambitious IT person would see it as a stepping stone in their career path and that a three year tenure would be the norm. He added that there was no harm in aiming high for a candidate of a suitable calibre. Mrs L Clarke felt confident that the position would be filled in good time.

14. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs S McGregor's report was noted. The Chairman reminded the meeting that the role of Council members was to support the Council by informing the parent body of why certain decisions were made. Pupil numbers in classes for 2006 were in line with established guidelines and should not be an issue. It was agreed the problems associated with the heating of the Prep school pool should be conveyed to the Prep school parents to allay their concerns that the matter was not being seriously considered. The question of the allocation of funds raised by parent bodies was discussed and the Headmistress reminded the meeting that it was an established principle that monies raised went into a central fund to be spent on the projects identified by the planning committee. On the recommendation of Mrs S Stelzner it was agreed that the parent body should have access via the Prep school Headmistress to this committee for funding requests for specific projects.

## 15. 2006 BUDGET

The Bursar reported on the assumptions and methodology used in preparing the 2006 budget, pointing out that the key element was pupil enrolment numbers where the 2005 grade 12 "bubble" of 74 students was now out of the system. Given the fact that grade 8 numbers for 2006 were estimated at 96 pupils, this had resulted in a net overall increase of 20 pupils. Based on this the fee increase had been kept at 6,5%. The meeting debated the merits of various permutations of levies and fee increases but finally agreed that the basic fees increase of 6,5%, as contained in the budget, should be approved. It was proposed that the existing voluntary levy of R900-00 per annum should be converted into a compulsory building fund levy of R1,000-00 per annum from 2006, subject to approval by the Finance Committee of Council. In response to Mr R Haw's question, the Bursar confirmed that the insured value of computer equipment had been revised downwards in light of market prices with consequent premium savings.

## 16. SWIMMING POOL

The whole question of the fund raising/construction of the pool was extensively debated. Mr R Haw mentioned that the Bishops pool appeared to be substantially cheaper than the comparative quotes received by the school and that this aspect would have to be closely examined to see if prices could be brought down. Mr J Julyan reported that the new international requirements for a ladies water polo pool had been reduced from 30 to 25 meters, which might well change the view on the pool size. Mr R Vernon said there should be an extensive fund raising push with a maximum two months time frame to achieve the revised fund raising target. The Chairman reminded the meeting that in her opinion the only effective way to collect pledges was to adopt the personal home calling approach. The meeting agreed it was time to co-ordinate the various elements of the pool initiative into an effective steering committee with the following members –

- Mr R Haw
- Mr M van Heerden
- The Chairman
- The Headmistress
- The Prep School Headmistress
- The Bursar
- Mr A Scott, Operations Manager
- Member of the Finance committee, (Mr J Millar/Mr L Barlow)
- Mr J Julyan, water polo technical matters

Mr R Haw undertook to set up a meeting to implement this decision.

The Bursar was authorised to sign construction plans for submission to the Unicity of Cape Town planning and building department for approval, it being noted that this did not imply that the pool would be built or that any legal contract had been entered into with any contractor.

## 17. GENERAL

- The Headmistress pointed out that the strategic planning sub-committee reports had not been placed on the agenda and she requested that this be done in future in terms of established policy. This was noted and agreed to.
- The meeting noted the letter from Mr. Desmond Loch-Davis regarding the registration of the Herschel logo. The meeting agreed that the registrations should proceed along the lines recommended by Mr Loch-Davis.
- The Chairman tabled a thank you letter from Heather Bailey in response to the long-service award presented to her at the recent Council dinner.

18. DATE OF NEXT MEETING

The next meeting would be held on Monday 21 November 2005.

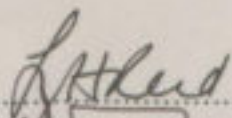
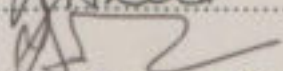
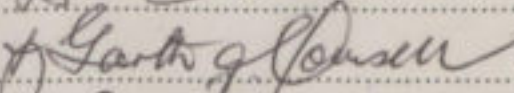
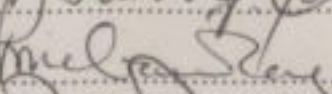
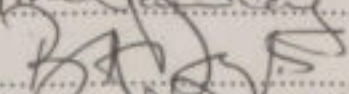
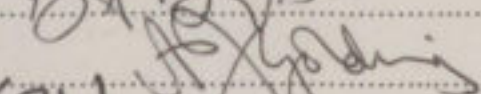
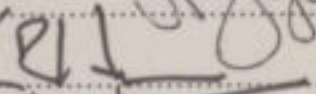
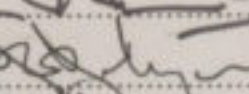
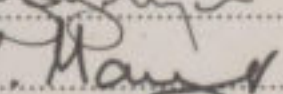
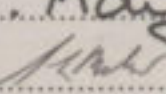
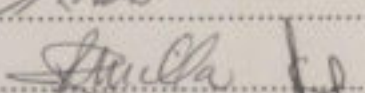
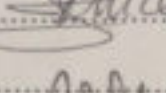
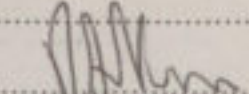
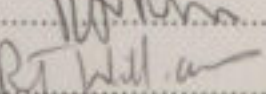
The meeting closed at 20:15

Confirmed: ..... *K.H. Reid* .....

Date: *21 November 2005*

HERSCHEL ASSOCIATIONMINUTE OF A RESOLUTION PASSED BY THE MEMBERS OF THE ASSOCIATION ON THE  
24 OCTOBER 2005APPOINTMENT OF SWIMMING POOL CONTRACTOR

It was agreed that the Herschel Association appoints Swimcon as the primary contractor to construct the new swimming pool and to accept their quote of R1 601 996-00 (one million six hundred and one thousand nine hundred and ninety six rand) which amount is inclusive of VAT and the supply and installation of a 350g/hr salt chlorinator for the pool. Roger Ramsbottom, in his capacity as Bursar of the school, is hereby authorised to sign the contract on behalf of the Herschel Association and all steps taken by the said Bursar in connection with the contract are hereby expressly ratified.

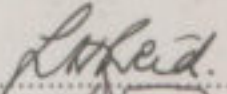
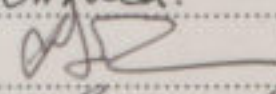
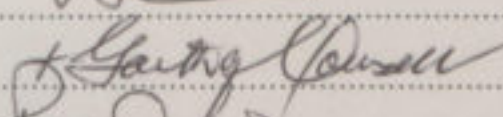
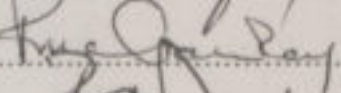
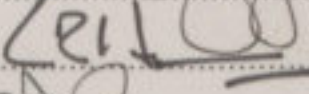
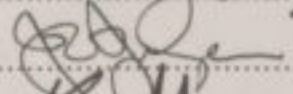
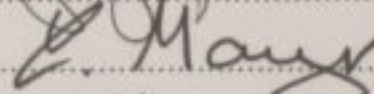
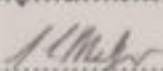
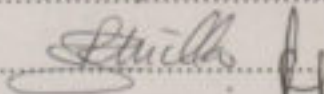
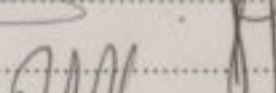
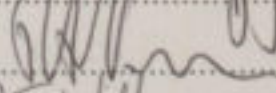
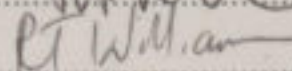
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- G Q Counsell ..... 
- P A Crawley ..... 
- B A Doyle ..... 
- A J Golding ..... 
- C R Haw ..... 
- J Julyan ..... 
- C Mayer ..... 
- S McGregor ..... 
- J R Millar ..... 
- S Stelzner ..... 
- R A Vernon ..... 
- R T Williams ..... 

# HERSCHEL ASSOCIATION

## MINUTE OF A RESOLUTION PASSED BY THE MEMBERS OF THE ASSOCIATION ON THE 7 NOVEMBER 2005

### ELECTION OF COUNCILLOR

It was proposed by Mrs L Reid and seconded by Mr J Millar and unanimously  
RESOLVED that Mr Douglas Wallace be duly appointed as a Councillor in  
accordance with Section 10.10 of the Association's Articles of Association.

- L H Reid ..... 
- L G V Barlow ..... 
- G Q Counsell ..... 
- P A Crawley ..... 
- B A Doyle ..... 
- A J Golding ..... 
- C R Haw ..... 
- J Julyan ..... 
- C Mayer ..... 
- S McGregor ..... 
- J R Millar ..... 
- S Stelzner ..... 
- R A Vernon ..... 
- R T Williams ..... 

## HERSCHEL ASSOCIATION

COUNCIL MEETING 21 NOVEMBER 2005 AT 17:00

## ATTENDANCE REGISTER

MRS L H REID.....

L BARLOW.....

RT REV G Q COUNSELL.....

MRS P A CRAWLEY.....

MRS B A DOYLE.....

MRS A J GOLDING.....

C R HAW.....

J JULYAN.....

D J LOCH DAVIS..... (APOLOGY)

MRS C MAYER.....

MRS S MCGREGOR.....

J R MILLAR.....

MRS S STELZNER.....

R A VERNON.....

D WALLACE..... (APOLOGY)

ADV R WILLIAMS.....

R RAMSBOTTOM (Secretary).....

MRS A D VAN ZYL (Headmistress) - by invitation.....

MRS L CLARKE (Deputy Headmistress) - by invitation.....

MS J COURT (Head of Preparatory) - by invitation.....

for an oyl  
H Clarke  
Bout

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 21 NOVEMBER 2005 AT 17:00

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Mrs B A Doyle  
 Ven G Q Counsell  
 Mrs A J Golding  
 Mr C R Haw  
 Mr J Julyan  
 Mrs C Mayer  
 Mrs S McGregor  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr R A Vernon  
 Adv R Williams

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Ms J Court  
 Mr R Ramsbottom

Apologies: Mrs P A Crawley  
 Mr D Wallace

#### 1. OPENING

The Chairman welcomed all the attendees

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 29 August 2005, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings. The resolutions of 24 October 2005 and 7 November 2005 were noted.

#### 3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. It was agreed that the pool would be discussed later in the meeting under item 16.
2. <sup>Voluntary</sup> ~~Compulsory~~ levy. The Bursar reported on the chronological sequence of the discussions surrounding this levy. After further discussion it was unanimously agreed to retain the levy at the existing R225-00 per term level for 2006, but to keep the item on the agenda when the 2007 budget was being discussed next year.
3. Fund Raising. The Chairman stated that it was necessary to revisit the whole question of fund raising as a result of issues the pool funding had raised. She emphasized the fact that fund raising is not a function of Council. After lengthy discussion around the philosophy of fund raising and the position at other schools, it was decided that :
  - Fund raising should be an integral part of the planning process (on-going fund raising initiatives should become a habit at the school)

- All projects would have to be driven by a parent body. The PTA at the prep and class representatives at the Senior school were proposed as potential sources.
- The Headmistress and Prep Headmistress should get together with parents in the new year to see if there was any enthusiasm for specific fund raising projects. e.g. Auction of Dreams, fetes etc.
- Realistic targets would have to be set before any initiatives were launched.
- Basic principles of fund raising goals would have to be set and monitored.
- Any specific projects for which funds were being raised would first have to be approved by the Planning Committee of Council

4. The revised Rates Valuations of the School properties were noted with approval.

#### 4. STRATEGIC PLANNING SUB-COMMITTEE REPORTS

The reports from the various sub-committees of Council were tabled. In response to a request from Mr J Millar, the Headmistress undertook to circulate the Staff Code of Conduct and Dress Code to Council members as they were Council documents.

#### 5. REPORT OF HEAD OF PREPARATORY SCHOOL

Ms J Court highlighted various items in her report, which was noted and approved.

#### 6. REPORT OF HEADMISTRESS

Mrs D van Zyl highlighted items in her report, especially the Internal Evaluation by Umalusi (the statutory regulatory authority) and the Religious Instruction policy. The Chairman was concerned about a possible conflict of interest if Mrs J Masterson, who was on the St. Cyprian's School Board, conducted the audit at the prep school. Both Headmistresses felt that this was not an issue to be concerned about. In reply to a question from Mrs S McGregor about the nature of the audit, the Headmistress replied that it was a voluminous document which covered many and various areas of the schools activities and the value in the audit was to identify areas of weakness for corrective action. Rev G Counsell supported the clear guidelines on the Religious Instruction policy which was endorsed by Council. Both Mrs S Stelzner and Adv R Williams agreed with the policy but emphasized that it needed to be enforced in a considerate and non-confrontational manner. It was suggested that attention be drawn to the school religious policy in the welcoming letter to all new parents and the fact that parents agreed to adhere to it when they signed the Acceptance of Place contract. After further discussion the report was noted and approved.

#### 7. BURSAR'S REPORT

The Bursar reported on the financial statements which showed the school finances were in sound shape. The situation for the nine months to 30 September and the forecast to 31 December 2005 were discussed and the accounts, as tabled for the nine months to 30 September 2005 were approved. The 2006 revised budget was noted.

#### 8. COMMUNICATIONS AND MARKETING REPORT

Mrs L Reid's report was noted and approved.

#### 9. EDUCATION COMMITTEE

The minutes of the Education Committee meeting held on 9 November 2005 were tabled and noted. The Headmistress pointed out that Further Education and Training (FET) was now more correctly termed the National Senior Certificate (NSC) and that the Independent Examination Board (IEB) Continuous Task Assessments (CTA's) would probably be in Grade 9 for 2006.

10. **HUMAN RESOURCES COMMITTEE**

Mr R Vernon's report was noted and approved. It was agreed that Mrs S Stelzner should attend the meeting (if possible) on the 6<sup>th</sup> December when the role of H R within the school was to be discussed and assessed by Mr R Vernon with the Bursar and Headmistress.

11. **OUTREACH**

Mrs A Golding was complimented on her report, which was noted and approved.

12. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 3 November 2005 were noted. Mr J Millar questioned why school pupils were attending Council sub-committee meetings. The Chairman said this was contrary to Council policy and explained the rationale why pupils couldn't be on a Council sub-committee. She was sure this would be addressed in the future in an appropriate manner.

13. **PLANNING AND ESTATE COMMITTEE REPORT**

Mr R Haw's tabled his report, pointing out that the committee had not met as regularly as he would have liked to discuss routine matters as the pool had become all-absorbing. The report was duly noted and approved after the meeting had recorded its grateful thanks to Mr R Haw for all the effort he had put towards the construction of the pool.

14. **ICT UPDATE**

The situation was noted. Mrs L Clarke said first impressions of Stuart Levey's abilities were favourable but time would tell how he panned out in the job. The Headmistress asked that the meeting record thanks to Mrs L Clarke who had undertaken the administration of Eduadmin whilst there had been no ICT manager. The meeting unanimously endorsed this sentiment. Adv R Williams suggested that elements of the new marketing DVD be placed on the web site to make it more interesting.

15. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs S McGregor's report was noted. The Headmistress enquired why the question of the Bursar and herself attending a PTA meeting to address concerns that parents had expressed, had not been addressed. As the issue was not clear the Chairman requested that minutes of the Prep PTA be produced so that the situation could be resolved. A request was made for all minutes submitted to be dated.

16. **SWIMMING POOL**

Mr R Haw reported on the progress of the municipal approval of the pool where plans were all but finalised in the Cape Town council but were now in the Heritage section for consideration. Adv R Williams said that if Section 34 of the Heritage Act (?) did not apply there should not be any problems. It was agreed that Mr J Julyan would supply her with the file number of the plan to expedite progress through the Heritage section of council. Mr R Haw mentioned the problems surrounding heating the pool and proposed that the parking area be completed with available funds before heating was undertaken. This was unanimously agreed to by the meeting.

17. **GENERAL**

The Chairman tabled a letter of thanks from Mrs Michelle van Schalkwyk (Senior Academic Head, mathematics) thanking Council for her maternity pay during her accouchement leave.

18. DATE OF NEXT MEETING

The Chairman pointed out that the meeting dates for 2006 had been brought forward by between two and three weeks, and that the next Council meeting would be held on Monday 13 February 2006 at 17:00.

The meeting closed at 19:35

Confirmed: .....



Date: 13. 2. 2006

## HERSCHEL ASSOCIATION

COUNCIL MEETING 13 FEBRUARY 2006 AT 17:00

## ATTENDANCE REGISTER

MRS L H REID.....

L BARLOW.....

RT REV G Q COUNSELL.....

MRS P A CRAWLEY.....

MRS B A DOYLE.....

MRS A J GOLDING.....

C R HAW.....

J JULYAN.....

MRS C MAYER.....

MRS S MCGREGOR.....

J R MILLAR.....

MRS S STELZNER.....

R A VERNON.....

D WALLACE.....

ADV R WILLIAMS.....

R RAMSBOTTOM (Secretary).....

MRS A D VAN ZYL (Headmistress) - by invitation.....

MRS L CLARKE (Deputy Headmistress) - by invitation.....

MS J COURT (Head of Preparatory) - by invitation.....

L H Reid

L Barlow

+ G Q Counsell

P A Crawley

B A Doyle

A J Golding

C R Haw

J Julyan

&lt; Apology &gt;

S McGregor

J R Millar

S Stelzner

R A Vernon

D Wallace

R T Williams

R Ramsbottom

A D Van Zyl

L Clarke

J Court

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 13 FEBRUARY 2006 AT 17:00

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Rt Rev G Q Counsell  
 Mrs A J Golding  
 Mr C R Haw  
 Mr J Julyan  
 Mrs S McGregor  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr R A Vernon  
 Mr D Wallace  
 Adv R Williams

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Ms J Court  
 Mr R Ramsbottom

Apologies: Mrs C Mayer

#### 1. OPENING

The Chairman welcomed all the attendees, especially Mr D Wallace who had returned after an absence of six years. The Chairman had received a letter from Mrs C Mayer stating that she was unable to continue as a member of the Prep school PTA due to work commitments. This automatically excluded her from serving as a Council member and she had therefore tendered her resignation. The Chairman extended her thanks to Mrs Mayer and the meeting unanimously agreed that it was appropriate for the Chairman to send a letter of thanks to her on behalf of Council.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 21 November 2005, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings, after Mr J Millar had pointed out under 3.2 the heading should be Voluntary and not Compulsory levy, and the Headmistress added that under point 6 she had addressed a letter to Mrs S Rees Gardiner voicing Council concerns about the possible conflict of Mrs J Masterson in the school audit procedure.

#### 3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. It was agreed that the pool would be discussed later in the meeting under item 15.
2. Code of Conduct and Dress Code. The Headmistress noted that this document had been approved by the Chairman and that copies were available from the school should any member be interested.

3. Fund Raising. The issue was extensively debated after the Headmistress reported that there had been no response to feelers put out in the two newsletters to parents. Mr J Julyan said parents might be more committed to get behind a specific project or event. It was agreed that the Headmistress should identify potential parents who could motivate a team of fundraisers and form a fundraising committee to get the culture of fundraising re-established with a small and attainable initial target
4. The Prep School PTA was discussed. The Chairmen felt that as elections for a new PTA committee were being held on 21<sup>st</sup> February it would be appropriate to discuss operating procedures and mandates with the new committee. Mr D Wallace said there was a constitution that should be followed. Mrs S Stelzner felt there should be continuity with the old committee handing over to the new, as had happened in the past.

4. **STRATEGIC PLANNING SUB-COMMITTEE REPORTS**

The reports from the various sub-committees of Council were noted.

5. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Ms J Court highlighted various items in her report, including rating codes used by other schools which were problematic. She also reported that the prep school Learnership program was now full with three good learners. Her report was noted and approved.

6. **REPORT OF HEADMISTRESS**

Mrs D van Zyl briefly explained the background to the WCED not acknowledging Herschels excellent 2005 Grade 12 results and the continuing correspondence with them on the subject. Commenting on the excellent pupil numbers and interest in the school, Mr L Barlow said the god economic conditions and uncertainty surrounding Government education were certainly playing a role. After discussion the report was noted and approved.

7. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements which showed the school finances were in sound shape. The financial year had reflected a surplus of R812,000-00 notwithstanding the expensing of several additional building maintenance items. He stated that for the 2007 budget the present multiple banding of fees would be investigated. Adv R Williams requested sensitivity in this area as the affordability of fees for young parents was a major factor in school numbers. The accounts, as tabled for the year to 31 December 2005 were approved. The 2006 revised budget was approved.

8. **COMMUNICATIONS AND MARKETING REPORT**

Mrs L Reid's report was noted and approved. The meeting complimented the school on the outstanding 2005 Herschelian magazine. Mr R Haw said he had received good feedback from a parent about the communication and caring approach at the recent parents evening.

9. **OUTREACH**

Mrs A Golding noted that Christmas pudding sales were not up to expectations. She also requested clarity on the date for the next planning meeting as both the 22 and 23 March had been proposed. She was complimented on her report, which was noted and approved.

10. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 7 February 2006 were noted. Rt Rev Counsell mentioned the disruption the public holiday for voting on 1 March would have on Ashwednesday services.

11. PLANNING AND ESTATE COMMITTEE REPORT

Mr R Haw's tabled his report, pointing out that the committee had not yet met in 2006. The Chairman reported that a conceptual planning meeting was scheduled for the 2nd March between 5 and 7 pm and all Council members were welcome to attend. The purpose of this meeting was to establish a blue-print for integrated development for the next five years

12. ICT UPDATE

The Deputy Headmistress informed the meeting that Stuart Levey had now been appointed to the permanent staff after successfully completing his probationary period. He was fitting in well at the school and had initiated a number of projects. Mrs B Doyle pointed out that it was almost a year since the last ICT strategic Planning meeting had been held. It was agreed that The Deputy Headmistress would establish a suitable date for the next meeting.

13. HR REPORT

Mr R Vernon tabled his HR Report and minutes of the HR meeting where the function and role of the new HR position had been discussed. The report was noted, and the Chairman, on behalf of Council thanked Mrs S Stelzner and Mr R Vernon for their time and efforts in the H R field.

14. PREPARATORY SCHOOL PARENTS' ASSOCIATION

Mrs S McGregor's report was noted. The Chairman said she had just received the minutes of the last PTA meeting prior to this meeting and she had not had chance to discuss them with the Headmistress. It was agreed that the matter would be addressed with the new PTA committee.

15. SWIMMING POOL

Mr R Haw reported on the problems with regard to the water and soggy soil conditions. He felt that the contractor was probably entitled to be re-imbursed for the dewatering costs but he felt the removal of the "clayey" material and supply of new soil was contentious. The important issue was to get the construction moving again after the frustrating delays.

16. GENERAL

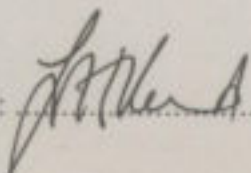
- The Chairman said she had received a letter from the Headmistress thanking Council for her bonus.
- There would be an ISASA Governors lunch at Somerset West on 23rd February.
- Mrs P Crawley requested that any correspondence with Old Herschilians should be passed by her for information as the recent pool donation request had been sent out without her knowledge.

17. DATE OF NEXT MEETING

Mr R Haw requested that the starting time for meetings be reviewed as the traffic problem at 5:00 pm was acute. After discussion it was agreed that the time for the next meeting to be held on Monday 8 May 2006 would be set for 4:30 pm as a trial.

The meeting closed at 18:55

Confirmed:



Date:

8<sup>th</sup> May 2006

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 8 MAY 2006**  
**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 per cent 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 8 May 2006 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           | 4,961        | <i>L.H. Reid</i> Mrs L. Reid |
| The Archdiocese of Cape Town | 1            | <apology>                    |
| Mr L Barlow                  | 1            | <i>[Signature]</i>           |
| Rt Rev G Q Counsell          | 1            | <apology>                    |
| Mrs P A Crawley              | 1            | <i>[Signature]</i>           |
| Mrs B A Doyle                | 1            | <i>[Signature]</i>           |
| Mrs A J Golding              | 1            | <i>[Signature]</i>           |
| C R Haw                      | 1            | <apology>                    |
| J Julyan                     | 1            | <i>[Signature]</i>           |
| Mrs S McGregor               | 1            | <i>[Signature]</i>           |
| J R Millar                   | 1            | <i>[Signature]</i>           |
| Mrs L H Reid                 | 1            | <i>[Signature]</i>           |
| Mrs S Stelzner               | 1            | <apology>                    |
| R A Vernon                   | 1            | <apology>                    |
| Mr D Wallace                 | 1            | <apology>                    |
| Ms R Williams                | 1            | <i>[Signature]</i>           |

4,976

**Cape Town**  
**8 May 2006**

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

LIBRARY ON MONDAY 8 MAY 2006 AT 16:30

**PRESENT:** Mrs L H Reid (In the Chair and also representing The Herschel Trust)  
 Mr L Barlow  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr J Julyan  
 Mrs S McGregor  
 Mr J R Millar  
 Adv R Williams

**IN ATTENDANCE:** Mr R Ramsbottom (Secretary)

**APOLOGIES:** The Archdiocese of Cape Town  
 Rt Rev G Q Counsell  
 Mr C R Haw  
 Mrs S Stelzner  
 Mr R A Vernon  
 Mr D Wallace

### 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 a consent 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 30 May 2005, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

### 2005 ANNUAL FINANCIAL STATEMENTS

The 2005 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and were unanimously approved.

It was agreed that the Chairman and Mr J R Millar would sign the Council's Report on behalf of the Council.

### RETIREMENTS AND ELECTION OF COUNCILLORS

- (a) Mrs C Mayer had tendered her resignation as a Councillor with effect from 13 February 2006 following her resignation from the Prep Parents Association.
- (b) In terms of Clause 10.10 of the Association's Articles of Association Mr D Wallace, who had been co-opted during the year retired and being eligible for re-election, was unanimously re-elected as a Councillor.
- (c) Having been proposed by Mr L Barlow and seconded by Adv R Williams it was unanimously resolved that retiring councillors who offer themselves for re-election be elected by means of a single resolution. Accordingly, having been duly proposed and seconded as previously, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected Councillors:-

Mrs B A Doyle  
 Mrs S McGregor (Prep school PA representative)  
 Mrs S Stelzner

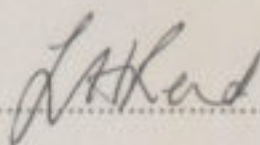
### RE-APPOINTMENT OF AUDITORS

The Members discussed the past audit and the fact that there had been no management letter to members. The unanimous opinion was that, irrespective of whether the matter had been discussed verbally at the Finance meeting, the Council should have received a written report to this effect. The Business Manager was requested to resolve this with the auditors.

After further discussion it was resolved that Sprigg Abbott Inc be re-appointed auditors to the Association and that the audit fee be left to the Finance Committee to approve.

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

CONFIRMED:



DATE:

7<sup>th</sup> May 2007

## HERSCHEL ASSOCIATION

COUNCIL MEETING 8 MAY 2006 AT 17:00

## ATTENDANCE REGISTER

MRS L H REID.....

L BARLOW.....

RT REV G Q COUNSELL .....[Apology].....

MRS P A CRAWLEY.....

MRS B A DOYLE.....

MRS A J GOLDING.....

C R HAW...[Apology].....

J JULYAN.....

MRS S MCGREGOR.....

J R MILLAR.....

MRS S STELZNER.....[Apology].....

R A VERNON.....[Apology].....

D WALLACE ...[Apology].....

ADV R WILLIAMS.....

R RAMSBOTTOM (Secretary).....

MRS A D VAN ZYL (Headmistress) – by invitation.....

MRS L CLARKE (Deputy Headmistress) – by invitation.....

MS J COURT (Head of Preparatory) - by invitation.....

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 8 MAY 2006 AT 17:00

Present: Mrs L H Reid (In the Chair)  
Mr L Barlow  
Mrs P A Crawley  
Mrs B A Doyle  
Mrs A J Golding  
Mr J Julyan  
Mrs S McGregor  
Mr J R Millar  
Adv R Williams

In attendance: Mrs A D van Zyl  
Mrs L C Clarke  
Ms J Court  
Mr R Ramsbottom

By invitation: Mr G George (architect)  
Mr A Scott

Apologies: Rt Rev G Q Counsell  
Mr C R Haw  
Mrs S Stelzner  
Mr R A Vernon  
Mr D Wallace

#### 1. OPENING

The Chairman welcomed all the attendees.

#### 2. APOLOGIES

Apologies were recorded from Rt Rev G Q Counsell, Mr C R Haw, Mrs S Stelzner, Mr R Vernon and Mr D Wallace.

#### 3. PRESENTATION BY GEOFF GEORGE, ARCHITECT

Prior to the meeting the Chairman had briefed members on the rationale for the presentation of possible future facilities at Herschel. Mr G George and Mr A Scott highlighted the concept and explained details of the plan. Extensive discussion followed the presentation and the general feeling was that the concept had some exciting ideas but that they required detailed analysis to establish their feasibility, practicality and affordability. It was agreed that the next step was to commission an expert in traffic flows to evaluate the fundamentals of the plan where access in Kenmar Road and a roadway down the side of the Arderne Gardens was proposed. All agreed that the process would be of a long-term nature and that phases would have to be identified before any start could be made on any aspect of the project. At this point Messrs George and Scott left the meeting.

#### 4. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 13 February 2006, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 5. APPROVAL OF TRANSFER OF SHARES

The following transfers of shares were duly approved :

- (a) With effect from 7 November 2005:  
1 share from The Herschel Trust to Mr D Wallace
- (b) With effect from 13 February 2006:  
1 share from Mrs C Mayer to The Herschel Trust

#### 6. RE-ELECTIONS OF COUNCILLORS

The Chairman reported that, at the Annual General Meeting held immediately prior to this Council Meeting,

Mrs B A Doyle,  
Mrs S McGregor,  
Mrs S Stelzner, and  
Mr D Wallace

had been duly re-elected.

It was noted that the composition of the sub-committees' of Council needed to be reviewed and it was agreed that this would be formulated at the next quarterly Council Meeting.

#### 7. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

- (a) Mr J R Millar proposed that Mrs L H Reid be re-elected as Chairman for the ensuing year. Mrs P Crawley seconded the proposal, which was carried unanimously.
- (b) The Chairman proposed that Mr J R Millar be re-elected as Deputy Chairman for the ensuing year. Mrs B Doyle seconded the proposal, which was carried unanimously.

#### 8. MATTERS ARISING

The following matters arising from the last meeting were discussed :

- 1. It was agreed that the pool would be discussed later in the meeting under item 19.
- 2. Planning and facilities – discussed under items 3 and 15
- 3. Fund raising. The Headmistress reported that this was ongoing. Three parents had been identified at the Senior school and she would arrange a meeting.
- 4. The Prep School PTA and election of the PA representative to Council – discussed under item 18

#### 9. REPORT OF HEAD OF PREPARATORY SCHOOL

Ms J Court reported that Mrs J Masterson had tabled a very positive report during the evaluation process. Mr J Millar requested that any recommendations contained in the report be brought to Council's attention. After discussion the report was noted and approved.

#### 10. REPORT OF HEADMISTRESS

Mrs D van Zyl tabled her report. She mentioned briefly the unpleasant experience a party of Herschel girls had had on a recent Umfolozi trip and the lessons that had been learned about disaster management from that. She informed the meeting of an Outreach donation

of R60,000-00 from the Ackerman Family Trust which would be used for a mathematics literacy course. Provided the initiative was successful, it was anticipated that the donation would be an annual occurrence. The meeting noted this with satisfaction and thanked the Ackerman family. After further discussion the report was noted and approved.

11. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements for the first quarter which showed the school finances were in sound shape. The meeting noted the financial situation with satisfaction.

12. **COMMUNICATIONS AND MARKETING REPORT**

Mrs L Reid's report was noted and approved. The production team and cast of "Noises Off" were congratulated on a very professional show.

13. **OUTREACH**

Mrs A Golding reported on a Canadian funding package for a project which would be used mainly for bus fare and food for children coming to Herschel to attend the programme. She was congratulated on her report.

14. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 2 May 2006 were noted.

15. **PLANNING AND ESTATE COMMITTEE REPORT**

The minutes of the meeting held on the 21<sup>st</sup> April 2006 were noted. Most of the issues had already been discussed during the earlier presentation. Adv R Williams pointed out that whilst "big picture" planning was essential, attention still had to be paid to the detail and she would like to highlight the condition of the theatre seats and dining room chairs. The Headmistress said she would put these items onto the maintenance agenda for assessment. The meeting agreed that serious consideration would have to be given to the Astroturf question as Herschel was falling behind other schools and this issue needed to be addressed in the near-term future.

16. **ICT UPDATE**

The minutes of the ICT strategic planning meeting held on the 23rd March 2006 were noted. The lack of feed-back on the progress of the updating of the website was queried. The Business Manager undertook to send an update to members. Mr L Barlow enquired what "Smartboards" were all about. Mrs L Clarke elaborated and invited all interested Council members to attend a demonstration which she would arrange through Mr S Levey.

17. **HR REPORT**

The HR Report was noted. The meeting thanked Mr R Vernon and Mrs S Stelzner in their absence for all their input into the portfolio.

18. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs S McGregor's report was noted. The Business Manager said whilst he was more than happy to address the Prep PA he did not think the question of pupil numbers was primarily a financial matter. The Headmistress felt the issue had been addressed on a number of occasions with the Prep PA. Ms J Court said there was no empirical educational research to suggest that teaching a class of 26 was any less effective than those with fewer numbers. Mrs B Doyle and Adv R Williams found it strange that past decisions of Council on this matter had not been effectively conveyed back to the PA via their representatives on

Council. Mr L Barlow felt that it would still be helpful if the Business Manager did address the PA. The Chairman said the issue needed to be put to bed once and for all as it kept cropping up. It was agreed the matter would be researched by the Headmistress, codified and then communicated to the PA in an appropriate manner. Mr Neil Macdonald's nomination to Council as a Prep PA representative was unanimously approved.

19. SWIMMING POOL

The Business Manager reported that progress had been slow for a variety of reasons but that SWIMCON were anxious to complete the project as soon as possible.

20. GENERAL

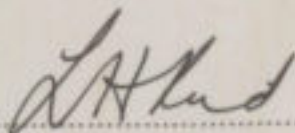
- The possible acquisition of the house at 28 Herschel Road was discussed. The recommendation of the Finance committee was noted and approved. It was agreed to wait and see what the implications of the new planning scenario were before any decisions were taken on the matter.
- The removal of the Ilex tree was extensively discussed. After all the issues had been examined and debated it was unanimously agreed that for safety reasons the tree should be removed. Because of the history and nostalgia associated with the tree it was agreed that the Chairman should send out a letter to all stakeholders explaining the reasons for the decision.
- The question of the misconception surrounding the Claremont Bowling Club land by parents was raised. It was agreed that, even though this had been done on other occasions, the Headmistress should state the facts in her next newsletter.
- Minutes of the Educational meeting held on 15 March 2006 were tabled for interest.

21. DATE OF NEXT MEETING

As the Chairman would be away overseas on the date originally set for the next meeting, the date was changed to Monday 4<sup>th</sup> September 2006 at 4:30 pm.

The meeting closed at 19:40

Confirmed: .....



Date: .....

4<sup>th</sup> Sept. 2006

## HERSCHEL ASSOCIATION

COUNCIL MEETING 4 SEPTEMBER 2006 AT 16:30

## ATTENDANCE REGISTER

MRS L H REID.....

L BARLOW.....

RT REV G Q COUNSELL ..... [Apology].....

MRS P A CRAWLEY..... [Apology].....

MRS B A DOYLE.....

MRS A J GOLDING.....

C R HAW.....

J JULYAN.....

MR N McDONALD.....

MRS S MCGREGOR.....

J R MILLAR.....

MRS S STELZNER.....

R A VERNON..... [Apology].....

D WALLACE.....

ADV R WILLIAMS.....

R RAMSBOTTOM (Secretary).....

MRS A D VAN ZYL (Headmistress) - by invitation.....

MRS L CLARKE (Deputy Headmistress) - by invitation.....

MS J COURT (Head of Preparatory) - by invitation.....

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 4 SEPTEMBER 2006 AT 16:55

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr J Julyan  
 Mr C R Haw  
 Mr N Macdonald  
 Mrs S McGregor  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr D Wallace  
 Adv R Williams

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Ms J Court  
 Mr R Ramsbottom

Apologies: Rt Rev G Q Counsell  
 Mrs P A Crawley  
 Mr R A Vernon

#### 1. OPENING

The Chairman welcomed all the attendees and extended a special welcome to Mr N Macdonald on the occasion of his first meeting.

#### 2. APOLOGIES

Apologies were recorded from Rt Rev G Q Counsell, Mrs P Crawley and Mr R Vernon. The Chairman informed the meeting that the Rt Rev Counsell had tendered his resignation from Council due to his extended Church commitments. It was unanimously agreed that the Chairman would send a letter thanking him for his past contributions to the Council.

#### 3. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 8 May 2006, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 4. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Planning and facilities – To be addressed under item 12.
2. Sub-committee representatives of Council. The Chairman informed the meeting that this item would be dealt with at the end of the meeting under item 18.

3. The Headmistress said that the fund raising issue had been covered in point 13 contained on page 16 of her report to Council. She added that the composition of the committee was weighted towards the prep school but that there was senior representation as well. Mr L Barlow pointed out that whilst "nice to have" projects such as the prep hall kitchen was meritorious it might be easier for the committee to raise money for items like SmartBoards.
4. The Headmistress advised that the Umalusi recommendations had been addressed in point 6 contained on page 14 of her report to Council as well as the ISASA History of Quality Assurance developments paper on pages 19-21
5. The Business Manager reported that progress on the website was contained in a report from the ICT Manager on page 57 and would be dealt with under item 11.
6. The Prep School PTA – To be discussed under item 15

5. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Ms J Court tabled her report. After discussion the report was noted and approved.

6. **REPORT OF HEADMISTRESS**

Mrs D van Zyl tabled her report. She highlighted an article on school risk management on page 25 of her report. The meeting agreed that this issue would have to be taken seriously and the Chairman said it would be addressed at the end of the meeting when sub-committees were discussed. After further discussion the report was noted and approved.

7. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements for the six months to 30 June 2006 which showed the school finances continuing ahead of budget and in sound shape. The meeting noted the financial situation with satisfaction.

8. **COMMUNICATIONS AND MARKETING REPORT**

Mrs L Reid's report was noted and approved. In response to a query from Adv R Williams it was agreed that any parent could attend the pool opening ceremony on the 6<sup>th</sup> October (at 8:00 am) but only donors would receive VIP invitations with reserved seating.

9. **OUTREACH**

Mrs A Golding reported on the Jump initiative and article in the Argus. She was concerned that the Ackerman Family Trust had received no recognition in the press article. It was agreed she should discuss the principle of acknowledgement of the donor with the Ackerman family. She was congratulated on her report and picture slideshow presentation.

10. **SPIRITUALITY COMMITTEE**

The minutes of the Spirituality Meeting held on 1<sup>st</sup> August 2006 were noted.

11. **ICT UPDATE**

The ICT managers report to Council was noted. The progress of the updating of the website was discussed. The "Smartboards" enthusiastic acceptance by pupils and staff was noted with satisfaction. The Business Manager reported he was endeavouring to fit requests for additional boards into the academic budget as they were in such demand. Mr J Millar fully supported the acquisition of these items but reminded him that they must be disclosed separately on the capital expenditure report as additional unbudgeted items.

12. **PLANNING AND ESTATE COMMITTEE REPORT**

Ms J Court pointed out that the grade 6 and not grade 4 classrooms had been refurbished. The meeting thanked Mr R Haw for his input into the planning portfolio as well as Mr A Scott and the Business Manager for their contribution to the pool project. It was agreed that the Molteno lecture room refurbishment should receive priority. The Astroturf question and additional facilities would be discussed at the next Planning meeting.

13. **HR REPORT**

The HR Report was noted. Point 8 was amended to read Recruitment Procedure Policy and point 13 was amended to record Mrs Reid's Chairmanship of the interview panel. Mr J Millar thanked and acknowledged Mrs S Seltzer's for her contribution to the HR policy but reminded the meeting that all policies needed to be approved by the Council once they had been formulated. It was felt that the time was right for a Policy and Procedure manual to be compiled with all the various Council approved policies contained in it. The meeting thanked Mr R Vernon and Mrs S Stelzner for all their input into the portfolio.

14. **EDUCATION REPORT**

The Education Minutes of the meeting held on 15 August 2006 was noted after the name of Mr F Rumboll had been added to the attendee's names. The meeting discussed the issues around the merits of the State or IEB curriculum and agreed that this would have to be carefully monitored. Mr D Wallace pointed out that the state system level of education would only be raised if independent schools stayed within it and there was a distinct possibility of polarisation if all private schools opted out of it.

15. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs S McGregor's report was noted. Mr Neil Macdonald was again welcomed to Council as a Prep PA representative. It was agreed the survey researched by Ms J Court on class sizes should be conveyed back to the prep parent body after the meeting unanimously agreed that class numbers from grade 1 upwards should not normally exceed 26 pupils.

16. **2007 FEES AND BUDGET**

The Business Manager reported on the factors that were incorporated into the 2007 budget and the issues raised at the Finance Meeting regarding the review of academic salaries. The meeting endorsed the view of Finance that the salaries needed to be reviewed and agreed on the process to be followed to implement specific increases. The budget, as tabled, was approved for submission to the Herschel Trust for approval after the wording on the letter to parents had been amended on Mrs S Seltzer's recommendation. The meeting agreed that the voluntary levy should be maintained at R225 per term after Mr J Millar pointed out that he had not said that it needed to be increased but only reviewed every year. The Business Manager was thanked for a comprehensive presentation.

17. **RENEWAL OF FNB BANKING FACILITIES**

The renewal of the FNB banking facilities was approved and the following resolutions were passed :

- (a) The Association accepts the offer of the facility made available to it by FIRSTRAND BANK LIMITED (Reg. No. 1929/0001225/06) ("the Bank") acting through its First National Bank division, subject to the terms and conditions as set forth in the facility letter no 01HerschelAssociation/2006 from the Bank dated 26 June 2006, as exhibited to and approved by the members at the meeting. The Association furthermore authorises the execution of all additional schedules and

annexures, including subordination and security agreements as the Bank may require from time to time; and

- (b) that Audrey Diana van Zyl and Roger Ramsbottom in their capacities as representatives of the Association be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

#### 18. GENERAL

- The Chairman reviewed the composition of the various sub-committees of Council. Changes and amendments to portfolios were made in consultation and agreement with the specific Councillors. Mr D Wallace was appointed chair of a new sub-committee to oversee the introduction of a Risk Committee. Adv R Williams was appointed to this sub-committee as well. It was agreed a copy of the composition of the new sub-committees would be circulated to members once the Business Manager had finalised it.
- Mr J Millar reported that Alexander Forbes had recommended that there should be equal employer and employee representation on the Retirement Fund Management Committee. In order to achieve this it was agreed that Mr R Ramsbottom, at present one of three employer representatives, would become a non-voting member.
- It was noted that the Chairman had sent a letter of condolence to Mrs Tilly Oertel, the widow of Perry Oertel who had been the Bursar at the school in the past.

#### 19. DATE OF NEXT MEETING

The next meeting would be held on Monday 6<sup>th</sup> November 2006 at 4:30 pm.

The meeting closed at 19:17

Confirmed: .....



Date: .....

6. 11. 2006.



## HERSCHEL ASSOCIATION

COUNCIL MEETING 6 NOVEMBER 2006 AT 16:30

## ATTENDANCE REGISTER

MRS L H REID.....  
 L BARLOW.....  
 MRS P A CRAWLEY.....  
 MRS B A DOYLE.....  
 MRS A J GOLDING.....  
 C R HAW.....  
 J JULYAN.....  
 MR N McDONALD.....  
 MRS S MCGREGOR.....  
 J R MILLAR.....  
 MRS S STELZNER.....  
 R A VERNON.....  
 D WALLACE.....  
 ADV R WILLIAMS.....  
 R RAMSBOTTOM (Secretary).....  
 MRS A D VAN ZYL (Headmistress) – by invitation.....  
 MRS L CLARKE (Deputy Headmistress) – by invitation.....  
 MS J COURT (Head of Preparatory) – by invitation.....

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 6 NOVEMBER 2006 AT 16:40

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Mrs P A Crawley  
 Mrs B A Doyle  
 Mrs A J Golding  
 Mr J Julyan  
 Mr C R Haw  
 Mr N Macdonald  
 Mrs S McGregor  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr R A Vernon  
 Mr D Wallace  
 Adv R Williams

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Ms J Court  
 Mr R Ramsbottom

#### 1. OPENING

The Chairman welcomed all the attendees noting that several members had been held up in traffic which was the reason for the delayed start.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 4 September 2006, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Risk management. Mr D Wallace explained his thinking of what the risk committee should be concerned about, emphasising that it should focus on issues and not be tied down on administration and paper work. He said the inaugural meeting would be held soon and the committee would be making regular reports back to Council.
2. The composition of sub-committees was included in the papers. The chairman noted that she should have been included on the Bursary committee.
3. Outreach – Ackerman family donation. Mrs A Golding reported that she had discussed the matter with Mandy Ackerman and the family were very happy that their name had not been mentioned in the press article.
4. Policy and procedures manual. Mrs S Stelzner reported that this was ongoing and was in hand with Mr A Scott compiling a file with approved policies.
5. Class sizes report back to parents by the prep headmistress. Ms J Court informed the meeting that she had conveyed this message back to the parents by way of her newsletter. There had not been a single query from parents.

4. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Ms J Court tabled her report. In response to a query from Mr D Wallace concerning teenage suicides she responded that although it did not appear to be a problem at Herschel it did provide food for thought and made her aware of the problem. She thanked the Council, her colleagues and especially the Headmistress for all the assistance she had received during her tenure as prep headmistress. After further discussion the report was noted and approved.

5. **REPORT OF HEADMISTRESS**

Mrs D van Zyl tabled her report. She went into detail about the extraneous issues that were taking an inordinate amount of her, her senior staff and Mrs S Stelzner's time. The meeting agreed that a Code of Conduct for parents might be necessary. She also explained the situation regarding curriculum development and the IEB and said she would prepare a full report back to Council when the situation clarified. In response to a question from Adv R Williams concerning the school's diversity policy regarding pupil admissions and the present status quo, it was established that the existing situation would perpetuate a non-representative pupil profile. After extensive debate it was agreed that the matter needed to be addressed as a matter of urgency. Mr R Vernon suggested that pupil admission criteria at the key entry points to the school, being pre-nursery and grade 8 needed to be looked at in a new light. After further discussion the report was noted and approved.

6. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements for the nine months to 30 September 2006 which showed the school finances continuing ahead of budget and in sound shape. The meeting noted the financial situation with satisfaction.

7. **ACCEPTANCE OF PLACE CHANGES**

The Business Manager reported on the reasons why it was necessary to update the charge for Acceptance of Place. Proposed amendments to clause 8 and a rewording of clause 6 were tabled at the meeting. Mrs S Stelzner explained her reasons for the wording of certain clauses after Adv R Williams had queried clause 8. Mr L Barlow requested an amendment to the wording of clause 18 to avoid any possible confusion. Mrs S Stelzner undertook to let the Business Manager have a revised version of the wording of the clauses to be incorporated into the new Acceptance of Place form. The meeting unanimously endorsed the financial recommendations of the Finance committee and the amendments were approved to take effect from 1 January 2007.

8. **APPROVAL OF POLICY FOR MANAGING DISCIPLINE, ETC.**

Mrs S Stelzner ran through the Policy for managing discipline, poor performance and grievances in the workplace at Herschel Girls' School. Annexure "C" was tabled at the meeting. The meeting requested uniformity of terms in the various documents, it being agreed Headmistress, pupils and teachers were the appropriate descriptions and not Principal, learners and educators. The report was noted and approved.

9. **COMMUNICATIONS AND MARKETING REPORT**

Mrs L Reid commented on her report which had been prepared by Lindy Grobler. She mentioned that the Herschel promotional dvd which had proved to be an excellent marketing tool needed to be updated and that Alex Learmont would be coming to the school early in the new year to shoot new inserts. She wanted to broaden the base of the Council involvement to include Council members in the dvd and would let members know well in advance before any shooting took place. The report was noted and approved.

10. **OUTREACH**

Mrs A Golding was congratulated on her report which was noted.

11. SPIRITUALITY COMMITTEE

The minutes of the Spirituality Meeting held on 1<sup>st</sup> August 2006 were noted. The Chairman noted that Council reports needed to be signed and dated by the Council member responsible for the portfolio. After discussion Mr N Macdonald agreed to chair this sub-committee after Mrs P Crawley graciously withdrew from the position.

12. ICT UPDATE

The ICT managers report to Council was noted. Mr R Vernon ran through the pertinent issues explaining that the previous ICT steering committee which had been a forum to discuss and debate general ICT issues with a large number of participants would no longer be the Council forum and a separate body, chaired by the ICT Council sub-committee chairman (who would meet to discuss issues and make decisions) would come into being. The report was noted and approved.

13. PLANNING AND ESTATE COMMITTEE MINUTES

The minutes of the planning meeting held on the 27 October 2006 were discussed. The Chairman thanked Mr R Haw for his input into the planning portfolio. The meeting was looking forward in anticipation to the report from ArupTownPlanning regarding the new roadway access. The Chairman said that a walk around the school to assess planning requirements needed to be undertaken soon.

14. HR MEETING MINUTES

Minutes of the HR meeting held on 23 October 2006 were tabled. Mrs S Stelzner reported on various items contained in the report. The report was noted and approved.

15. EDUCATION REPORT

The Education Minutes of the meeting held on 17 October 2006 were noted

16. PREPARATORY SCHOOL PARENTS' ASSOCIATION

Mr N Macdonald reported that no meeting had been held in time to be reported back to Council on and that the Prep PA AGM was scheduled for early next year when the composition of the PA would be conveyed back to Council.

17. GENERAL

The Chairman reported that this would be the last meeting for the following Councillors :

- Mr R Vernon.
- Mrs Brenda Doyle
- Mrs S McGregor

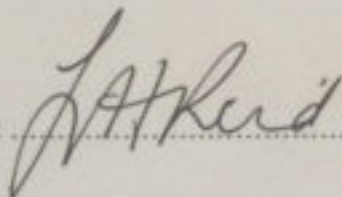
In addition, the headmistress of the Prep, Ms J Court was also attending her last meeting. The Chairman thanked them all for the service they had rendered to the school and said that appropriate farewells would be conducted more informally after the meeting.

19. DATE OF NEXT MEETING

The next meeting would be held on Monday 12<sup>th</sup> February 2007, still at 4:30 pm.

The meeting closed at 19:00

Confirmed: .....



Date: .....

12<sup>th</sup> February 2007

## HERSCHEL ASSOCIATION

COUNCIL MEETING 12 FEBRUARY 2007 AT 16:30

## ATTENDANCE REGISTER

MRS L H REID..... *LH Reid*  
 L BARLOW..... *L Barlow*  
 MRS P A CRAWLEY..... *P A Crawley*  
 MRS A J GOLDING..... *A J Golding*  
 C R HAW..... *C R Haw*  
 J JULYAN..... *J Julyan*  
 MR N McDONALD..... *N McDonald*  
 J R MILLAR..... *J R Millar*  
 MRS S STELZNER..... *S Stelzner*  
 D WALLACE..... *D Wallace*  
 ADV R WILLIAMS..... *R Williams*  
 R RAMSBOTTOM (Secretary)..... *R Ramsbottom*  
 MRS A D VAN ZYL (Headmistress) – by invitation..... *A D van Zyl*  
 MRS L CLARKE (Deputy Headmistress) – by invitation..... *L Clarke*  
 MRS B HEIDMANN (Head of Preparatory) - by invitation..... *B Heidmann*

HERSCHEL ASSOCIATIONMINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON MONDAY 12 FEBRUARY 2007 AT 16:40

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Mrs P A Crawley  
 Mrs A J Golding  
 Mr J Julyan  
 Mr C R Haw  
 Mr N Macdonald  
 Mr J R Millar  
 Mrs S Stelzner  
 Mr D Wallace  
 Adv R Williams

In attendance: Mrs A D van Zyl  
 Mrs L C Clarke  
 Mrs B Heidmann  
 Mr R Ramsbottom

1. OPENING

The proceedings commenced at 16:40 with an informal filming of Council members for the school promotional dvd. The actual meeting commenced at 17:00 when the Chairman welcomed all the attendees and especially Mrs Lin Heidmann, in her capacity as Headmistress of the Preparatory school, on the occasion of her first meeting.

2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 6 November 2006, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings after Mrs S Stelzner had pointed out that under point 8 the heading APPROVAL was misleading as the policy had already been approved.

3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Risk management. Mr D Wallace tabled a report of the preliminary meeting of the risk committee held on 6 February 2007. He explained in detail his thinking behind the role of the committee to Council, emphasising that the body would not supplant managements' responsibility for the operational risks, but rather as a "think tank" to identify and codify risks as well as acting as a receptacle for incident reports. The meeting unanimously agreed that he should proceed with an appropriate letter to Council members and staff as detailed and agreed at the risk committee meeting. The Chairman thanked him for all his work and complimented him on a thorough report.
2. The present composition of sub-committees reflecting the vacancies arising from the November 2006 resignations was included with the papers. The Chairman said the matter would receive due attention and would be discussed with members.
3. Acceptance of Place documentation. Mr L Barlow queried why it was necessary to ask for "Business Position held" on the Acceptance of Place document as it could be construed as an elitism type question. After discussion it was agreed that the

purpose was primarily to establish the range of skills in the parent body and not for any ulterior motive. The meeting approved the final documentation as tabled.

4. Policy and procedures manual. Mrs S Stelzner reported that this was ongoing and was in hand with Mr A Scott compiling a file with approved policies. Mr J Millar requested that a register of Policies be compiled with dates of origination, amendments and ratification by Council incorporated into the index.
5. Admissions criteria. The issue was extensively debated with various weighting, points system and other methods being discussed after Mrs P Crawley suggested a points system be used. The meeting unanimously agreed that the school needed to have a rational policy that supported the diversity deemed necessary in the school. Mrs S Stelzner undertook to research the matter and prepare a draft document for comment.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. Mr D Wallace requested that the meeting receive further feed-back on items like the Arts and Culture and Camp Savage initiatives. She said this would be done. After further discussion the report was noted and approved. The Chairman complimented her on her first report.

#### 5. REPORT OF HEADMISTRESS

Mrs D van Zyl tabled her report. She explained at length and in depth the analysis of the 2006 matric results which had accompanied her report as addenda and expressed her sense of unfairness that Hershel's pupils and staff had not received due recognition for their outstanding achievements. After discussion the report was noted and approved after the meeting complimented her and her staff on the excellent results.

#### 6. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the year to 31 December 2006 which showed the school finances R1million ahead of budget and in sound shape. He highlighted the main variances from budget and the reasons for them. The meeting noted the financial situation with satisfaction.

#### 7. REVISED 2007 BUDGET

The Business Manager reported on the amendments to the budget pointing out that the budget had risen from the R775,000 previously tabled to R1million as a result of pupil numbers being slightly up and the cost of salaries down. The meeting approved the budget.

#### 8. COMMUNICATIONS AND MARKETING REPORT

Mrs L Reid commented on her report which had been prepared by Lindy Grobler. The report was noted and approved.

#### 9. OUTREACH

Mrs A Golding was congratulated on her report. It was agreed LEAP would be discussed later in the meeting.

#### 10. ICT UPDATE

The ICT managers report to Council was discussed. The Chairman queried why a member of Council had not signed the report in Mr R Vernon's absence. The Business Manager replied that neither of the other members of Council still on the sub-committee had attended the last ICT meeting. After discussion the Chairman proposed that Mr N Macdonald be elected Chairman of the ICT committee. The meeting unanimously endorsed this decision and Mr Macdonald was congratulated on his appointment after he had accepted the position. In reply to a query from Adv. R Williams the Business Manager assured her that

security would be closely evaluated before any parent or pupil could access the schools database. The report was noted and approved.

#### 11. PLANNING AND ESTATE COMMITTEE REPORT

The planning report was noted. Mr R Haw mentioned that the next planning meeting was scheduled for the 20<sup>th</sup> February at 17:00 where many items including, inter alia, the new roadway access would be discussed. A full report would be forwarded to Council at the next meeting. The Chairman said that a walk around the school to assess planning requirements still needed to be undertaken.

#### 12. HR MEETING REPORT

Mrs S Stelzner reported on various items contained in the report. It was agreed that the Business Manager would circulate all members with a copy of *The Disciplinary Code and Procedures for Pupils* for final comment and approval. The Chairman noted the comment that this sub-committee lacked a Chairman after Mr R Vernon's departure. ~~She~~ proposed that Mrs S Stelzner be appointed Chairman. The meeting unanimously endorsed this decision and Mrs Stelzner was congratulated on her appointment after she had accepted the position. The report was noted and approved.

*Re Chairman  
done*

#### 13. SPIRITUALITY MEETING MINUTES

Mr N Macdonald tabled the minutes of the spirituality meeting held on 8th February 2007. He apologized for the fact that the minutes were not included in the papers, but the timing of the meeting had not made this feasible. The Chairman thanked him for his presentation.

#### 14. SPORTS REPORT

Mr J Julyan reported on how successful Hershel had been in organised team sports.

#### 15. PREPARATORY SCHOOL PARENTS' ASSOCIATION

Mr N Macdonald reported on the AGM of the Preparatory PA. He felt that there was a positive vibe at the preparatory school which boded well for the future. Mrs Deborah Bensch's name had been put forward as the other prep representative on Council. The Chairman thanked him for his report and said Mrs Bensch's application would follow the normal procedures all nominees had to undergo.

#### 16. LEAP REPORT BACK

The Headmistress explained the logistical reasons why Herschel could not cope with the LEAP2 pupils. The meeting was sad that this very worthy initiative was not going ahead but they understood the operational constraints and supported the decision. It was unanimously agreed that the principle of LEAP should not be shelved but should be kept as an item for discussion in the future.

#### 17. STEMPELS VISIT AND SALE OF AIG SHARES DONATED

The Headmistress informed the meeting that Ernest and Brendalyn Stempel had made further donations of 825 AIG shares to Herschel; 590 shares were a further augmentation of the B T Stempel Bursary Fund and 235 were specifically for the Primary school art and design technology programme. In terms of the advice given by Ernest Stempel it was resolved to sell the shares and repatriate the money into SA Rands. At current prices and exchange rates the donation approximates R 400,000-00. The Headmistress and Business Manager were authorised to sign the documents necessary to give effect to this decision. The meeting congratulated the Headmistress, Lindy Grobler and the Business Manager in their endeavours in this area.

18. REGISTRATION OF HERSCHEL LOGO

The Business Manager reported that the Herschel logo was now in the process of being registered. The meeting recorded thanks to Mr D Loch-Davis for his efforts in this process.

19. EDUCOM MINUTES

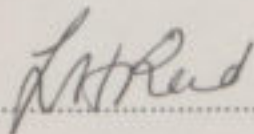
The Chairman noted that Educom minutes had not been included in the packs. The Headmistress said she had not as yet seen the minutes. Mrs P Crawley said that the meeting had been held too late for the minutes to be included in the papers. It was agreed copies would be included in the next set of Council papers for continuity.

20. DATE OF NEXT MEETING

The next meeting would be held on Monday 7<sup>th</sup> May 2006, still at 4:30 pm.

The meeting closed at 19:15

Confirmed: .....



Date: .....

7<sup>th</sup> May 2006

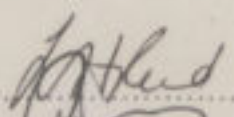
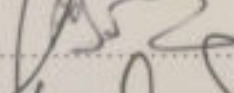
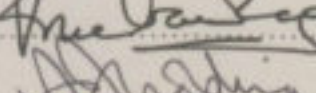
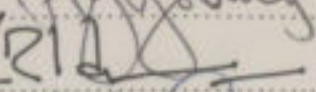
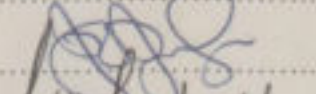
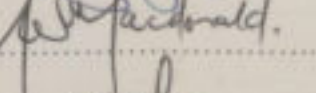
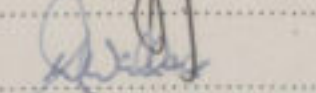
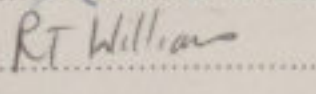
## HERSCHEL ASSOCIATION

RESOLUTION OF COUNCIL - 19 MARCH 2007

### ELECTION OF COUNCILLOR

It was proposed by Mrs L H Reid and seconded by Mr N Macdonald and unanimously RESOLVED that Mrs Deborah Bensch be duly appointed as a Councillor in accordance with Section 10.10 of the Association's Articles of Association.

Signed

|                                                                                      |                              |
|--------------------------------------------------------------------------------------|------------------------------|
|   | ..... Mrs L H Reid, Chairman |
|   | ..... Mr L Barlow            |
|  | ..... Mrs P A Crawley        |
|  | ..... Mrs A J Golding        |
|  | ..... Mr C R Haw             |
|  | ..... Mr J Julyan            |
|  | ..... Mr N Macdonald         |
|  | ..... Mr J R Millar          |
|  | ..... Mrs S Stelzner         |
|  | ..... Mr D Wallace           |
|  | ..... Ms R Williams          |

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 7 MAY 2007**  
**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 per cent 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 8 May 2006 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           | 4,963        | LH Reid   |
| The Archdiocese of Cape Town | 1            | apology   |
| Mr L Barlow                  | 1            | apology   |
| Mrs D Bensch                 | 1            | apology   |
| Mrs P Crawley                | 1            | apology   |
| Mrs A Golding                | 1            | apology   |
| Mr R Haw                     | 1            | apology   |
| Mr J Julyan                  | 1            | apology   |
| Mr N Macdonald               | 1            | apology   |
| Mr J Millar                  | 1            | apology   |
| Mrs L Reid                   | 1            | apology   |
| Mrs S Stelzner               | 1            | apology   |
| Mr D Wallace                 | 1            | apology   |
| Ms R Williams                | 1            | apology   |
|                              | 4,976        |           |

**Cape Town**  
**7 May 2007**

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

LIBRARY ON MONDAY 7 MAY 2007 AT 16:30

**PRESENT:** Mrs L H Reid (In the Chair and also representing The Herschel Trust)  
Mr L Barlow  
Mrs D Bensch  
Mrs P Crawley  
Mrs A Golding  
Mr R Haw  
Mr J Julyan  
Mr N Macdonald  
Mrs S Stelzner  
Mr D Wallace  
Adv R Williams

**IN ATTENDANCE:** Mr R Ramsbottom (Secretary)

**APOLOGIES:** The Archdiocese of Cape Town  
Mr J Millar

### 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 a consent 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 8 May 2006, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

### 2006 ANNUAL FINANCIAL STATEMENTS

The 2006 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and were unanimously approved, after the Secretary had pointed out minor amendments required by The Herschel Trust and Mr D Wallace.

It was agreed that the Chairman and Mr J R Millar would sign the Council's Report on behalf of the Council.

### RETIREMENTS AND ELECTION OF COUNCILLORS

- (a) Mr R Vernon and Mrs B Doyle had tendered their resignation as Councillors with effect from 6 November 2006.
- (b) Mrs S McGregor had tendered her resignation as a Councillor with effect from 6 November 2006 following her resignation from the Prep Parents Association.
- (c) In terms of Claus 10.10 of the Association's Articles of Association Mr N Macdonald and Mrs D Bensch who had been co-opted during the year retired and being eligible for re-election, were unanimously re-elected as a Councillors.
- (d) Having been proposed by Mrs S Stelzner and seconded by Adv R Williams it was unanimously resolved that retiring councillors who offer themselves for re-election be elected by means of a single resolution. Accordingly, having been duly proposed and seconded as previously, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected Councillors:-

Mrs L Reid

Mrs P Crawley (as the representative of the Old Herschilians)

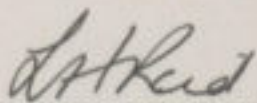
Mrs A Golding

### RE-APPOINTMENT OF AUDITORS

The Members discussed the past audit and the management report to members. After further discussion it was resolved that Sprigg Abbott Inc be re-appointed auditors to the Association and that the audit fee as tabled be approved.

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

CONFIRMED:



DATE:

5<sup>th</sup> May 2008.

**HERSCHEL ASSOCIATION**  
**COUNCIL MEETING 7 MAY 2007 AT 17:00**  
**ATTENDANCE REGISTER**

MRS L REID..... *L Reid*

MR L BARLOW..... *L Barlow*

MRS D BENSCH..... *D Bensch*

MRS P CRAWLEY..... *P Crawley*

MRS A GOLDING..... *A Golding*

MR R HAW..... *R Haw*

MR J JULYAN..... *J Julyan*

MR N McDONALD..... *N McDonald*

MR J MILLAR....[APOLOGY]..... *J Millar*

MRS S STELZNER..... *S Stelzner*

MR D WALLACE..... *D Wallace*

ADV R WILLIAMS..... *R Williams*

MR R RAMSBOTTOM (Secretary)..... *R Ramsbottom*

MRS D VAN ZYL (Headmistress) - by invitation..... *D van Zyl*

MRS L CLARKE (Deputy Headmistress) - by invitation..... *L Clarke*

MRS B HEIDMANN (Head of Preparatory) - by invitation..... *B Heidmann*

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 7 MAY 2007 AT 17:00

Present: Mrs L Reid (In the Chair)  
Mr L Barlow  
Mrs P Crawley  
Mrs A Golding  
Mr J Julyan  
Mr C Haw  
Mr N Macdonald  
Mrs S Stelzner  
Mr D Wallace  
Adv R Williams

Apology: Mr J Millar

In attendance: Mrs D van Zyl  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

#### 1. WELCOME

The proceedings commenced at 17:00 after the Annual General Meeting. The Chairman welcomed all the attendees and especially Mrs Debbie Bensch, in her capacity as a representative of the Preparatory School Parents Association, on the occasion of her first meeting. The Headmistress informed the meeting that the slide presentation of her overseas trip required a projector and screen so the meeting moved to a classroom.

#### 2. OVERSEAS TRIP REPORT BACK

The Headmistress highlighted aspects of the schools she had visited in Australasia and handed out a summary of the issues she felt were important to Herschel's future that she had gleaned from the conference. Curriculum choice, integrated development of facilities and IT were high on her priorities. The meeting complimented her on a comprehensive and well researched presentation.

#### 3. DVD ON JUMP HI INITIATIVE

The meeting returned to the library and Mrs A Golding showed a dvd of the SABC 2 program "Hip to be Square" filmed at 16:30 on the 26<sup>th</sup> March 2007 where the Herschel Jump Hi maths initiative was extensively reported. The meeting complimented all concerned on this excellent coverage.

#### 4. APOLOGY

The original agenda was then reverted to and an apology was recorded from Mr J Millar

#### 5. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 12 February 2007, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings after an amendment to item 12. where "she" was replaced by "The Chairman" had been incorporated at the request of Mrs S Stelzner.

#### 4. APPROVAL OF TRANSFER OF SHARES

The following transfers of shares were duly approved :

- (a) With effect from 4 September 2006:  
1 share from the Rt Rev G Q Counsell to The Herschel Trust.
- (b) With effect from 4 September 2006:  
1 share from The Herschel Trust to Mr N Macdonald.
- (c) With effect from 6 November 2006:  
1 share from Mrs B A Doyle to The Herschel Trust.  
1 share from Mrs S McGregor to The Herschel Trust.  
1 share from Mr R A Vernon to The Herschel Trust.
- (d) With effect from 19 March 2007:  
1 share from The Herschel Trust to Mrs D Bensch.

#### 5. RE-ELECTIONS OF COUNCILLORS

The Chairman reported that, at the Annual General Meeting held immediately prior to this Council Meeting,

Mrs L H Reid,  
Mrs D Bensch,  
Mrs P A Crawley,  
Mrs A Golding and  
Mr N Macdonald

had been duly re-elected.

#### 6. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

- (a) Mrs S Stelzner proposed that Mrs L H Reid be re-elected as Chairman for the ensuing year. Mrs P Crawley seconded the proposal, which was carried unanimously.
- (b) The Chairman said the position of Deputy Chairman for the ensuing year would be discussed at the next meeting.

#### 7. MATTERS ARISING

The following matters arising from the last meeting were discussed :

- 1. Headmistress report back on overseas trip had been covered under point 2.
- 2. Educom minutes had been included in the pack as requested at the last meeting.
- 3. Admissions criteria. A draft policy as drawn up by Mrs Stelzner had been included in the papers. Mrs S Stelzner tabled a revised version incorporating changes made subsequently. After discussion further amendments were suggested and Mrs Stelzner undertook to tidy up the policy and revert back to members.

#### 8. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report which was noted and approved. Mr D Wallace asked for a short verbal summary of the parent armed robbery incident which she complied with.

#### 9. REPORT OF HEADMISTRESS

*The Head reported that Mrs L Summer had been invited to attend a fully paid conference in London. Other than her time lost, it would not cost the school anything.*

Mrs D van Zyl tabled her report which was noted and approved. Mr D Wallace enquired about the process involved in vetting exchange students after the Vlasiu incident. The Headmistress responded that there was a robust procedure in selecting girls with many people being involved and the actual problem in that case was not with the child but rather the parent. After extensive discussion about curriculum choice in the future the Chairman pointed out that it was up to management to make recommendations to Council about academic choices.

10. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements for the three months to 31 March 2007 which showed the school finances to be on budget. The meeting noted the financial situation with satisfaction.

11. **COMMUNICATIONS AND MARKETING REPORT**

Mrs L Reid commented on her report which had been prepared by Lindy Grobler. The report was noted and approved. In response to a question from Mr N Macdonald about the cost of consultants for assessing the Herschel website, the Business Manager said the two firms recommended by Jack Bensch had come up with good suggestions and the costs proposed for their services were very reasonable.

12. **OUTREACH**

Mrs A Golding was congratulated on her report.

13. **SPIRITUALITY MEETING MINUTES**

Mr N Macdonald tabled the minutes of the spirituality meeting held on 26th April 2007.

14. **ICT UPDATE**

The ICT managers report to Council was discussed. The report was noted and approved after Mr N Macdonald said that he shared the Headmistress view that ICT was vital in the new academic environment and that the ICT Committee would have to look very seriously at upgrading bandwidth and improving connectivity to ensure that the maximum use was available from the system to harness the undoubted potential of internet based education.

15. **PLANNING AND ESTATE COMMITTEE REPORT**

The planning report was noted. Mr R Haw mentioned that a special planning meeting was scheduled for the 8<sup>th</sup> May at 16:00 where a final plan would be tabled by the professional panel with costings. A full report would be forwarded to Council at the next meeting.

16. **HR MEETING REPORT**

Mrs S Stelzner reported on various items contained in the report and the Harassment policy which was mainly for employees. Mrs B Heidmann said the Children's Charter was the basis used at the prep school for protecting small children. Mrs S Stelzner mentioned that many initiatives were on-going and progress would be reported back to Council as issues were addressed.

17. **SPORTS REPORT**

Mr J Julyan reported on how successful Herschel continued to be in organised team sports.

18. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs D Bensch reported on the Preparatory PA. The Headmistress requested that the question of "My School" card registrations for new parents be actively pursued. Sandy Harpur's book on good eating habits was mentioned as a reference to a healthy diet.

19. **MAINTENANCE FUND TRANSFER**

The transfer of R1,700,000-00 at the 31 December 2006 to the Herschel Maintenance Fund was unanimously approved. It was noted that this was in view of the extensive facilities enjoyed by Herschel and the future cost that would be incurred in maintaining old buildings.

20. BANK SIGNING AUTHORITY

The meeting approved the following authorised signing officers, after noting that all bank documents would be signed by any two authorised signing officers:

- Mr L Barlow
- Mr J Julyan
- Mr D Wallace
- Mrs D van Zyl
- Mr R Ramsbottom

21. GENERAL

1. The Chairman noted that Mr J Millar had unfortunately been unable to attend the meeting due to the delay in the birth date of his grandson in Zimbabwe. She added that he had expressed his intention to resign at this meeting. Given the fact that he had served for over 20 years as a Trustee and Councillor she felt that it was appropriate that Council should invite ~~himself and his son~~ to the Council dinner on the 16<sup>th</sup> May 2007 where a suitable presentation would be made. The meeting unanimously approved this proposal.
2. The Business Manager requested that members conform to the deadline set for submission of reports so that papers could be sent to members timeously.
3. Mrs A Golding requested that agendas, papers or policies for sub-committee meetings likewise be sent out timeously prior to the meeting to provide members with enough time to consider the contents properly.

*Mr. and Mrs. Millar*

22. DATE OF NEXT MEETING

The next meeting would be held on Monday 13<sup>th</sup> August 2007, still at 4:30 pm.

The meeting closed at 19:20

Confirmed: .....

*L.A. Reid*

Date: .....

*20<sup>th</sup> August 2007*

**HERSCHEL ASSOCIATION**  
**COUNCIL MEETING 20 AUGUST 2007 AT 16:30**  
**ATTENDANCE REGISTER**

MRS L REID..... *L Reid*

MR L BARLOW..... *L Barlow*

MRS D BENSCH..... *D Bensch*

MRS P CRAWLEY..... *P Crawley*

MRS A GOLDING..... *A Golding*

MR R HAW..... *R Haw*

MR J JULYAN..... *J Julyan*

MR N McDONALD..... *N McDonald*

MRS S STELZNER..... *S Stelzner*

MR D WALLACE..... *D Wallace*

ADV R WILLIAMS..... *R Williams*

MR R RAMSBOTTOM (Secretary)..... *R Ramsbottom*

MRS D VAN ZYL (Headmistress) – by invitation..... *D van Zyl*

MRS L CLARKE (Deputy Headmistress) – by invitation..... *L Clarke*

MRS B HEIDMANN (Head of Preparatory) - by invitation..... *B Heidmann*

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 20 AUGUST 2007 AT 16:30

Present: Mrs L Reid (In the Chair)  
Mr L Barlow  
Mrs P Crawley  
Mrs A Golding  
Mr J Julyan  
Mr C Haw  
Mr N Macdonald  
Mrs S Stelzner  
Mr D Wallace  
Adv R Williams

In attendance: Mrs D van Zyl  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

#### 1. WELCOME

The meeting started at 16:50 after group photographs had been taken. The Chairman welcomed all the attendees, noting that there were no apologies, and thanked them for accepting the change in the date of the meeting to the 20<sup>th</sup> August due to the Headmistresses being away on conference on the 13<sup>th</sup> August 2007.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 7 May 2007, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings after a couple of spelling errors and the following amendments had been approved

- Point 8. The addition "The Head reported that Mrs C Summer had been invited to attend a fully paid conference in London. Other than her time lost, it would not cost the school anything."
- Point 21.1 Delete in the fifth line "Oonagh and him and" and replace with "Mr. and Mrs. Millar"

#### 3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Election of Deputy Chairman. It was agreed to hold this matter over to a future date.
2. Admissions policy update. Mrs S Stelzner informed the meeting that a revised policy had been circulated to all members and had been accepted after a few minor changes.
3. Academic subject choices and Examining Body. The Headmistress said that these issues had been dealt with on page 17 her report as well as in the Educom report.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report which was noted and approved. Mrs D Bensch raised the question of the clothing shop at the Prep school and suggested that it should be closed and outsourced. The meeting discussed the issue and after lengthy debate where the pros and cons were raised, the Chairman undertook to review the correspondence on the matter which had been raised some four years previously.

5. **REPORT OF HEADMISTRESS**

Mrs D van Zyl tabled her report as well as a summary of the SAHISA Heads' conference which she, Mrs Heidmann and Mrs Summer had attended. She requested that their collective thanks for all being allowed to attend be officially recorded. She also tabled the new ISASA logo which was now a three colour emblem which would have to be incorporated onto the official stationery once the present stock had been utilised. She reported on the NSC mathematics and physical science curriculum changes. After further discussion her report was noted and approved.

6. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements for the six months to 30 June 2007 which showed the school finances to be on budget other than the items highlighted in his Executive report. The Chairman pointed out under point 11 on page 32 that Mr George van Niekerk had acted pro-bono for the school on the Vlasiu case and she felt it appropriate that the school should acknowledge his work with an appropriate small gift. This was agreed to by the meeting. It was noted that the Wynberg Equality Court (not "Equity" as recorded in point 11) had refused to proceed with the case. The meeting debated the Vlasiu case at some length and it was agreed to adopt a "wait and see" attitude pending Mrs Vlasiu's response to Sonnenbergs reply to her further letter of demand. The meeting noted the financial situation.

7. **COMMUNICATIONS AND MARKETING REPORT**

The Chairman commented on her report which she noted had been prepared by Lindy Grobler. She noted that Mr Stuart Levey had been co-opted onto the Communications and Marketing sub-committee. In response to a question from Mrs A Golding, the Business Manager replied that the new printing was for folders for prospectus's and not general stationery.

8. **OUTREACH**

Mrs A Golding was congratulated on her report.

9. **EDUCATION COMMITTEE**

The Education report to Council was discussed. The report was noted and approved.

10. **SPIRITUALITY MEETING MINUTES**

Mr N Macdonald tabled the report of the spirituality meeting held on 2nd August 2007. It was noted that under General on page 58 the proposed Alpha courses should be for the benefit of Herschel parents only.

11. **ICT UPDATE**

The ICT managers report to Council was discussed. The report was noted and approved.

12. **PLANNING AND ESTATE COMMITTEE REPORT**

The planning report was noted. Mr R Haw mentioned that a further meeting to establish the costs of the new driveway and staffroom project would be held with all the interested parties on Wednesday 22<sup>nd</sup> August 2007. The Council would receive feed-back on progress.

13. **HR MEETING REPORT**

Mrs S Stelzner reported on various items contained in the report, especially the relationship of "extra" teachers to the school being either employees or contractors. She explained the pros and cons of both definitions and added that for sound operational reasons she was

tending to go the contractor definition. She added a HR meeting was scheduled for 11<sup>th</sup> September 2007 when this and other matters would be discussed.

14. **SPORTS REPORT**

Mr J Julyan's report was noted.

15. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs D Bensch reported on the Preparatory PA. The amendments to the constitution as raised by the association were discussed. The following amendments were proposed :

- 2. The Herschel Preparatory School headmistress and one member of her executive staff are members of the Parents Association.
- 4.2 The Herschel Preparatory School headmistress and one member of her executive staff are permanent, non-elected executive committee members of the Parents Association.
- 4.3 except for the two parent's representatives to Council as set out in 5.3 below...
- 5.3 Subject to 5.2 above, the two members elected as parents' representatives to Council in 5.1 will automatically be elected as executive committee members for a further two year period.

After debate the meeting approved the amendments subject to the Chairman obtaining the approval of Mr D Loch Davis.

16. **2008 BUDGET**

The Business Manager reported on the methodology used in compiling the budget and the fact that it was a tight budget with very little room to manoeuvre. Given that 'model c' State schools and other private schools were looking to recruit and retain quality staff, a salary increase of 8% was essential. He further added that the rising interest rates in the economy were definitely impacting on parent's ability to pay and he was wary of the influence that a high fee increase would have on the future collectibility of accounts. He pointed out that no provision had been made for any extra staff as requested by the Educom committee. After extensive discussion around various scenarios and at the recommendation of Adv R Williams it was agreed to increase the fees by a further 1% to cater for the possible new staff positions which would have to be approved by Education and Human Resources sub-committees. The Business Manager was tasked to revise the budget with the proposed changes and revert back to Council. The Chairman added that her letter to parents would be modified at the same time.

17. **COMPOSITION OF COUNCIL SUB-COMMITTEES**

As a result of Mr J Millar's retirement, the following appointments to the sub-committees of Council were unanimously approved :

- Adv R Williams to Pension Fund Management and Bursaries
- Mr L Barlow as Chairman of Finance.

18. **GENERAL**

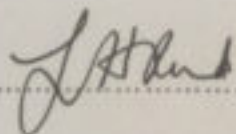
The Chairman reported that the dinner for the new Head, Mr Bruce Probyn was for spouses and would be held on 7<sup>th</sup> September 2007. She would request Lindy Grobler to e-mail all members as it seemed some had not received their postal invitations.

19. **DATE OF NEXT MEETING**

The next meeting would be held on Monday 5<sup>th</sup> November 2007, still at 4:30 pm.

The meeting closed at 19:55

Confirmed: .....



Date: .....

5<sup>th</sup> November 2007.

## HERSCHEL ASSOCIATION

RESOLUTION OF COUNCIL - 10 SEPTEMBER 2007

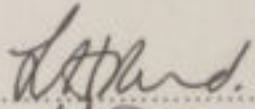
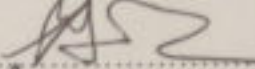
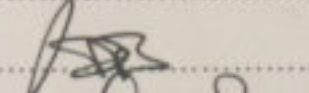
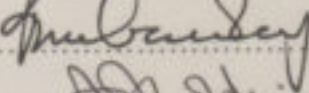
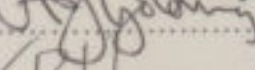
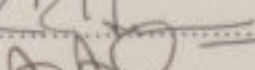
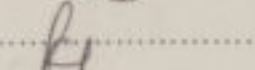
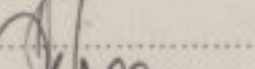
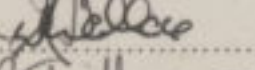
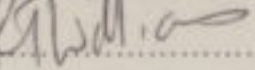
**CONSTRUCTION OF STAFF ROOM EXTENSIONS AND NEW DRIVEWAY**

Further to the decision taken at the Council meeting of 20<sup>th</sup> August 2007 to proceed, in principle, with the construction of the new driveway and staff room extension, subject to the cost being kept to the amount approved by Finance. It was unanimously RESOLVED that the developments go ahead at a cost of R4,952,874-00 and that the following clauses be approved to give effect to this decision :

*"It is agreed that the Herschel Association appoints H & H Builders (Gabriel B Hendricks sole proprietor) as the building contractor to construct the staff room extensions as well as brickworks associated with the new driveway, entrance gates, security huts and boundary walls and to accept their quote of R1 984 787-00 (one million nine hundred and eighty-four thousand, seven hundred and eighty seven rand) which amount is inclusive of VAT. Roger Ramsbottom, in his capacity as Business Manager of the school, is hereby authorised to sign the contract on behalf of the Herschel Association and all steps taken by the said Business Manager in connection with the contract are hereby expressly ratified."*

*"It is agreed that the Herschel Association appoints Strata Civils (Proprietary) Limited as the civil engineering contractor to construct the new driveway, parking area next to the music centre and entrance associated with the new driveway and to accept their quote of R1 907 470-00 (one million nine hundred and seven thousand, four hundred and seventy rand) which amount is inclusive of VAT. Roger Ramsbottom, in his capacity as Business Manager of the school, is hereby authorised to sign the contract on behalf of the Herschel Association and all steps taken by the said Business Manager in connection with the contract are hereby expressly ratified."*

Signed

|                                                                                     |                                |
|-------------------------------------------------------------------------------------|--------------------------------|
|  | ..... Mrs L H Reid, (Chairman) |
|  | ..... Mr L Barlow              |
|  | ..... Mrs D Bensch             |
|  | ..... Mrs P Crawley            |
|  | ..... Mrs A Golding            |
|  | ..... Mr R Haw                 |
|  | ..... Mr J Julyan              |
|  | ..... Mr N Macdonald           |
|  | ..... Mrs S Stelzner           |
|  | ..... Mr D Wallace             |
|  | ..... Adv R Williams           |

## HERSCHEL ASSOCIATION

COUNCIL MEETING 5 NOVEMBER 2007 AT 16:30

## ATTENDANCE REGISTER

MRS L REID..... *L Reid*  
 MR L BARLOW..... *L Barlow*  
 MRS D BENSCH..... *D Bensch*  
 MRS P CRAWLEY..... *P Crawley*  
 MRS A GOLDING..... *A Golding*  
 MR R HAW..... *R Haw*  
 MR J JULYAN..... *J Julyan*  
 MR N McDONALD..... *[apology]*  
 MRS S STELZNER..... *S Stelzner*  
 MR D WALLACE..... *D Wallace*  
 ADV R WILLIAMS..... *R Williams*  
 MR R RAMSBOTTOM (Secretary)..... *R Ramsbottom*  
 MRS D VAN ZYL (Headmistress) – by invitation..... *Adrian Zyl*  
 MRS L CLARKE (Deputy Headmistress) – by invitation..... *L Clarke*  
 MRS B HEIDMANN (Head of Preparatory) – by invitation..... *B Heidmann*

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 5 NOVEMBER 2007 AT 16:38

Present: Mrs L Reid (In the Chair)  
 Mr L Barlow  
 Mrs D Bensch  
 Mrs P Crawley  
 Mrs A Golding  
 Mr J Julyan  
 Mr C Haw  
 Mrs S Stelzner  
 Mr D Wallace  
 Adv R Williams

In attendance: Mrs D van Zyl  
 Mrs L Clarke  
 Mrs B Heidmann  
 Mr R Ramsbottom

Apology: Mr N Macdonald

#### WELCOME AND APOLOGY

The Chairman welcomed all the attendees, noting that Neil Macdonald was in Johannesburg attending a funeral.

#### CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 20 August 2007 and the special resolution of 10<sup>th</sup> September 2007, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Clothing shop review would be held over to a future date.
2. The Vlasu case was reported on. It was noted that Perth College in Western Australia had decided to discontinue their exchange program with Herschel. The Vlasu incidence had been an important factor in their decision. The Business Manager informed the meeting that Mr Willem van der Colff of Sonnenbergs was confident that the school had a very strong case to defend any allegations or actions that Mrs Vlasu might bring against the school. The question of re-imburement of legal costs from the school's insurers was being investigated.
3. Roadway and staffroom update would be dealt with under Planning, item 12
4. Letter to parents re 2008 fees had been amended at the recommendation of The Herschel Trust and had been sent to all parents. So far not a single query had been received on the fees for 2008.
5. Approval for the amendments to the Prep PA constitution had been obtained from Mr D Loch Davis and The Herschel Trust and this fact had been communicated to the Prep PA for incorporation of the new clauses into the revised constitution.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report which was noted and approved. She mentioned that Brendalyn Stempel was happy with the way her art donation had been spent and the possibility of her contributing to extensions to the technology class was good. The meeting debated the recent "assault" incident at the prep school at length. The Chairman said it was important for future reference that Council members were kept fully apprised of the situation including the name of the pupil concerned. Mr D Wallace said given the facts he felt that the school had acted in a pro-active and professional manner. The Chairman reported that Cindy Summer had written a note to Council to thank them for the opportunity to visit three London special schools on her recent privately sponsored trip.

#### 5. REPORT OF HEADMISTRESS

Mrs D van Zyl tabled her report. She mentioned that she was proud of the efforts of her staff for the manner in which they had taken up the considerable challenge of the new curriculum. She added that Herschel was definitely at the forefront of curriculum development in the Western Cape and probably nationally as well. She mentioned the additional cost and inconvenience that would be caused by the need to re-write the grade 12 English Literacy paper on the 23<sup>rd</sup> November 2007. Mr D Wallace gave his opinion on the Optima Trust sponsorship applied for by the school. After further discussion the Headmistress's was noted and approved.

#### 6. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the nine months to 30 September 2007 which showed the school finances to be on budget other than the items highlighted in his Executive report. He felt confident that the year-end results would be on budget with the possibility of pleasant surprises in areas like bad debts, contingency fee provision write back and leave pay provision. The meeting noted the financial situation with satisfaction.

#### 7. COMMUNICATIONS AND MARKETING REPORT

The Chairman commented on her report. She thanked Lindy Grobler for her input over the years. The meeting queried the value of spending a further R20,000-00 on the 2008 Baby Indaba at the CTICC. The Chairman said this would be considered by the marketing committee in the new year. The Business Manager reported that the web page task team was striving to get the new Herschel site operational by the first week in December 2007.

#### 8. OUTREACH

Mrs A Golding was congratulated on her report. She mentioned that the Ackerman Family Trust had donated a further R50,000-00 to the Jump-Hi program.

#### 9. EDUCATION COMMITTEE

The Education minutes of 24 October 2007 were discussed. The contents were noted and approved. The Chairman reported that additional Council representation on this sub-committee had been resolved and that members would be informed at the next meeting.

#### 10. SPIRITUALITY MEETING MINUTES

As Mr N Macdonald was not present the report of the Spirituality meeting held on 25th October 2007 was noted but not discussed.

#### 11. ICT UPDATE

The ICT report to Council was noted but not discussed for the same reason as in 10 above.

## 12. PLANNING AND ESTATE COMMITTEE REPORT

Mr R Haw mentioned the problems being experienced on the new driveway / staffroom contract. It was not a difficult project but was proving to be complicated due to operational, logistical and supply problems. He added that Andrew Scott had been working tirelessly on overcoming problems, especially in obtaining consent from difficult neighbours, and he recorded his thanks for Andrew's efforts. In response to an enquiry from Mr D Wallace whether the project was still on budget, the Business manager responded that it was difficult to tell as ad hoc decisions were being taken on an operational needs basis. Mr R Haw said that a meeting with the professionals to obtain clarity on the situation would be held shortly. The question of plans for the new prep hall were extensively discussed whereafter it was agreed they should be submitted to the next Planning Meeting for consideration. The planning report was noted and approved.

## 13. HR MEETING REPORT

Minutes of the HR meeting held on Friday 2<sup>nd</sup> November 2007 as well as Harassment policy documents and revised Prep organograms were tabled at the meeting. The Chairman queried the value of this as members had not had time to study the documents in any detail. Mrs S Stelzner responded that the purpose had been to get Council approval as soon as practically possible for the policies to be incorporated into the 2008 documents for pupils. The meeting agreed that two weeks was a fair period for Council members to review the documents and report back to Mrs Stelzner with any suggestions for amendment. After extensive debate had been conducted around staffing for 2008, the meeting agreed that other than the prep marketing/admissions post, they agreed with the recommendations of the HR sub-committee for the way forward to handle the re-structuring of the marketing, catering and administrative posts. Mrs S Stelzner was complimented on her report,

## 14. SPORTS REPORT

Mr J Julyan's report was noted.

## 15. PREPARATORY SCHOOL PARENTS' ASSOCIATION

Mrs D Bensch reported on the Preparatory PA. The amendments to the constitution had been incorporated into the documentation.

## 16. RENEWAL OF FNB BANKING FACILITIES

The renewal of the FNB banking facilities was approved and the following resolutions were passed :

- (a) The Association accepts the offer of the facility made available to it by FIRSTRAND BANK LIMITED (Reg. No. 1929/0001225/06) ("the Bank") acting through its First National Bank division, subject to the terms and conditions as set forth in the facility letter no 01HerschelAssociation/2007 from the Bank dated 9 July 2007, as exhibited to and approved by the members at the meeting. The Association furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time; and
- (b) that Audrey Diana van Zyl and Roger Ramsbottom in their capacities as representatives of the Association be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

17. **SIGNING POWERS**

The Meeting approved the addition of Mr Bruce Ernest Probyn as an authorised signatory for all the functions/duties presently undertaken by Mrs A D van Zyl. It was noted that the effective date of this change would be 1 January 2008, when Mrs van Zyl's authority would be withdrawn.

18. **MEETING DATES FOR 2008**

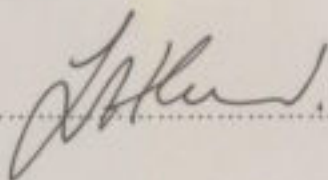
A list of proposed meeting dates for 2008 was discussed. It was agreed that the next meeting would be held on Monday 5<sup>th</sup> February 2008, at 4:30 pm, where the dates for the rest of the year would be finalised

19. **FAREWELL TO MRS VAN ZYL**

Adv R Williams queried why there was a separate farewell tea for ground staff as opposed to a dinner for the rest of the staff. Mrs L Clarke explained that there was nothing sinister about the arrangement and that all staff had been invited to the dinner. For logistical reasons some of the ground staff could not make the dinner so a tea was offered as an alternative so they didn't miss out on the event. She added that it was being handled with the necessary sensitivity by Andrew Scott. Mr R Haw pointed out that this was Mrs van Zyl's last Council meeting and he extended his personal thanks and good wishes for all that she had done for the school. The meeting endorsed his sentiments. The Headmistress responded by thanking Council for the opportunity afforded her to grow whilst she had been at Herschel.

The meeting closed at 19:10

Confirmed: .....



Date: .....

11<sup>th</sup> February 2008

## HERSCHEL ASSOCIATION

COUNCIL MEETING 11 FEBRUARY 2008 AT 16:30

## ATTENDANCE REGISTER

MRS L REID.....

MR L BARLOW.....

MRS D BENSCH.....

MRS P CRAWLEY.....

MRS A GOLDING.....

MR R HAW.....

MR J JULYAN.....

MR N McDONALD.....

MRS S STELZNER.....

MR D WALLACE.....

ADV R WILLIAMS.....

MR R RAMSBOTTOM (Secretary).....

MR B PROBYN (Head) - by invitation.....

MRS L CLARKE (Deputy Headmistress) - by invitation.....

MRS B HEIDMANN (Head of Preparatory) - by invitation.....

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARY

ON MONDAY 11 FEBRUARY 2008 AT 16:40

Present: Mrs L H Reid (In the Chair)  
Mr L Barlow  
Mrs D Bensch  
Mrs P A Crawley  
Mrs A J Golding  
Mr J Julyan  
Mr C R Haw  
Mr N Macdonald  
Mrs S Stelzner  
Mr D Wallace  
Adv R Williams

In attendance: Mr B E Probyn  
Mrs L C Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

#### 1. OPENING

The meeting commenced at 16:45 when the Chairman welcomed all the attendees and especially Mr Bruce Probyn, in his capacity as Head of Herschel Girls' School, on the occasion of his first meeting.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 5 November 2007, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Optima/Epoch Trust. Mrs L Clarke reported on the process followed to obtain the grant and the areas that were covered by it. The purpose was to increase pupil maths participants and/or improve marks obtained. The first of two tranches of R86,000-00 had been received and five Smartboards had been ordered for installation in the mathematics department in time for Open day on the 20<sup>th</sup> February. The Chairman reminded the Council that the approval of The Herschel Trust was required before any requests for Annual Financial statements could be approved. She mentioned she had obtained approval for this case.
2. The report on the new web site was discussed. It was proposed that the official launch of the site should coincide with Founders day on the 15<sup>th</sup> February. In response to a request from Mrs S Stelzner, the Business Manager undertook to investigate the feasibility of electronic Council papers in future.
3. The cost of the new roadway and staffroom was debated at length. Mr Rick Haw explained the complexities of the project and problems experienced, especially with the road engineer's fee. After further discussion it was agreed that he would forward a letter to Arup setting out Councils' unhappiness at the quantum and the way the fees had been charged.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. She elaborated on the strategic priorities at the prep school and felt the upgrading of grade four classrooms was more important than extending the kitchen in the hall. The meeting concurred with her and agreed that the issue should be debated once the walk around of facilities had been undertaken. The matter of the clothing shop could be addressed at the same time. Mr N Macdonald undertook to look at the feasibility of an on-line clothing shop for the prep school. Mrs Heidman was thanked for her brief, but comprehensive report.

#### 5. REPORT OF THE HEAD

Mr B Probyn tabled his first Council report as Head. Mrs L Clarke explained in depth her analysis of the 2007 matric results, which once again confirmed Herschel's top academic status. She commented on the two WCED achievement awards totalling R50,000-00 granted to the school. The meeting complimented Mrs Clarke and her academic staff on their efforts and the Chairman requested, on behalf of Council, that the Head convey back to his staff how proud Council were of their role in attaining the excellent results. Mrs S Stelzner made the observation that there would be great pressure to maintain, let alone improve on, such good results. The Head pointed out that Mrs Nicky Gerhardi (assistant librarian and ICT trainer) should be added to the list of new staff members. He reported that his induction would take place in the second term when Bishop Thabo could officiate at the service. He explained his philosophy on the new curriculum and assessment standards, pointing out that the tertiary institutions would set their own benchmarks for admissions and it was premature to move on the issue now. The meeting endorsed his view to adopt a "wait and see" attitude before plunging into debate on the matter. Extensive discussion followed on the use of the Heads house, but only the short-term renting of the facility was ruled out. It was agreed that this matter should be addressed after the walkabout by Council had been undertaken. The Head was requested to set this up, preferably on a Saturday morning before the end of the first term. He added that he had had discussions with the Business Manager to incorporate "compulsory add-ons" into the school fees. The meeting felt that this was a good idea but that care would have to be taken to ensure the fees were competitive in the market place after their inclusion. The Chairman thanked the Head for an informative and succinct report.

#### 6. COMPOSITION OF COUNCIL SUB-COMMITTEES

The Chairman said that this matter had been extensively discussed by members prior to the meeting and that the general consensus was that only Finance, Planning and Estates, Bursaries and possibly Pension Fund Management and Outreach sub-committees required regular formal meetings. After further debate and on the recommendation of Mr R Haw the meeting unanimously agreed to the above proposal but with the proviso that the other sub-committees would not be disbanded but rather "mothballed" and made dormant until and if a specific need arose for them to meet. The meeting noted that school management could still call on the expertise of the relevant Council member to address problems or issues in their field as and when they arose.

#### 7. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the year to 31 December 2007 which showed the school finances R600,000 ahead of budget and in sound shape. He highlighted the main variances from budget and the reasons for them. In response to an enquiry from Adv. R Williams the Business Manager informed the meeting that the previously outsourced tuckshop service provider services had been terminated for non-payment of rent. The tuckshop was now being run in-house under the aegis of the catering department. The meeting noted the financial situation with satisfaction and appreciation.

## 7. REVISED 2008 BUDGET

The Business Manager reported on the amendments incorporated into the revised 2008 budget pointing out that the budget had been updated to account for the actual fee and salary increases for 2008. He highlighted the fact that the percentage rise in academic salaries was in excess of the percentage fees increase – a situation that was unsustainable in the long term and which had been caused by three extra academic posts been created. This was not a criticism of the need for, or the decision taken to appoint, the extra staff but just to highlight the sensitivity of the schools' finances to pupil numbers, fees and salaries. The revised budget, as tabled, was approved.

## 8. PLANNING AND ESTATE COMMITTEE REPORT

The planning report was noted. The meeting agreed that the irrigation of the new landscaped areas was a practical necessity despite the increased costs. Mr R Haw observed that the next planning meeting should take place as soon as possible after the walkabout envisioned in point 5 had been completed. He undertook to revert back to members with a suitable date. The Business Manager enquired whether Mr N Macdonald would consider giving his expert opinion on a replacement switchboard for the school, which had been put on hold last year pending technological advances. Mr Macdonald kindly consented to this request.

## 9. PREPARATORY SCHOOL PARENTS' ASSOCIATION

Mrs D Bensch reported on the Preparatory PA meeting held on 31 January 2008. In response to her query about the need for the detail contained in the minutes to be reported to Council, the meeting felt that it was informative and should be continued with.

## 10. HERSCHEL LOGO

The Herschel logo had now been being registered. The meeting recorded thanks to Mr D Loch-Davis for his efforts in this process.

## 11. STEMPELS VISIT AND SALE OF AIG SHARES DONATED

The Business Manager informed the meeting that Ernest and Brendalyn Stempel had made further donations of 1,008 AIG shares to Herschel ; 670 shares were a further augmentation of the B T Stempel Bursary Fund and 338 were specifically for the Primary school art and design technology programme. The Stempels had confirmed they were happy for this money to be used for building extensions to the technology room. In terms of the advice given by Ernest Stempel it was resolved to sell the shares and repatriate the money into SA Rands. Mr D Wallace pointed out that in terms of a decision taken many years ago, there was no option but to sell the shares as the holding of such counters was not part of the schools investment mandate. At current prices and exchange rates the donation approximates R 380,000-00. Mr L Barlow and the Business Manager were authorised to sign the documents necessary to give effect to this decision.

## 12. GENERAL

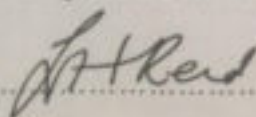
The Chairman tabled a letter of thanks to Council from Mrs L Clarke for her 2007 bonus.

## 13. DATE OF NEXT MEETING

The meeting requested that they be notified electronically of the meeting dates. The next meeting would be held on Monday 5<sup>th</sup> May 2008, still at 4:30 pm.

The meeting closed at 19:50

Confirmed: .....



Date: .....

6. 5. 08.

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 5 MAY 2008**  
**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 per cent 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 5 May 2008 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           | 4,964        | represented by L. Reid <i>LAReid</i> |
| The Archdiocese of Cape Town | 1            | apology                              |
| Mr L Barlow                  | 1            | <i>[Signature]</i>                   |
| Mrs D Bensch                 | 1            | <i>[Signature]</i>                   |
| Mrs P Crawley                | 1            | <i>[Signature]</i>                   |
| Mrs A Golding                | 1            | apology                              |
| Mr R Haw                     | 1            | apology                              |
| Mr J Julyan                  | 1            | <i>[Signature]</i>                   |
| Mr N Macdonald               | 1            | <i>[Signature]</i>                   |
| Mrs L Reid                   | 1            | <i>[Signature]</i>                   |
| Mrs S Stelzner               | 1            | <i>[Signature]</i>                   |
| Mr D Wallace                 | 1            | apology                              |
| Ms R Williams                | 1            | apology                              |
|                              | <u>4,976</u> |                                      |

**Cape Town**  
**5 May 2008**

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

LIBRARY ON MONDAY 5 MAY 2008 AT 16:40

**PRESENT:** Mrs L H Reid (In the Chair and also representing The Herschel Trust)  
 Mr L Barlow  
 Mrs D Bensch  
 Mrs P Crawley  
 Mr J Julyan  
 Mr N Macdonald  
 Mrs S Stelzner

**IN ATTENDANCE:** Mr R Ramsbottom (Secretary)

**APOLOGIES:** The Archdiocese of Cape Town  
 Mrs A Golding  
 Mr R Haw  
 Mr D Wallace  
 Adv R Williams

### 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 a consent 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 7 May 2007, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

### 2007 ANNUAL FINANCIAL STATEMENTS

The 2007 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and were unanimously approved.

It was agreed that the Chairman and Mr L Barlow would sign the Council's Report on behalf of the Council.

**RETIREMENTS AND ELECTION OF COUNCILLORS**

- (a) Mr J Millar had tendered his resignation as a Councillor with effect from 7 May 2007.
- (b) Having been proposed by Mr N Macdonald and seconded by Mrs P Crawley it was unanimously resolved that retiring councillors who offer themselves for re-election be elected by means of a single resolution. Accordingly, having been duly proposed and seconded as previously, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected Councillors:-

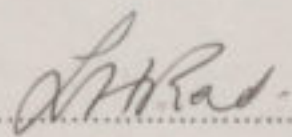
Mr L Barlow  
Mr J Julyan  
Adv R Williams

**RE-APPOINTMENT OF AUDITORS**

The Members discussed the past audit and the management report to members. After further discussion it was resolved that Sprigg Abbott Inc be re-appointed auditors to the Association and that the audit fee as tabled be approved.

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

CONFIRMED:

  
.....

DATE:

4<sup>th</sup> May 2009  
.....

**HERSCHEL ASSOCIATION**  
**COUNCIL MEETING 5 MAY 2008 AT 17:00**  
**ATTENDANCE REGISTER**

MRS L REID..... *L Reid*

MR L BARLOW..... *L Barlow*

MRS D BENSCH..... *D Bensch*

MRS P CRAWLEY..... *P Crawley*

MRS A GOLDING...[APOLOGY].....

MR R HAW..... *R Haw*

MR J JULYAN..... *J Julyan*

MR N McDONALD..... *N McDonald*

MRS S STELZNER.....

MR D WALLACE..... *apology*

ADV R WILLIAMS..... *apology*

MR R RAMSBOTTOM (Secretary)..... *R Ramsbottom*

MR B PROBYN (Head) - by invitation..... *B Probyn*

MRS L CLARKE (Deputy Headmistress) - by invitation..... *L Clarke*

MRS B HEIDMANN (Head of Preparatory) - by invitation..... *B Heidmann*

HERSCHEL ASSOCIATIONMINUTES OF COUNCIL MEETING HELD IN THE SCHOOL LIBRARYON MONDAY 5 MAY 2008 AT 17:05

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Mrs P A Crawley → Mrs D. Bensch  
 Mr J Julyan  
 Mr C R Haw  
 Mr N Macdonald  
 Mrs S Stelzner

Apologies: Mrs A Golding  
 Adv R T Williams  
 Mr D Wallace

In attendance: Mr B E Probyn  
 Mrs L Clarke  
 Mrs B Heidmann  
 Mr R Ramsbottom

1. WELCOME

The proceedings commenced at 17:05 after the Annual General Meeting. The Chairman welcomed all the attendees.

2. APOLOGIES

Mrs A Golding, Adv R Williams and Mr D Wallace's apologies were noted.

3. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 11 February 2008, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

4. APPROVAL OF TRANSFER OF SHARE

The transfer of 1 share from Mr J R Millar to The Herschel Trust with effect from 7 May 2007 was duly approved

5. RE-ELECTIONS OF COUNCILLORS

The Chairman reported that at the Annual General Meeting held immediately prior to this Council Meeting,

Mr L Barlow,  
 Mr J Julyan,  
 Adv R Williams

had been duly re-elected as Councillors.

6. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

- (a) Mr R Haw proposed that Mrs L H Reid be re-elected as Chairman for the ensuing year. Mrs S Stelzner seconded the proposal, which was carried unanimously.
- (b) The Chairman proposed that Mrs S Stelzner should fill the position of Deputy Chairman for the ensuing year. Mr L Barlow seconded the proposal, which was carried unanimously.

## 7. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. The Business Manager said that the investigation into the practicability of electronic Council papers showed that it was technically feasible. Members would be contacted when this option became available.
2. No further contact had been received from Arup regarding the letter sent under Mr R Haw's signature querying their fee. After extensive discussion it was agreed that the school should adopt a "wait and see" attitude as the ball was in Arup's court and that if they wanted payment they needed to at least respond to that letter.
3. The Head reported on the thinking behind the use of the Head's house, and the proposal by school management that it should be utilised as a school shop to provide a better service to parents and to free up existing areas at the prep and senior schools. The existing School and Leisure agreement for the stocking of Herschel uniforms did not appear to be compromised by the proposed arrangement. After extensive debate the meeting unanimously agreed, in principle, to the proposal and noted that the details would have to be fleshed out by school management. Mr R Haw requested that acceptable forms of internal and stock controls be put in place over the merchandise to minimise any possible losses.
4. The acquisition of a new, more efficient switchboard had assumed priority importance now that the administration duties had been revised and the senior school had lost two administrative staff members. Ms Cherry Allen, who had been referred by Mr N Macdonald, was kindly acting as a technical expert. Mr Macdonald added that once suppliers had responded to the tender documents, the proposals would be referred back to Finance for consideration.
5. Mr N Macdonald said that Stuart Levey had assumed the on-line clothing shop proposal was more complicated than he had envisaged. This initiative would receive a lower priority pending the implementation of the school shop.

## 8. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report which was noted and approved. Mrs S Stelzner noted that the initiative to inform girls about the dangers of the sun had been well received and appeared to be making an impact on pupils and parents.

## 9. REPORT OF HEAD

The Head tabled his report. He elaborated on his view that girls needed a "balanced" view on education and that whilst academic achievement was important, it should not come at the expense of other, equally important values. He shared his thoughts on more innovative "thinking out the box" on class sizes and the need to identify new trends in international education methods. He reported on the Strüggmann Foundation proposals which were extensively discussed. Mrs D Bensch suggested that the financial resources and viability of this organization be checked out as the financial commitment of eventually sponsoring 25 girls at 50% of the fees was huge. The Chairman thanked the Head for his informative and comprehensive report which was noted and approved.

## 10. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the three months to 31 March 2008 which showed the school finances to be on budget. He mentioned that the 2009 budget compilation would be more taxing than in the past due to the deteriorating economic situation. The meeting noted the financial situation with satisfaction.

## 11. PLANNING AND ESTATE COMMITTEE REPORT

The planning report was noted. Mr R Haw said that another planning meeting would be held shortly to identify priorities for the next project. The Head noted that the Herschel Trust members had congratulated the school on the successful completion

of the driveway and landscaping project and he felt it appropriate for Council to thank the Chairman for her vision and drive to get the undertaking going in the first place. The meeting unanimously endorsed these sentiments.

12. **COMMUNICATIONS AND MARKETING REPORT**

The Chairman commented on the marketing report which had been prepared by Madeleen Welman. The report was noted and approved.

13. **ICT UPDATE**

The ICT managers report to Council was discussed. The meeting expressed satisfaction with the new web site which appeared to address all the short-comings of the old site. Mrs B Heidmann remarked that many prospective parents had commented on the site's user-friendliness and clear layout.

14. **HR MEETING REPORT**

Mrs S Stelzner reported on various items contained in the report. The Recruitment policy, as tabled, was approved as an official school document.

15. **PREPARATORY SCHOOL PARENTS' ASSOCIATION**

Mrs D Bensch reported on the Preparatory PA. She reported that the proposal to use prep parents funds generated by the Prep Carnival for interactive boards had been enthusiastically received by parents. The meeting endorsed this decision after it had been pointed out that a financial proposal would have to go via Planning prior to the purchase of any equipment. Mrs B Heidmann said that a comprehensive assessment of each grades needs regarding boards had already been done and that she was excited that this initiative had been approved as it would add to the theme of Herschel being a technologically advanced school, especially in the prep area.

16. **GENERAL**

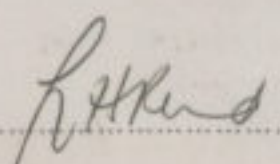
1. The Chairman noted that prior to the Council/staff dinner on 7<sup>th</sup> August 2008 there would be a formal Council photograph. She requested that all members arrive timeously for this session.
2. The Business Manager said that on behalf of the school he would like to thank the Chairman for all the hard work she had put in, at no cost, for the new Senior staffroom revamp. He added that she had secured trade prices from the suppliers and had not received any reward for this. Consequently, the final cost was considerably less than it would have been under normal circumstances. The meeting heartily endorsed his sentiment.
3. The Chairman mentioned that at the Herschel Trust meeting held on the 30<sup>th</sup> April 2008 the Chairman of the Trust had reminded her of the correct protocol regarding school management where all interaction and information flow between the school and Council needed to go via the Chairmen. She was passing this on for information purposes only.
4. The Head said the possibility of a cross being erected on the Chapel, as raised at the Trust meeting, would be investigated.

17. **DATE OF NEXT MEETING**

The next meeting would be held on Monday 11<sup>th</sup> August 2008, still at 4:30 pm.

The meeting closed at 19:20

Confirmed: .....



Date: .....

25. 8. 08.

**HERSCHEL ASSOCIATION**  
**COUNCIL MEETING 25 AUGUST 2008 AT 16:30**  
**ATTENDANCE REGISTER**

MRS L REID..... *L Reid*

MR L BARLOW..... *L Barlow*

MRS D BENSCH..... *D Bensch*

MRS P CRAWLEY..... *[Apology]*

MRS A GOLDING..... *A Golding*

MR R HAW..... *R Haw*

MR J JULYAN..... *J Julyan*

MR N McDONALD..... *N McDonald*

MRS S STELZNER..... *S Stelzner*

MR D WALLACE..... *D Wallace*

ADV R WILLIAMS..[APOLOGY]..... *R Williams*

MR R RAMSBOTTOM (Secretary)..... *R Ramsbottom*

MR B PROBYN (Head) - by invitation..... *B. E. Probyn*

MRS L CLARKE (Deputy Headmistress) - by invitation..... *L Clarke*

MRS B HEIDMANN (Head of Preparatory) - by invitation..... *B Heidmann*

HERSCHEL ASSOCIATIONMINUTES OF COUNCIL MEETING HELD IN THE SCHOOL DINING ROOMON MONDAY 25 AUGUST 2008 AT 16:30

Present: Mrs L H Reid (In the Chair)

Mr L Barlow

Mrs A Golding

Mr J Julyan

Mr C R Haw

Mr N Macdonald

Mrs S Stelzner

Mr D Wallace

→ Mrs D. Bensch. *DLR*Apology: Adv R T Williams  
Mrs P A CrawleyIn attendance: Mr B E Probyn  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom1. WELCOME

The proceedings commenced at 17:00 after the Council photograph had been taken. The Chairman welcomed all the attendees to the new venue.

2. APOLOGIES

Adv R Williams, who was appearing in the Constitutional Court, had tendered her apology. Mrs P Crawley was unable to attend due to a last minute problem which had cropped up.

3. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 5 May 2008, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings. It was noted that the date of the current meeting had been changed to the 25<sup>th</sup> August from the original date of 11<sup>th</sup> August 2008 listed in the minutes.

4. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. The Business Manager said that staff changes in the ICT department had delayed the implementation of electronic Council papers. After discussion where Mrs S Stelzner said her motivation for electronic papers was to save the school time and money, it was established that the school did not have suitable equipment to make this a cost effective option at this stage.
2. Arup had responded to the letter sent under Mr R Haw's signature querying their fee. A meeting would be held on the 26<sup>th</sup> August 2008 to resolve the matter.
3. The Head reported that the Head's house was now being used as a school shop to provide a better service to parents and to free up existing areas at the prep and senior schools. A part-time employee had been appointed to control the stock as per Mr R Haw's request at the previous meeting.
4. The acquisition of a new, more efficient switchboard would have to be decided on after the various proposals/options had been considered by ICT and then approved by Finance. Mr N Macdonald declared his beneficial interest in one of the suppliers tendering for the business and he noted that he would recuse himself from any decisions made in appointing a final contractor. He was happy to act as a technical

consultant if so required by Council. The meeting noted his interest, thanked him for his input and requested that he assist in the technical decision making process.

5. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Mrs B Heidmann tabled her report. She noted that all the vacancies arising from girls leaving had been filled. In response to a question from the meeting regarding why the girls were leaving she said it was mainly due to immigration. Mrs S Stelzner noted in the legal profession there had been an increase in the incidence of young families immigrating. Mrs B Heidmann informed the meeting of how the Brendalyn Stempel donation for art had been spent as well as the Prep P A's decision to utilise Prep School Parents funds to purchase SmartBoards for the prep school. The issue of headgear worn by Muslim women was extensively debated and the position of the school that pupils' could not was re-affirmed. She was thanked for her report which was noted and approved.

6. **REPORT OF HEAD**

The Head tabled his report. He highlighted the contribution The Strüngmann Foundation was making to diversity pupil numbers. He touched on the issue of class sizes in the senior school. In response to a question from Mr L Barlow whether 100 pupils per grade was "cast in stone" the Head replied that due to the new curriculum and the variety of subject choices offered, there was a certain amount of leeway to increase grade numbers to 105+. Mr D Wallace reminded the meeting of parent's sensitivity to the emotive issue of class sizes. Mrs L Clarke asked the meeting for clarity on the basis of awarding Learnerships to candidates other than previously disadvantaged persons. After extensive discussion where various points of view were expressed, it was agreed that the status quo should remain (i.e. the program was there to increase diversity in the staffroom) but that the Head should have the discretion to change the allocation of funds between candidates to make the programme more viable. This could be done by awarding fewer Learnerships at higher individual rates. The question of other outstanding candidates would have to be considered on their merits and any appointment would have to be approved by Council. After discussion on the lease WPPS held with the Cape Town City Council for the Douglas Murray field, messrs L Barlow and R Haw said the Head should push Mike Hosty (Head of WPPS) to sign an early renewal of a long term lease to enable Planning to negotiate some form of facilities sharing to allow for an Astroturf to be established at Herschel. Mrs S Stelzner said that the time was right to hold a strategic planning meeting to discuss future developments. The Chairman said the second term of 2009 seemed appropriate as it would allow the Head sufficient time to acquaint himself with the major strategic issues facing the school. She thanked the Head for his report which was noted and approved.

7. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements for the six months to 30 June 2008 which showed the school finances to be slightly ahead of budget. Mrs A Golding noted that the Ackerman Family Outreach Fund was not exclusive for the JUMP HI programme but, in fact, could be utilised for any deserving outreach venture. The financial statements were approved by the meeting.

8. **2009 BUDGET**

The Business Manager reported on the methodology used in compiling the budget and the fact that the budget tabled was the fourth edition incorporation input from Finance, The Herschel Trust, the Head and the Head of the Preparatory school. The fee increase had been calculated on a basic 12% with adjustments for various grade banding. At the request of the Heads' he had incorporated several costs, which had previously been separately billed to parents, into the fees. These included costs like grade camps, text book hire and compulsory academic outings. The Head said he saw this as a marketing competitive advantage where fees were more inclusive and the incident of "extras" was minimised. The Business Manager added that this arrangement had the added advantage that Bursary students would not need to find the extra money in the future for these sorts of costs. He noted that a 13% general salary increase had been provided for in the budget but that the

actual increases would still have to be approved by Council. The Head said an "ad hoc" salary bonus to be awarded to staff could be considered. The Business Manager was asked to advise members on what expenses went into Academic miscellaneous and events making up Entertainment and Public Relations costs. After further debate and discussion the budget, as tabled, was approved. The Chairman stated that her fees letter to parents would be modified and circulated to members for comment and approval.

#### 9. REPORTS

The various reports incorporated in the packs were skimmed through. The Chairman thanked Andrew Scott for his input into the Employee Consultative forum.

#### 10. RENEWAL OF FNB BANKING FACILITIES

The renewal of the FNB banking facilities was approved and the following resolutions were passed :

- (a) The Association accepts the offer of the facility made available to it by FIRSTRAND BANK LIMITED (Reg. No. 1929/0001225/06) ("the Bank") acting through its First National Bank division, subject to the terms and conditions as set forth in the facility letter no 01HerschelAssociation/2008 from the Bank dated 30 July 2008, as exhibited to and approved by the members at the meeting. The Association furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time; and
- (b) That Bruce Ernest Probyn and Roger Ramsbottom in their capacities as representatives of the Association be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

#### 11. GENERAL

1. The Chairman noted that she had received a letter of thanks addressed to Council from Prep staff thanking them for the Council dinner on 7<sup>th</sup> August 2008, as well as letters of appreciation for long-service awards from Annette Champion and Moira Bonellie.
2. Mrs S Stelzner undertook to e-mail Mrs B Heidmann an article on mediation in schools.
3. Mr N Macdonald requested that a letter should be sent to parents, reminding them of the importance of voluntary donations and what the proceeds were intended for.
4. Changes to dates in the calendar were noted. New dates were as follows –
  - Speech day 22<sup>nd</sup> October 2008.
  - Valedictory service 23<sup>rd</sup> October 2008.
  - Carol service 2<sup>nd</sup> December 2008.
5. The Chairmen thanked the Business Manager, Head and Andrew Scott for their combined efforts in establishing the new partitioned "conference" area in the dining room. The meeting agreed that it was a practical solution to employing space more efficiently and radiated a good-quality ambience.
6. Mr D Wallace requested that the Head should table a Risk report, in the broadest terms, incorporating incidents and any other risk related matters.

#### 12. DATE OF NEXT MEETING

The next meeting would be held on Monday 3<sup>rd</sup> November 2008, still at 4:30 pm.

The meeting closed at 20:15

Confirmed: .....

*A Head*

Date: .....

3 Nov. 08

## HERSCHEL ASSOCIATION

COUNCIL MEETING 3 NOVEMBER 2008 AT 16:30

## ATTENDANCE REGISTER

MRS L REID

MR L BARLOW

MRS D BENSCH

MRS P CRAWLEY

MRS A GOLDING

MR R HAW

MR N McDONALD

MRS S STELZNER

MR D WALLACE

ADV R WILLIAMS

MR R RAMSBOTTOM (Secretary)

MR B PROBYN (Head) - by invitation

MRS L CLARKE (Deputy Headmistress) - by invitation

MRS B HEIDMANN (Head of Preparatory) - by invitation

L. Reid

L. Barlow

D. Bensch

P. Crawley

A. Golding

R. Haw

N. McDonald

S. Stelzner

D. Wallace

R. Williams

R. Ramsbottom

B. Probyn

L. Clarke

B. Heidmann

HERSCHEL ASSOCIATIONMINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOMON MONDAY 3 NOVEMBER 2008 AT 16:45

Present: Mrs L H Reid (In the Chair)  
 Mr L Barlow  
 Mrs D Bensch  
 Mrs P A Crawley  
 Mrs A Golding  
 Mr C R Haw  
 Mr N Macdonald  
 Mrs S Stelzner  
 Mr D Wallace  
 Adv R T Williams

In attendance: Mr B E Probyn  
 Mrs L Clarke  
 Mrs B Heidmann  
 Mr R Ramsbottom

1. WELCOME

The Chairman welcomed all the attendees to the meeting. She noted that Mr J Julyan had tendered his resignation from Council on 19<sup>th</sup> September 2008, and mentioned that, on behalf of Council, she had extended a letter of thanks to him for his four years of service.

2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 25 August 2008, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings after Mrs D Bensch pointed out that her name had been omitted from the list of attendees. This was corrected.

3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. The Arup fee dispute had been amicably settled. The Finance meeting minutes contained full details. The Chairman requested that thanks be extended to Mr R Haw, Mr A Scott and the Business Manager for their efforts in completing the project under budget. The meeting unanimously supported this sentiment.
2. The quote of R27,200-40 (VAT inclusive) from Bradis Earthworks and Demolitions for the demolition of the Estate managers house was approved. Mr A Scott was requested to ensure that any materials removed by the school prior to demolition had been approved and costed into the quote by the demolisher.
3. The quote of R221,785-86 (VAT inclusive) from Goldtel Industries (Pty) Ltd for the new switchboard was approved. Mr N Macdonald was thanked for his contribution and input into the decision to go with a hybrid solution. The Head said that he would like the board installed in the December holidays despite the fact that the Business Manager would be away on annual leave at that time. He undertook to pilot the installation process.
4. The Business Manager reported that the 2009 Fees letter had been circulated to members. After input from Adv R Williams and Mr L Barlow the revised 2009 fee letter had been sent to parents. Only two queries regarding 2009 fees had been received by him from parents, both of which were positive. The question of the salaries increase was extensively debated. The Head and Mrs S Stelzner explained how the salary increase for staff would be implemented with a general 13% increase with some minor individual adjustments. The meeting approved the salaries

increase after Mr L Barlow said that Finance was comfortable that the amount set aside in the 2009 budget was adequate to fund this increase.

5. A tentative date sometime in May 2009 was set for the strategic planning meeting. The Head to advise Council members of a specific day once he had checked the school calendar.
6. Details of miscellaneous academic and entertainment and public relations expenses had been sent to members. The Chairman requested Rand values of the various items be inserted into the schedule. Adv R Williams queried why the school was using the Pick 'n Pay family store in Plumstead now that Samantha Robins was leaving the school. It was agreed the school would investigate and report back to Council on the benefits of using a family store before the Chairman approached the Ackerman's to see if it was worthwhile for the school to deal with the Claremont store.
7. The meeting discussed voluntary donations and Acceptance of Place (contingency fee) deposits which had been referred to Council by Finance for consideration. The Business Manager reported on the amounts charged by comparable schools (which were significantly higher than Herschel's, in addition to being non-refundable). After prolonged debate where many proposals and permutations were considered, it was decided that, with effect from 1 January 2009 the non-refundable Acceptance of Place deposit would be set at R10,000-00 for new pupils at the prep-school as well as grades 8 and 9 at the senior school ; R7,000-00 for grade 10 ; R6,000-00 for grade 11 and R5,000-00 for grade 12. The voluntary donation would remain "as is" for the time being. Adv R Williams suggested the school follow the Bishop's example where parents of grade 7 pupils coming to the senior school were requested to "sign over" their (previously) refundable Acceptance of Place deposit to the school. This was agreed to by the meeting. The meeting tasked the Head to compile a suitable letter to parents informing them of, inter alia, what the voluntary levy is all about; future capital projects and funding; scholarships; the Bursary Fund and how it is managed; fees and payment terms.
8. The WPPS lease for the Douglas Murray field and the Astroturf was raised by Mr R Haw. Mrs D Bensch expressed prep parents concern about the implications on the safety of girls and the loss of green areas should the project go ahead. The Head noted her concerns and said that Mr G George, the school architect, had just completed a preliminary sketch plan for developments at the prep that would need to be considered by Council. In the meantime it was agreed that the WPPS school Council would have to give formal approval for any "in principle" proposals before any negotiations with Herschel could even be considered. The Head said he would approach Mr M Hosty (WPPS Head) to confirm. It was agreed that a Planning meeting needed to be held before the end of term to consider all the possibilities. The Chairman said that all Council members and any interested school staff members should be invited to attend the meeting. The Head would arrange for Mr A Scott to set up a suitable date.
9. Risk assessment would be dealt with under the Head's report.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. The pupil waiting lists were discussed. At the suggestion of Mrs S Stelzner, it was agreed to add a clause to the effect that if prospective parents did not keep in touch with the school, their names would automatically be deleted from the waiting list. This was to avoid the situation where a long list of "waiting" names was not a true representation of the actual situation. Mrs B Heidmann said this would definitely help and added that the waiting lists had already been substantially purged of "dead" prospects. She was thanked for her report which was noted and approved.

#### 5. REPORT OF HEAD

The Head tabled his report, including a detailed addendum for 2008 of leavers with name, grade and schools to which pupils were going to. The meeting noted the rising incidence of families emigrating and concluded, after scrutiny of the details, that there was no evidence to show that the school was losing pupils to any specific school for any particular reason

or unhappiness with Herschel. The Head made the observation that the difficult "teenage" class year was now the grade 8's whereas it had been the grade 9's in the past and indications were that it would be the grade 7's in the future. In response to requests from several members it was agreed that, in the future, minutes of sub-committee meetings would be included in the packs as agendas did not provide sufficient information for the members to be kept adequately informed about the various areas of interest. The Head touched upon the various risk areas contained in his report and re-iterated that maintaining adequate pupil numbers was the biggest single risk affecting the long-term sustainability of the school. Mr N Macdonald enquired about the possibility of increasing the number of schools that the school had reciprocal pupil exchange programs with. The Head said this was on-going and several leads were being followed up, mainly in non-traditional countries. The report was noted and approved.

## 6. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the nine months to 30 September 2008 which showed the school finances to be slightly ahead of budget. He added that the results for 2008 should be very close to budget on the existing accounting basis but that, if donations were credited directly to the Reserve account as proposed at Finance, it would reduce the operating profit for the year. It would have no effect on the Balance Sheet as the surplus each year is transferred to the Capital Development Reserve. In response to a question from Mr R Haw about the increase in water costs, the Business Manager informed the meeting that, unfortunately, the Cape Town City Council had replaced the old main water meter (which had been defective and was significantly under-reading) with a new, more accurate meter. The financial statements were approved by the meeting. The meeting debated the limits on essential non-budgeted capital expenditures by management. It was agreed that apart from the R50,000-00 individual limit per event, the cumulative limit in any one financial year should be R100,000-00, whereafter all non-budgeted expenditures of whatever nature would require prior approval.

## 7. REPORTS

- Admissions, Marketing and Communications. The Chairman felt that there was a problem in the marketing department and expressed her unhappiness with the Marketing Manager. Adv R Williams concurred and said she had a sense that all was not well in the department. The Head explained that the department had brand new staff, that they were still feeling their way and had taken on a substantially larger workload than the previous incumbents, especially with regard to the school magazine. Mr D Wallace pointed out that this was a management matter that needed to be resolved by the Head. It was agreed the Head would address the issues raised in a counselling session and report back to Council.
- Planning. The issues had been dealt with under point 8 in Matters arising.
- Human Resources. The question of medical aid was extensively debated. The Business Manager pointed out that the issue was not only dependants as contained in the summary but the whole principle of equity between those on the schools subsidized scheme and those not on medical aid. After extensive debate on medical aids in general and after the Business Manager had explained that the contributions were capped at a set Rand value and no dependants, other than a spouse were allowed, the meeting agreed to keep the status quo for the moment, after noting that where new (mainly single) staff were appointed in place of staff on their husbands medical aid, the medical aid cost would increase. Mrs S Stelzner explained why she had changed her opinion on why "cost to school" was not a viable option to change to at this stage although thought could be given to implementing it for all new employees. This would have to be addressed at a future HR meeting. The issue of support staff leave over the Christmas shutdown period was raised. The meeting agreed with Adv R Williams that there was not enough information to make a decision, especially as comparative salaries had not been combined with leave conditions. The matter was referred back to H R for further investigation.
- The ICT report was noted.

8. PREPARATORY SCHOOL PARENTS ASSOCIATION

Mrs D Bensch was thanked for the report which was noted.

9. BURSARY APPLICATION DOCUMENTATION

Adv R Williams reported on the need for tighter documentary control and time deadlines for the assessment and processing of 2010 bursaries.

10. GENERAL

1. Provisional dates for 2009 meetings were discussed. Mrs L Clarke pointed out that Monday 10<sup>th</sup> August was a public holiday. It was agreed that final dates for 2009 would be fixed at the next meeting. The formal meeting concluded at 20:50 when the school staff recused themselves from the room.
2. The members then discussed the question of New Council members until 21:30.

11. DATE OF NEXT MEETING

The next meeting would be held on Monday 16<sup>th</sup> February 2009, at 4:30 pm.

The formal part of the meeting closed at 20:50

Confirmed: .....



Date: .....

16 Feb 2009.

## HERSCHEL ASSOCIATION

COUNCIL MEETING 16 FEBRUARY 2009 AT 16:30

## ATTENDANCE REGISTER

MRS L REID *L Reid*  
 MR L BARLOW *L Barlow*  
 MRS D BENSCH *D Bensch*  
 MRS P CRAWLEY *P Crawley*  
 MRS A GOLDING *A Golding*  
 MR D GORDON *D Gordon*  
 MR R HAW *R Haw*  
 MR N McDONALD *N McDonald*  
 MRS S STELZNER *S Stelzner*  
 ADV R WILLIAMS *R Williams*  
 MR R RAMSBOTTOM (Secretary) *R Ramsbottom*  
 MR B PROBYN (Head) - by invitation *B.E.P. Probyn*  
 MRS L CLARKE (Deputy Headmistress) - by invitation *L Clarke*  
 MRS B HEIDMANN (Head of Preparatory) - by invitation *B Heidmann*

## HERSCHEL ASSOCIATION

### MINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOM

ON MONDAY 16 FEBRUARY 2009 AT 16:30

Present: Mrs L H Reid (In the Chair)  
Mr L Barlow  
Mrs D Bensch  
Mrs P A Crawley  
Mrs A Golding  
Mr D J Gordon  
Mr C R Haw  
Mr N Macdonald  
Mrs S Stelzner  
Adv R T Williams

In attendance: Mr B E Probyn  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

#### 1. WELCOME

The Chairman welcomed all the attendees and especially Mr Doug Gordon on the occasion of his first meeting.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 3 November 2008, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. Switchboard. The Business Manager reported that the switchboard itself was working well but that the school was having trouble with Telkom and ISDN lines. It was hoped that all problems and outstanding matters would be resolved by Friday 20<sup>th</sup> February. It was noted that Ms Denise Baws's voice would be used on the auto attendant answering system.
2. Date for strategic planning meeting was set for Saturday 23<sup>rd</sup> May 2009.
3. Entertainment Rand values were discussed at length. The cost of food in general was highlighted and it was agreed the situation should be monitored for the first term where a new regime was in place in the kitchen.
4. Pick 'n Pay. The Chairman said that after discussions with Susanna Ackerman it appeared that the status quo should be maintained for the immediate future.
5. Bursary application procedures would be discussed under Reports below.
6. Douglas Murray field. A letter from the Chairman of WPPS to the Chairman concerning the use of the field was tabled. It was agreed to low key this initiative but it was important for the school to sight the lease WPPS had with the Cape Town City Council.
7. 2009 meeting dates were noted. Council photograph was set for 17<sup>th</sup> August 2009.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. She highlighted how successful the Carnival had been where there had been focus on a project that had had very solid parent, teacher and pupil support. She was thanked for her report which was noted and approved.

## 5. REPORT OF HEAD

The Head tabled his report. Mrs L Clarke reported at length on the 2008 matric results and the reason why Herschel had not appeared in the Top Ten schools for academic achievement. She further highlighted the impact of LO (Life Orientation) on other schools results, pointing out that universities did not attach any points to this subject. The Head thanked her for her extensive research and analysis which must have taken a great deal of her private time. The meeting endorsed his sentiment. The Head said he had asked for an investigation with the WCED into why Consumer Studies marks were so far below other subjects. It was noted that there was attrition in pupil numbers - nothing serious at this stage - but the situation needed to be closely watched. The report was noted and approved.

## 6. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the year to 31 December 2008 which showed the school finances to be ahead of budget. The Chairman, on behalf of Council, thanked the Business Manager for his contribution. The accounts were noted and approved.

## 7. 2009 BUDGET

The Business Manager reported that the revised 2009 budget had incorporated actual pupil numbers and salaries for 2009 so was more accurate than the previous budget. The revised profit was up by R141,000 to R1,175 million. Mr Luke Barlow reminded the meeting that R817,000 of this profit came from net interest received and that declining interest rates and future capital expenditure would inevitably result in a decline, over time, from this source. This would have to be taken into account when future fees were set. The revised budget was approved.

## 8. REPORTS

- The Planning report was noted. Mr Rick Haw stated that another Planning meeting had been held on 11<sup>th</sup> February 2009 where various small projects had been approved. Grade 4 classrooms had been identified as the priority and the next step was to get sketch plans and a provisional price that would be tabled to Finance for consideration. He was thanked for his report and expertise in his portfolio.
- Marketing and Communications report was tabled by the Chairman. Mrs Pru Crawley undertook to investigate ways in which matric results could be conveyed to Old Herschilians as well as establishing how many Old Herschilians graduated from Universities.
- Outreach. Mrs Aileen Golding was thanked for her report. It was agreed Ackerman Family Trust monies could be used to pay for an extra maths teacher for Thandokhulu school.
- The ICT report was noted. The Chairman said attention would have to be given to appoint a member of Council to chair this portfolio.
- Bursaries procedures were tabled and approved after the adding of "or new applications other than for grade 8" had been inserted in the procedure for Existing Bursary holders. Adv R Williams queried why there were two time scales for existing and new bursary applications and wondered if they couldn't be combined. The Business Manager said he suspected there were valid logistical reasons but he would look into the matter. The Chairman reminded the meeting that the information tabled was sensitive and confidential.
- Human Resources. Mrs Susan Stelzner pointed out that the Employee Consultative Forum still needed to address Employment Equity issues. The Business Manager undertook to take the matter up with Mr Andrew Scott.

## 9. PREPARATORY SCHOOL PARENTS ASSOCIATION

Mrs Debbie Bensch was thanked for the report which was noted. The Chairman reported that the Prep PA had nominated Mrs Deidre Paul-Diemont and Mr Neil Macdonald as Council representatives for the next two years. She said Mrs Paul-Diemont's CV was

available for perusal and would not be circulated to Council members. If there were no objections to her nomination she would be invited to attend the next Council meeting. She thanked Mrs Bensch for her contribution to Council over her two year tenure.

10. AUTHORISED ACCOUNT SIGNATORIES

The Chairman noted that new signatories and Finance Committee members were required and she would attend to the matter before the next meeting.

11. PHOTOCOPIERS

Mr Luke Barlow reported that the school urgently needed resolution of its photocopy problems. Both Heads' strongly endorsed this initiative. It was agreed that Finance had Council's authority to sort the matter out in the most cost effective manner.

12. GENERAL

1. The Chairman tabled several letters of thanks from staff for their 2009 salary increase. The Head said that in addition to the written thanks addressed to Council, he had received many verbal "thank you's" from grateful staff.
2. Several Council members who had attended the Founders Day service and lunch on Friday 13<sup>th</sup> February congratulated the school on a Happy and joyous occasion which had been well received by all attendees.

13. DATE OF NEXT MEETING

The next meeting would be held on Monday 4<sup>th</sup> May 2009, at 4:30 pm.

The meeting closed at 19:10

Confirmed: .....

*AHaid.*

Date: .....

*4<sup>th</sup> May '09*

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 4 MAY 2009**  
**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 per cent 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 4 May 2009 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           | 4,965        | <i>L. A. Hend.</i>     |
| The Archdiocese of Cape Town | 1            | <i>apology</i>         |
| Mr L Barlow                  | 1            | <i>[Signature]</i>     |
| Mrs P Crawley                | 1            | <i>apology</i>         |
| Mrs A Golding                | 1            | <i>A. Golding</i>      |
| Mr D Gordon                  | 1            | <i>[Signature]</i>     |
| Mr R Haw                     | 1            | <i>CRH</i>             |
| Mr N Macdonald               | 1            | <i>N. Macdonald</i>    |
| Mrs D Paul-Diemont           | 1            | <i>D. Paul-Diemont</i> |
| Mrs L Reid                   | 1            | <i>L. Reid</i>         |
| Mrs S Stelzner               | 1            | <i>[Signature]</i>     |
| Ms R Williams                | 1            | <i>apology</i>         |
|                              | <u>4,976</u> |                        |

**Cape Town**  
**4 May 2009**

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

SEMINAR ROOM ON MONDAY 4 MAY 2009 AT 16:30

**PRESENT:** Mrs L H Reid (In the Chair and also representing The Herschel Trust)  
 Mr L Barlow  
 Mrs A Golding  
 Mr D Gordon  
 Mr R Haw  
 Mr N Macdonald  
 Mrs D Paul-Diemont  
 Mrs S Stelzner

**IN ATTENDANCE:** Mr R Ramsbottom (Secretary)

**APOLOGIES:** The Archdiocese of Cape Town  
 Mrs P Crawley  
 Adv R Williams

### 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 consent 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 5 May 2008, having been circulated, were taken as read and duly approved and signed as a correct record of the proceedings.

### 2008 ANNUAL FINANCIAL STATEMENTS

The 2008 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and were unanimously approved.

It was agreed that the Chairman and Mr L Barlow would sign the Council's Report on behalf of the Council.

### RETIREMENTS AND ELECTION OF COUNCILLORS

- (a) Mr J Julyan had tendered his resignation as a Councillor with effect from 19 September 2008.
- (b) Mr D Wallace had tendered his resignation as a Councillor with effect from 3 November 2008.

- (c) Having been proposed by the Chairman and seconded by Mrs A Golding it was unanimously resolved that retiring councillors who offer themselves for re-election be elected by means of a single resolution. Accordingly, having been duly proposed and seconded as previously, the following councillors who retired in terms of the Association's Articles of Association and being eligible for re-election, were re-elected Councillors:-

Mr R Haw  
Mrs S Stelzner  
Mrs P Crawley

- (d) The meeting unanimously confirmed the appointment of the Preparatory School Parents Association representatives:-

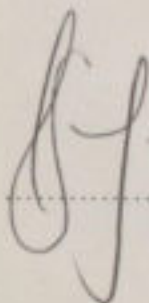
Mr N Macdonald  
Mrs D Paul-Diemont

#### RE-APPOINTMENT OF AUDITORS

The Members discussed the past audit and the management report to members. After further discussion it was resolved that Sprigg Abbott Inc be re-appointed auditors to the Association and that the audit fee be left to the Chairman of Finance and the Secretary to resolve as the fee tabled at the meeting seemed excessive.

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

CONFIRMED:



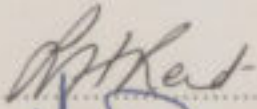
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3/5/2010.

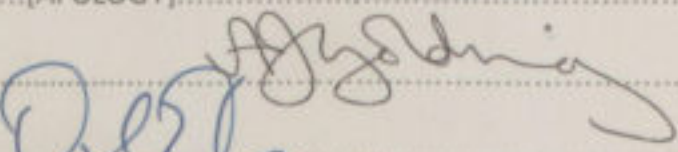
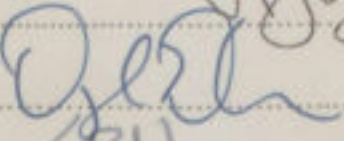
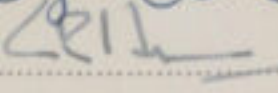
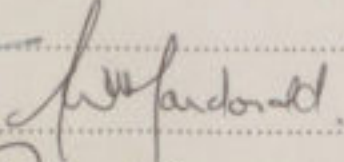
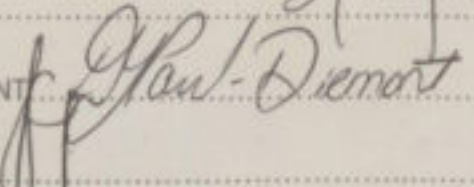
## HERSCHEL ASSOCIATION

COUNCIL MEETING 4 MAY 2009 AT 17:00

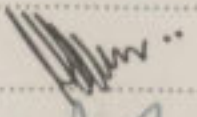
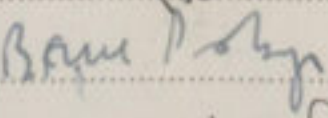
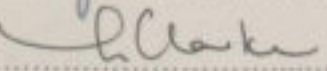
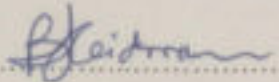
## ATTENDANCE REGISTER

MRS L REID.....MR L BARLOW.....

MRS P CRAWLEY.....[APOLOGY].....

MRS A GOLDING.....MR D GORDON.....MR R HAW.....MR N McDONALD.....MRS D PAUL-DIEMONT.....

MRS S STELZNER.....

ADV R WILLIAMS.....MR R RAMSBOTTOM (Secretary).....MR B PROBYN (Head) - by invitation.....MRS L CLARKE (Deputy Headmistress) - by invitation.....MRS B HEIDMANN (Head of Preparatory) - by invitation.....

## HERSCHEL ASSOCIATION

### MINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOM

ON MONDAY 4 MAY 2009 AT 17:00

Present: Mrs L H Reid (In the Chair)  
Mr L Barlow  
Mrs A Golding  
Mr D J Gordon  
Mr C R Haw  
Mr N Macdonald  
Mrs D Paul-Diemont  
Mrs S Stelzner  
Adv R T Williams

Apologies: Mrs P A Crawley

In attendance: Mr B E Probyn  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

#### 1. WELCOME

The Chairman welcomed all the attendees and especially Mrs Deidre Paul-Diemont on the occasion of her first meeting.

#### 2. APOLOGY

Mrs P Crawley's apology was noted

#### 3. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 16 February 2009, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 4. APPROVAL OF SHARE TRANSFERS

(a) The transfer of 1 share from the following to The Herschel Trust was duly approved:

- Mr J Julyan, effective 19 September 2008
- Mr D Wallace, effective 3 November 2008
- Mrs D Bensch, effective 16 February 2009

(b) The transfer of 1 share from The Herschel Trust to the following was duly approved:

- Mr D Gordon, effective 16 February 2009
- Mrs D Paul-Diemont, effective 4 May 2009

#### 5. RE-ELECTIONS OF COUNCILLORS

The Chairman reported that at the Annual General Meeting held immediately prior to this Council Meeting,

Mr R Haw,  
Mrs S Stelzner,  
Mrs P Crawley

had been duly re-elected as Councillors.

#### 6. ELECTION OF CHAIRMAN AND DEPUTY CHAIRMAN

(a) Adv R Williams proposed that Mrs L H Reid be re-elected as Chairman for the

ensuing year. Mrs A Golding seconded the proposal, which was carried unanimously.

- (b) The Chairman proposed that Mrs S Stelzner should fill the position of Deputy Chairman for the ensuing year. Mr N Macdonald seconded the proposal, which was carried unanimously.

## 7. MATTERS ARISING

The following matters arising from the last meeting were discussed :

1. The Chairman stated that the strategic planning meeting had been cancelled. The Head explained that most of the items on the present agenda were more management than strategic issues and it would be a waste of member's time and school money to hold a special meeting at an expensive venue.
2. Mrs L Clarke reported on the steps the school had taken to establish why Consumer studies marks were out of line when compared with other subjects. Although nothing could be done about the 2008 results (other than girls who had asked for remarks resulting in an average 6% improvement), it was hoped that the situation would improve for 2009.
3. Bursary application procedures were discussed. The Chairman asked Adv R Williams, Mrs S Stelzner and Mrs A Golding to supply a date within the next two weeks when a Bursary meeting could be held as there were several girls that needed a decision on their applications.
4. The Douglas Murray field lease was discussed at length. Mrs S Stelzner said WPPS legal advisor had only shown her sections of the lease (which might restrict the use by Herschel). Mr D Gordon said all municipal leases were public documents, the meeting decided to await developments on the Astro turf proposal before stirring up unnecessary issues.
5. Authorised account signatories. The addition of Mrs L Reid's name as an approved signatory on the FNB banking accounts as recommended by Finance was unanimously approved.
6. As Mrs Pru Crawley was not present, her report back on Old Herschilians would be held over to another date.
7. Employee Consultative Forum - Employment Equity issues had been tabled as a permanent item on the ECF meeting agenda.

## 8. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. In response to a query from Mrs L Reid about the ICT learnership, she explained the thinking behind the appointment and the chance to combine ICT skills with teaching opportunities. She was thanked for her report which was noted and approved.

## 9. REPORT OF HEAD

The Head tabled his report. He reported that Mr Ernie Stempel had passed away and that there had been extensive school representation at the memorial service held at St. Saviour's church. He highlighted the composition of the bursaries and scholarships. Adv R Williams was concerned at the low number of scholarships to previously disadvantaged pupils. Mrs L Heidmann explained why government schools were so protective of their leading candidates and why it was difficult to entice them into the private school arena. The Head explained that the academic awards were purely on merit based on the results of standard tests written by all the candidates. Mr L Barlow queried whether it was necessary to award large percentages to scholarship recipients who were not financially needy, especially those who came up from the prep school. The meeting agreed that the philosophy behind this was a whole new discussion for another time. The Head undertook to investigate and respond to parents complaints about problems in the clothing shop. The issue of the Hugo Naude painting was debated at length. A unanimous decision to sell the painting was passed by the meeting. The Head was asked to get the picture photographed with a view selling it. After further debate the Head was thanked for his report which was noted and approved.

# 10. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the three months to 31 March 2009 which showed the school finances to be ahead of budget and in good shape, mainly due to good pupil numbers. He noted that although pupil numbers reflected a steady complement, there was in fact a good deal of "churn" with several comings and goings. He complimented the Heads' on their initiatives to keep up the pupil enrolments in these challenging economic times. The Business Manager was thanked for his report and the accounts were noted with satisfaction and approved by the meeting.

# 11. REPORTS

- The Planning report was noted. Both Mr Doug Gordon and Mrs D Paul-Diemont emphasised that professional fees were extremely important in any building projects and it was false economy to skimp. It was agreed to await the presentation after the meeting before any comment was raised on the various projects.
- The Marketing and Communications report was tabled by the Chairman. It was decided that a low cost approach should be considered when the school Dvd was upgraded. It was agreed that the paper density for the 2009 Herschillian magazine should be the same as in 2008. Mrs D Paul-Diemont was requested to investigate ways to freshen-up the web site, preferably by means of high quality photographs.
- The Bursary report was noted.
- The ICT report was noted.
- The Human Resources report was noted. Adv R Williams agreed to liaise with Mrs S Stelzner on the wording of the Staff Educational Allowance Policy, whereafter it would be circulated to members for final approval.

# 12. PREPARATORY SCHOOL PARENTS ASSOCIATION

Mr N Macdonald said that a new Prep PA committee was in place and the minutes of the last two meetings were too voluminous to table at the meeting in their existing form. He undertook to edit the minutes and supply Council with an abridged version. This was agreed to by the meeting.

# 13. PHOTOCOPIERS

The Business Manager reported that after an extensive review, Finance had approved the Nashua photocopier proposal, even though it had not been the cheapest tender received. The acquisition of an Aficio 2105 and three Nashua AF3025 machines had been incorporated into the 2009 Capital Expenditure Budget forming part of the 2009 financial statements. Mrs B Heidmann said the new machine in the prep staff room had been very well received and the Business Manager said he expected that operational efficiencies and direct cost reductions would result in a fairly short pay-back period.

# 14. INVESTMENT OF BURSARY FUNDS

Mr L Barlow reported that he was assessing a proposal from Definitive Capital Management for the investment of Bursary funds. In reply to a question from Mr N Macdonald he stated that no decision had been made and he would report back to the meeting before any decisions were taken.

# 15. DATES OF NEXT MEETING / COUNCIL DINNER

Tuesday 25 August 2009 was identified as a suitable date for the next Council/staff dinner. The next meeting was scheduled for Monday 17<sup>th</sup> August 2009, at 16:30.

The formal part of the meeting closed at 19:10 and was followed by a presentation by the architect, Mr Geoffrey George and Mr Andrew Scott which finished at 21:40.

Confirmed:

Date:

17 Aug 2009.

HERSCHEL ASSOCIATION

COUNCIL MEETING 17 AUGUST 2009 AT 17:00

ATTENDANCE REGISTER

|                                                           |                       |
|-----------------------------------------------------------|-----------------------|
| MRS L REID.....                                           | <i>L H Reid</i>       |
| MR L BARLOW.....                                          | <i>[Signature]</i>    |
| MRS P CRAWLEY.....                                        | <i>P Crawlsey</i>     |
| MRS A GOLDING.....                                        | <i>A Golding</i>      |
| MR D GORDON.....                                          | <i>[Signature]</i>    |
| MR R HAW.....                                             | <i>[Signature]</i>    |
| MR N McDONALD.....                                        | <i>N McDonald</i>     |
| MRS D PAUL-DIEMONT.....                                   | <i>D Paul-Diemont</i> |
| MRS S STELZNER.....                                       | <i>[Signature]</i>    |
| ADV R WILLIAMS.....                                       | <i>RT Williams</i>    |
| MR R RAMSBOTTOM (Secretary).....                          | <i>[Signature]</i>    |
| MR B PROBYN (Head) – by invitation.....                   | <i>Bruce Probyn</i>   |
| MRS L CLARKE (Deputy Headmistress) – by invitation.....   | <i>L Clarke</i>       |
| MRS B HEIDMANN (Head of Preparatory) - by invitation..... | <i>B Heidmann</i>     |

## HERSCHEL ASSOCIATION

### MINUTES OF COUNCIL MEETING HELD IN THE SCHOOL SEMINAR ROOM

ON MONDAY 17 AUGUST 2009 AT 17:10

Present:                Mrs L H Reid (In the Chair)  
                              Mr L Barlow  
                              Mrs P A Crawley  
                              Mrs A Golding  
                              Mr D J Gordon  
                              Mr C R Haw  
                              Mr N Macdonald  
                              Mrs D Paul-Diemont  
                              Mrs S Stelzner  
                              Adv R T Williams

In attendance:        Mr B E Probyn  
                              Mrs L Clarke  
                              Mrs B Heidmann

#### 1. WELCOME

The proceedings commenced at 17:15 after the Council photograph had been taken. The Chairman welcomed all the attendees.

#### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 4 May 2009, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 3. MATTERS ARISING

The following matters arising from the last Council meeting and the Finance meeting of 28 July 2009 were discussed :

1. The Head reported that the clothing shop was running smoothly and profitably now that teething problems had been resolved.
2. The Grade four building program would be covered under Planning.
3. Web site improvements. Mrs D Paul-Diemont reported that new photographs had been incorporated and that the site had generally been spruced up. There were restrictions on what could be done regarding the interactivity with users.
4. The Staff Educational policy had been distributed to all members and after a couple of amendments had been approved.
5. Mr N Macdonald was thanked for the abridged preparatory school minutes which had been included in the Council papers
6. Mr L Barlow was thanked for his efforts in settling the 2008 audit fee.
7. The Chairman reported that Mr. L Barlow was assessing suitable candidates for the vacancy on Finance and she would liaise with members when the process had moved to the stage requiring approval. Mrs D Paul-Diemont was thanked for her input.
8. Mr L Barlow reported back on the meeting he had had with Definitive Capital Management and a subsequent meeting on the 11<sup>th</sup> August 2009 with the Herschel Bursary Fund Committee where it was agreed to recommend to Council to stay with the present arrangement whereby Mr Sandy McGregor of AllanGray advised the Committee regarding investment strategies. The meeting agreed to this.

#### 4. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. She was thanked for her report which was noted and approved.

#### 5. REPORT OF HEAD

The Head tabled his report. He proposed that in future consideration should be given to levying a 10% Bursary Fund charge on all net fund raising initiatives to boost the Bursary Fund. After extensive discussion the meeting felt that while there was merit in this idea, the timing and implementation would require further research and it was felt the parent body should be sounded out for their opinion. The Learnership program was extensively debated and on the recommendation of Adv R Williams it was agreed that it should only be awarded if suitable candidates, fitting the school criteria could be found. Mrs D Paul-Diemont said there was a need to educate parents about the benefits of the "My School" card. The Head informed the meeting of his efforts to get Herschel recognised in the "Top 10" academic schools and the problem around the criteria for limiting the entry to schools with a less than 10% variance over three years for grade 12 pupil numbers. The meeting agreed that if the criteria could not be met, the parent body should be informed of the situation before the exams were written, to avoid the inevitable questions when results were announced and Herschel's name was missing. The Head reported on the rationale for the change in format and time for the 2009 Prize giving awards. The Chairman thanked the Head for his report which was noted and approved.

#### 6. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the six months to 30 June 2009 which showed the school finances to be on budget. The financial statements were approved by the meeting.

#### 7. 2010 BUDGET

The Business Manager reported that the 2010 budget was the second edition incorporating input and changes requested by Finance. The 2010 fee had been calculated on an 8,5% increase over 2009 fees, after an 8% salary increase had been included. The Chairman stated that her fees letter to parents had incorporated the recommendation of Finance concerning the non-refundable Acceptance of Place fee. After extensive discussion, the budget and fees letter were approved, subject to final approval of the Herschel Trust. The Business Manager was thanked for and congratulated on his presentation.

#### 8. REPORTS

The various reports were discussed:

- Planning. Minutes of the Planning meeting held on 13<sup>th</sup> August 2009 were tabled. School management were congratulated on their initiatives to cost-effectively refurbish and upgrade facilities like bathrooms and small teaching venues. Mr R Haw reported on the decisions taken at that meeting and the need for the full Council to ratify the proposals made. After extensive discussion it was unanimously agreed, subject to the aesthetics being acceptable, that the project to replace the Grade four classrooms at a sum of R4,8 million including VAT, but not professional fees be approved. It was anticipated the project would commence in early 2010 and would take some seven months to complete. A cap of R6 million, including professional fees and contingencies was placed on the project. The meeting discussed the Astroturf proposal and endorsed Planning's recommendation that exploratory fund raising initiatives be considered, as the project had been approved in principle, subject to Finance assessment and approval. The Chairman noted that as a general principle advertising (displaying of signboards etc.) was not allowed at Herschel, but that all cases of grants/donations etc. would be debated and considered on their merits by Council.
- Bursary Committee. Although not on the agenda, Mr R Haw enquired about the withdrawal of the Collins bursary. Mr N Macdonald stated that Mr Collins had

discussed his dissatisfaction with the Bursary Committee's decision with him. After extensive discussion, members of the Bursary Committee said that they had reviewed the issue in depth and unanimously agreed that Mr Collin's financial circumstances were fully adequate to fund his daughter's fees. It was noted that bursaries are granted on a year by year basis and could be withdrawn when no longer required.

- Human Resources. The meeting discussed the request from staff to consider changing the normal retirement age from 63 to 65. After discussion it was agreed to keep the status quo and leave it to the discretion of the Head if he wished to extend any academic staff member's employment beyond 63 on a fixed term contract. Mrs S Stelzner was thanked for her report.
- Information and Communications Technology report was noted.
- Marketing report was noted.

#### 9. RENEWAL OF FNB BANKING FACILITIES

The renewal of the FNB banking facilities was approved and the following resolutions were passed :

- (a) The Association accepts the offer of the facility made available to it by FIRSTSTRAND BANK LIMITED (Reg. No. 1929/0001225/06) ("the Bank") acting through its First National Bank division, subject to the terms and conditions as set forth in the facility letter no 01HerschelAssociation/2009 from the Bank dated 22 July 2009, as exhibited to and approved by the members at the meeting. The Association furthermore authorises the execution of all additional schedules and annexures, including subordination and security agreements as the Bank may require from time to time; and
- (b) That Bruce Ernest Probyn and Roger Ramsbottom in their capacities as representatives of the Association be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

#### 10. GENERAL

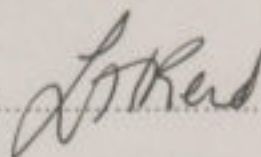
The revised date for the Council/staff dinner had been set for Wednesday 7<sup>th</sup> October 2009. It was agreed that the existing format would be retained.

#### 11. DATE OF NEXT MEETING

The next meeting would be held on Monday 2<sup>nd</sup> November 2008, at 16:30.

The meeting closed at 19:45

Confirmed:



Date:

2. Nov 09

## HERSCHEL ASSOCIATION

COUNCIL MEETING 2 NOVEMBER 2009 AT 17:00

## ATTENDANCE REGISTER

MRS L REID.....*L Reid*

MR L BARLOW.....*L Barlow*

MRS P CRAWLEY.....*P Crawley*

MRS A GOLDING.....*A Golding*

MR D GORDON.....*D Gordon*

MR R HAW.....*R Haw*

MR N McDONALD.....(apology)

MRS D PAUL-DIEMONT.....*D Paul-Diemont*

MRS S STELZNER.....(APOLOGY)

ADV R WILLIAMS.....*RT Williams*

MR R RAMSBOTTOM (Secretary).....*R Ramsbottom*

MR B PROBYN (Head) - by invitation.....*B Probyn*

MRS L CLARKE (Deputy Headmistress) - by invitation.....*L Clarke*

MRS B HEIDMANN (Head of Preparatory) - by invitation.....*B Heidmann*

## HERSCHEL ASSOCIATION

### MINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOM

ON MONDAY 2 NOVEMBER 2009 AT 16:30

Present: Mrs L H Reid (In the Chair)  
Mr L Barlow  
Mrs P A Crawley  
Mrs A Golding  
Mr D J Gordon  
Mr C R Haw  
Mrs D Paul-Diemont  
Adv R T Williams

Apologies: Mr N Macdonald  
Mrs S Stelzner

In attendance: Mr B E Probyn  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

#### 1. WELCOME

The Chairman welcomed all the attendees.

#### 2. APOLOGIES

Mr N Macdonald and Mrs S Stelzner's apologies were noted. The meeting noted that their thoughts, prayers and support were with Mrs Stelzner during these trying times. The Chairman reported that she had spoken to the Chairman of the Herschel Trust and it was agreed that Mrs S Stelzner would be given an extended medical leave of absence. In the interim Adv R Williams was appointed as acting deputy Chairman in her stead.

#### 3. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 17 August 2009, having been circulated, were taken as read, duly approved and signed by the Chairman as a correct record of the proceedings.

#### 4. MATTERS ARISING

The following matters arising since the last meeting were discussed :

1. The Chairman reported on the 2010 budget, salaries and fees. In answer to a procedural query from Mr L Barlow regarding the lines of responsibility between the Council and Trust, the Chairman said that Mr D Loch-Davis had instructed her to inform the Business Manager that he arrange a meeting with him, together with the Articles and Trust terms to explain the situation. As Mrs Stelzner was unavailable at the moment for HR meetings, the Council would have to decide who would attend a salaries review with school management. The Chairman said the matter would be discussed by members after the conclusion of the Council meeting.
2. The meeting confirmed the decision of the Finance Committee that an overdraft facility of R1 million was not necessary for the school.
3. The Chairman said that a new member for the Finance Committee would be appointed in the New Year.
4. Mr R Haw said it was imperative that a Planning meeting be held as soon as possible to get the ball rolling on the new projects for 2010. It was agreed to address the matter when the Planning report was discussed.

#### 5. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. She tabled a schedule of prep school teachers teaching load allocation for interest. She was thanked for her report which was noted and approved.

#### 6. REPORT OF HEAD

The Head tabled his report. Mrs L Clarke elaborated on the Epoch Optima mathematics grant procedures and goals and explained the rationale for requesting a new English teacher to improve the literacy skills of pupils. The Head detailed his motivation for a full-time English post which would be funded from a combination of savings from the retirement of Mrs M Stephens, the downscaling of Mrs A Hewitt's job to a three fifths post and a 50% contribution from Optima. The meeting noted that there was a potential future liability for carrying staff employed under the Optima program should funding be withdrawn. The Head said that in his discussions with Doug Wallace (who was a Trustee of Optima) it was emphasised the withdrawal of Human Resources funding would be a last resort. After further discussion the meeting approved the proposal. The Head was thanked for his report which was noted and approved.

#### 7. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the nine months to 30 September 2009 which showed the school finances to be ahead of budget and in good shape, mainly due to good pupil numbers. The provision for bad debts was discussed at length after the Chairman requested that her concern over the situation be brought to Council's attention. Specifically she was concerned at the re-admittance of Shonisani Masuthu into grade 12 for 2009. The Head said it was his decision, contrary to Finance and Council policy, to re-admit her. His decision was based on his judgement of the merits of the case. After prolonged debate on the issue, where it was apparent that each case would have to be decided on its merits, the meeting agreed that the Head still had discretionary powers in the decision to retain pupils at the school but that he had to motivate the merits of the case to Finance and Council. It was agreed that in general no unpaid accounts would be tolerated at the prep school and the policy of suspending and replacing such defaulters would be rigidly enforced. Regarding the senior school the tendency of parents to suffer grade 11 "payment fatigue" would have to be closely monitored. It was agreed that, in consultation with management, the Chairman, Mr L Barlow, Adv R Williams and Mrs D Paul-Diemont would assist in compiling a process for bad debt collections. The Business Manager was thanked for his report and the accounts were noted with satisfaction and approved by the meeting.

#### 8. REPORTS

- The Marketing and Communications minutes were noted. The Chairman noted that she had requested a waiting list for the school with actual pupil names per grade.
- The Planning report was noted. Mr R Haw pointed out that since the last meeting, the architects had been briefed to attend to certain design detail which required approval before the final project could commence. It was agreed a meeting should be held in the week ending 6 November 2009..
- The Human Resources report was noted.
- The Outreach report was noted
- The ICT report was noted.

#### 9. GENERAL

- Mrs Aileen Golding undertook to conduct exit interviews for the two senior school retiring staff members, Andrew Scott to arrange.
- The meeting unanimously agreed to send a message of support and encouragement to Mrs S Stelzner and wished her all the best for her medical treatment.

#### 9. DATES FOR 2010 MEETINGS

Monday 15 February 2010 was set as the date for the next Council meeting, at 16:30.

Confirmed:

Date: 15.2.10

## HERSCHEL ASSOCIATION

COUNCIL MEETING 15 FEBRUARY 2010 AT 17:00

## ATTENDANCE REGISTER

MRS L REID.....*L. Reid*MR L BARLOW.....*L. Barlow*MRS P CRAWLEY.....*P. Crawley*MR D GORDON.....*D. Gordon*

MR R HAW.....(APOLOGY).....

MR N McDONALD.....*N. McDonald*MRS D PAUL-DIEMONT.....*D. Paul-Diémont*

MRS S STELZNER.....(APOLOGY).....

ADV R WILLIAMS.....*R. Williams*MR R RAMSBOTTOM (Secretary).....*R. Ramsbottom*MR B PROBYN (Head) - by invitation.....*B. Probyn*MRS L CLARKE (Deputy Headmistress) - by invitation.....*L. Clarke*MRS B HEIDMANN (Head of Preparatory) - by invitation.....*B. Heidmann*

## HERSCHEL ASSOCIATION

### MINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOM

ON MONDAY 15 FEBRUARY 2010 AT 17:00

Present: Mrs L H Reid (In the Chair)  
Mr L Barlow  
Mrs P A Crawley  
Mr D J Gordon  
Mr N Macdonald  
Mrs D Paul-Diemont  
Adv R T Williams

Apologies: Mr C R Haw  
Mrs S Stelzner

In attendance: Mr B E Probyn  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

1. WELCOME

The Chairman welcomed all the attendees.

2. APOLOGIES

Mr R Haw and Mrs S Stelzner's apologies were noted.

3. RESIGNATION OF MEMBER

The Chairman reported that she had reluctantly accepted the resignation of Mrs Aileen Golding who had served on the Council for the past eleven years with great dedication. A letter of thanks had been sent to her on behalf of Council.

4. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 2 November 2009, having been circulated, were discussed. The Head pointed out that the wording of the sentence "The Head said it was his decision, contrary to Finance and Council policy, to readmit her." under point 7 regarding debtors could be construed that he deliberately defied a Council policy, which was not the case. After extensive debate it was agreed to delete the sentence and to replace with "The Head exercised his discretion to readmit pupils despite the fact that fees had not been paid" Subject to this amendment, the minutes were approved and signed by the Chairman as a correct record of the proceedings.

5. MATTERS ARISING

The following matters arising since the last meeting were discussed :

1. The Business Manager reported that he had furnished Mr Desmond Loch-Davis the information he had requested regarding the composition of the "Councillors" of the Association with a view to conforming with impending legislation regarding Section 21 companies. He had given the Head the amendments to the Code of Conduct the Chairman had requested. The Head said these changes had been incorporated into the document which was available for scrutiny by members. The meeting felt that the matter should be adjourned until such time that clarity on the new legislation had been obtained.
2. The decision of the Finance Committee regarding bad debts was noted.
3. The building project would be separately discussed under item 11.

6. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Mrs B Heidmann tabled her report. She was thanked for her report which was noted and approved.

7. **REPORT OF HEAD**

The Head tabled his report. Mrs L Clarke reported on the excellent Herschel 2009 matric results, where the school had been named as the top WCED school in the province. She had a sense that for 2010 the department might split the results between state and private schools. The meeting congratulated the Head and his academic staff on an outstanding achievement. In response to a query from Mr L Barlow regarding the unusually low national science marks Mrs Clarke confirmed that there was a problem but that unfortunately Umalusi (the accredited examination certification board) had already increased the marks by the 10% maximum allowed and there would be no further redress by pupils to change them. The Head reported on the thinking behind the grade 10 "adventure hike" and the fact that there might be a small cost overrun as it had not been incorporated into the original budget when fees had been set. The meeting agreed that this was a very worthwhile endeavour and approved the event. The Head raised the question of naming the boarding house. After various proposals and options had been considered it was agreed that he should investigate using the name "Ardeme House" subject to name and copyright restrictions. He was thanked for his report which was noted and approved.

8. **BUSINESS MANAGER'S REPORT**

The Business Manager informed the meeting that electronic debtors statements were now being sent out to parents which should reduce costs and improve cash flows in the future. He reported on the financial statements for the year to 31 December 2009 which showed a record year in terms of the profit achieved. The Business Manager was thanked for his report and the accounts were noted with satisfaction and approved. The meeting requested that congratulations on the excellent results be extended to the Business Manager and his staff.

9. **REVISED 2010 BUDGET**

The Business Manager reported on the process followed in the revised budget. It was noted that pupil numbers were higher than normal. He pointed out that the cash flow projections showed that the building project could be comfortably funded from the Associations resources without having to resort to any form of borrowings. The revised budget was approved by the meeting and the Business Manager was complimented on his presentation.

10. **REPORTS**

- The Human Resources report was noted. It was confirmed that the extended contracts for staff retiring during the year were only until December 2010.
- The Planning report was noted. The meeting discussed the very short window period available for the decision to proceed with the pre-preparatory classroom. The architects would be approached with a view to getting a sense of the time frame involved. The Head reported on an initial meeting held to establish a Fund raising Committee for the Astroturf project.
- The Marketing and Communications minutes were noted. The Chairman thanked Mrs M Wellman for preparing a comprehensive report.
- The Preparatory school PA minutes were noted.

11. **PREPARATORY SCHOOL BUILDING PROJECT**

Mr D Gordon explained that the building contract for the grade 4 classrooms was a standard JBCC (Joint Building Contracts Committee) and had been prepared by the architects with Bills of Quantities from the quantity surveyors. After debate it was unanimously agreed to accept the tender of R5,132,000-00 (five million, one hundred and thirty-two thousand Rand) submitted by H & H Builders for the building contract at the prep school. The Head was authorised to sign the contract on behalf of the school.

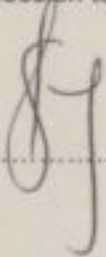
12. GENERAL

- The Chairman reported that she had received letters of thanks from the Head, the deputy Head and the Head of the preparatory school for their 2009 discretionary bonuses and increases for 2010.
- Adv R Williams complimented the school staff on the attractive and appropriate Council papers front cover to the Council pack..

13. DATE FOR NEXT MEETING

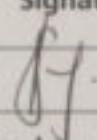
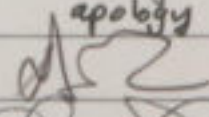
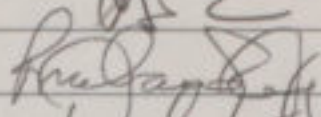
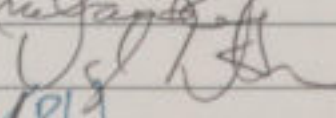
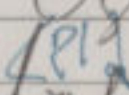
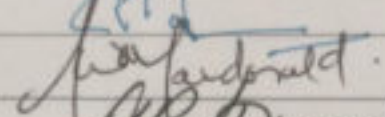
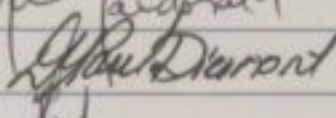
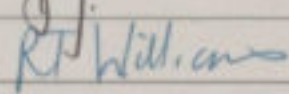
Monday 3 May 2010 was confirmed as the date for the next Council meeting, at 17:00.

The formal part of the meeting ended at 19:00, where after Council members attended a closed session to discuss potential candidates for Council.

Confirmed:  Date: 3 May 2010

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 3 MAY 2010**  
**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 per cent 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 3 May 2010 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           | 4,967        |   |
| The Archdiocese of Cape Town | 1            | apology                                                                              |
| Mr L Barlow                  | 1            |   |
| Mrs P Crawley                | 1            |   |
| Mr D Gordon                  | 1            |  |
| Mr R Haw                     | 1            |  |
| Mr N Macdonald               | 1            |  |
| Mrs D Paul-Diemont           | 1            |  |
| Mrs S Stelzner               | 1            |   |
| Ms R Williams                | 1            |  |
|                              | <u>4,976</u> |                                                                                      |

Cape Town  
3 May 2010

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

#### SEMINAR ROOM ON MONDAY 3 MAY 2010 AT 17:00

#### **PRESENT:**

Mr L Barlow  
Mrs P Crawley  
Mr D Gordon  
Mr R Haw  
Mr N Macdonald  
Mrs D Paul-Diemont  
Mrs S Stelzner  
Adv R Williams

**IN ATTENDANCE:** Mr R Ramsbottom (Secretary)

**APOLOGIES:** The Archdiocese of Cape Town

#### **OPENING AND WELCOME**

Adv R Williams, in her capacity as acting Deputy Chairman, welcomed the members present, noting that it was especially pleasing that Mrs S Stelzner was now well enough to attend school Council meetings. She called the meeting to order and informed the members present that Mrs L Reid had retired as Chairman of Council with effect from 3 May, 2010. It was unanimously agreed she would chair the meeting until the vacant posts had been filled during the meeting. Notice of meeting, which had been circulated, was agreed by all to be taken as read. The Chairman confirmed that all present, being the requisite majorities, had signed consent 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 4 May 2009, having been circulated, were taken as read and duly approved and were signed by the Chairman elect as a correct record of the proceedings at the end of the meeting.

#### **2009 ANNUAL FINANCIAL STATEMENTS**

The 2009 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and were unanimously approved.

It was agreed that the Chairman elect and Mr L Barlow would sign the Council's Report on behalf of the Council.

## RETIREMENTS AND ELECTION OF COUNCILLORS

- (a) The following retirements were noted –
- Mrs A Golding had tendered her resignation as a Councillor with effect from 29 January 2010.
  - Mrs L Reid had tendered her resignation as a Councillor and Chairman with effect from 3 May 2010.
- (b) Having been proposed by Mr N Macdonald and seconded by Mrs P Crawley it was unanimously resolved that Mrs S Stelzner be elected Chairman and Mr R Haw Deputy Chairman. It was noted that these appointments had been approved by the Herschel Trust.
- (c) Having been proposed by Adv R Williams and seconded by Mrs S Stelzner it was unanimously resolved that Mr L Barlow be re-appointed as a Councillor.
- (d) Having been proposed by Mrs D Paul-Diemont and seconded by Mr D Gordon it was unanimously resolved that Adv R Williams be re-appointed as a Councillor.
- (e) Having been proposed by Mr R Haw and seconded by Mr L Barlow it was unanimously agreed to re-confirm the appointment of –
- Mr N Macdonald
  - Mrs D Paul-Diemont
- as the Preparatory School Parents Association representatives for the second year of their two year term of office.
- (f) The meeting noted that at least two new Councillors needed to be appointed to fill the vacancies left by the retiring members. This would be addressed at the quarterly Council meeting to be held immediately after this meeting.

## APPOINTMENT OF AUDITORS

The Members discussed the past audit in detail. After extensive debate it was resolved that the fee as tabled by Sprigg Abbott Inc. for the past audit be paid. As it had been six years since the audit had last been put out to tender it was unanimously decided that the Chairman of Finance should request Sprigg Abbott and at least two other audit firms to tender for the 2010 audit.

There being no further business, the meeting terminated with a vote of thanks to Adv R Williams and the new Chair.

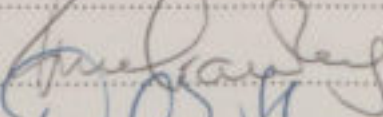
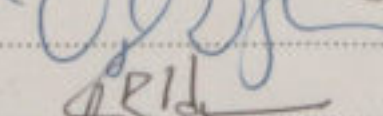
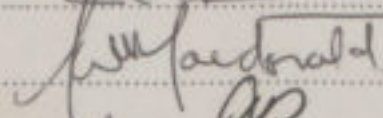
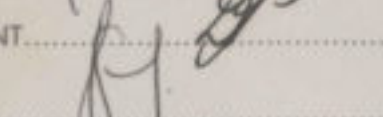
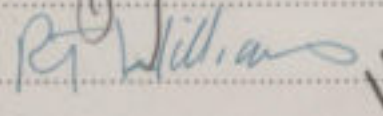
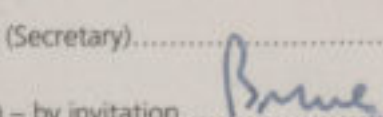
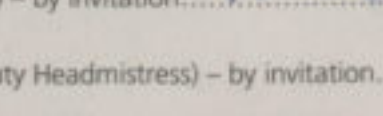
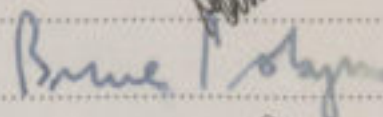
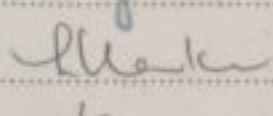
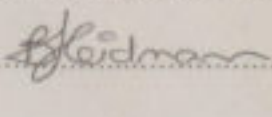
CONFIRMED:

(211)

DATE:

3 MAY 2011

**HERSCHEL ASSOCIATION**  
**COUNCIL MEETING 3 MAY 2010 AT 18:00**  
**ATTENDANCE REGISTER**

|                                                           |                                                                                      |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------|
| MR L BARLOW.....                                          |     |
| MRS P CRAWLEY.....                                        |     |
| MR D GORDON.....                                          |    |
| MR R HAW.....                                             |   |
| MR N McDONALD.....                                        |   |
| MRS D PAUL-DIEMONT.....                                   |   |
| MRS S STELZNER.....                                       |   |
| ADV R WILLIAMS.....                                       |   |
| MR R RAMSBOTTOM (Secretary).....                          |  |
| MR B PROBYN (Head) - by invitation.....                   |  |
| MRS L CLARKE (Deputy Headmistress) - by invitation.....   |  |
| MRS B HEIDMANN (Head of Preparatory) - by invitation..... |  |

## HERSCHEL ASSOCIATION

### MINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOM

ON MONDAY 3 MAY 2010 AT 18:20

Present: Mrs S Stelzner (In the Chair)  
 Mr L Barlow  
 Mrs P A Crawley  
 Mr D J Gordon  
 Mr C R Haw  
 Mr N Macdonald  
 Mrs D Paul-Diemont  
 Adv R T Williams

In attendance: Mr B E Probyn  
 Mrs L Clarke  
 Mrs B Heidmann  
 Mr R Ramsbottom

#### 1. WELCOME

It was noted that Mrs S Stelzner had been appointed Chairman at the Annual General Meeting immediately preceding this meeting. The Chairman welcomed all the attendees and said that as a Christian school she felt it appropriate to commence the meeting with a prayer.

#### 2. RETIREMENT OF CHAIRMAN

The Chairman reported that Mrs Lynn Reid, who had served on the Council for the past twenty-two years (the last nine as Chairman) with great commitment, had decided to retire. An appropriate function to acknowledge her dedicated contribution to the school would be arranged in due course.

#### 3. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 15 February 2010, having been circulated, were discussed; the minutes were approved and signed by the Chairman as a correct record of the proceedings.

#### 4. APPROVAL OF SHARE TRANSFERS

The transfer of 1 share from the following to The Herschel Trust was duly approved:

- Mrs A Golding, effective 29 January 2010
- Mrs L Reid, effective 3 May 2010.

#### 5. RE-ELECTION OF COUNCILLORS

The Chairman reported that at the Annual General Meeting held immediately prior to this Council meeting,

- Mr L Barlow
- Adv R Williams

had been duly re-elected as Councillors.

The second year of the two year term for Preparatory Parents Association representatives

- Mr N Macdonald
- Mrs D Paul-Diemont

was confirmed.

#### 6. CHAIRMAN AND DEPUTY CHAIRMAN

It was noted that Mrs S Stelzner had been appointed Chairman and Mr R Haw deputy Chairman at the Annual General Meeting.

## 7. MATTERS ARISING

The following matters arising since the last meeting were discussed :

1. The legislation regarding Section 21 companies and the impact that it would have on the Herschel Association was still being assessed. It was apparent that the legislation was taking longer to promulgate than the government expected.
2. The composition of the Council needed to be addressed following the recent retirement of members. This matter was in hand.
3. New office bearers for Council sub-committees and bank account signatories would have to be put in place.
4. The building project would be separately discussed under the planning report and item 12.

## 8. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. The Chairman suggested that in the next edition of the Focus, Mrs Heidmann report on the class musical instruments purchased from the last Carnival proceeds. The question of the new pre-nursery class and admissions for 2011 was covered in item 12. She was thanked for her report which was noted and approved.

## 9. REPORT OF HEAD

The Head tabled his report. The Chairman felt that the Equity item in the Employee Consultative forum meeting should be expanded in future, even if it merely recorded that there were no issues to discuss. It was recommended that consideration be given to combining the Occupational, Safety and Health meeting into one combined meeting with the Employee Consultative forum. Mr N Macdonald said he had heard very positive reports on the grade 10 adventure hike (which had been named the "Herschel Stepout"). The Head said this had been a great success and he looked forward to its permanent incorporation in the school calendar. He also reported on the Robben Island swim by five Herschel girls. Mrs L Clarke reported on the revised matric results after the re-marking. The Head said that the fluctuations in the final results, although positive, raised a real cause of concern about the marking process. He felt the time was appropriate to revisit the Admissions Policy which he would report back on after it had been properly researched. He was thanked for his report which was noted and approved.

## 10. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the three months to 31 March 2010 which showed the finances were virtually on budget. The meeting noted the process being followed for municipal rates objection. Mr D Gordon offered his help should it be required. The Business Manager was thanked for his report and the accounts were noted and approved.

## 11. REPORTS

- The Human Resources report was noted. Although it was not actually part of HR the policy regarding Anglican clergy had been incorporated in the report and was discussed under item 13.
- The Planning report was noted. The meeting noted that the grade 4 classroom project was proceeding well. Mrs B Heidmann pointed out that considering the scope of operations it was amazing how smoothly the project was running in terms of minimum disruptions to the school day. Mr N Macdonald concurred saying to date he had not had a single complaint from a parent about the builders or their operations. The pre-nursery class was discussed under item 12.
- The Marketing and Communications minutes were noted.
- The Preparatory school PA minutes were noted.

12. **PRE-PARATORY SCHOOL BUILDING PROJECT**

Mr D Gordon explained the process being followed to get City Council approval for the new pre-nursery classroom. Mrs B Heidmann said that if the timing was within the next few days she could hold off on her "regret" notices for the extra 22 pupils for 2011 but that the week ending 14 May was absolutely final for a response. For good logistical and financial reasons the meeting ruled out the possibility of making any commitment to parents for 2011 places before the building plans had been approved by Planning and the costings by Finance. In response to a query from Mr R Haw, the Business Manager reminded the meeting that R2,8 million had been provided in the 2010 planning budget as a provisional sum for the pre-nursery classrooms.

13. **ANGLICAN CLERGY FEES REMISSION POLICY**

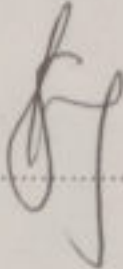
The draft policy for Anglican clergy was discussed at some length. Mr L Barlow pointed out that as it applied to so few potential recipients he was happy with the policy. There was also a view that it was difficult to legislate for every eventuality and the head needed some leeway to ensure the rebate cannot be claimed by recipients who are not financially in need. It was decided that Mrs Stelzner would make some minor amendments to the policy after which it could be adopted.

14. **DATES FOR NEXT MEETINGS**

Tuesday 10<sup>th</sup> August and Monday 1<sup>st</sup> November 2010 were confirmed as the dates for the next Council meetings, both at 17:00.

The meeting closed at 20:10

Confirmed: .....



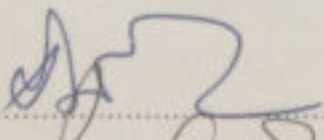
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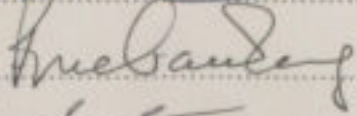
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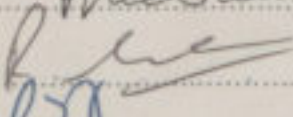
## HERSCHEL ASSOCIATION

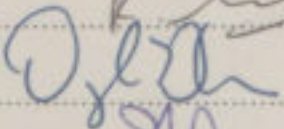
COUNCIL MEETING 10 AUGUST 2010 AT 17:00

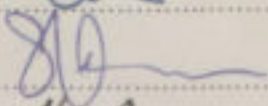
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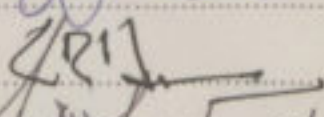
MR L BARLOW..... 

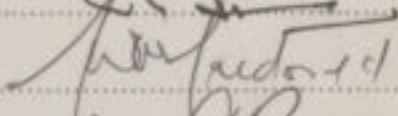
MRS P CRAWLEY..... 

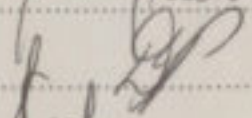
MR R GAMBLE..... 

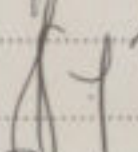
MR D GORDON..... 

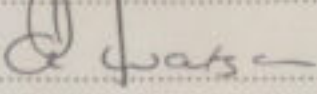
MR S HARRISON..... 

MR R HAW..... 

MR N McDONALD..... 

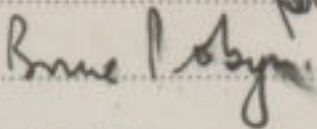
MRS D PAUL-DIEMONT..... 

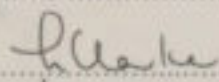
MRS S STELZNER..... 

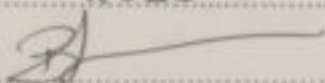
PROF A WATSON..... 

ADV R WILLIAMS..... apology 

MR R RAMSBOTTOM (Secretary)..... 

MR B PROBYN (Head) – by invitation..... 

MRS L CLARKE (Deputy Headmistress) – by invitation..... 

MRS B HEIDMANN (Head of Preparatory) - by invitation..... 

## HERSCHEL ASSOCIATION

### MINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOM

ON TUESDAY 10 AUGUST 2010 AT 17:00

Present: Mrs S Stelzner (In the Chair)  
Mr L Barlow  
Mrs P A Crawley  
Mr R Gamble  
Mr D J Gordon  
Mr S Harrison  
Mr C R Haw  
Mr N Macdonald  
Mrs D Paul-Diemont  
Prof A Watson

Apology: Adv R T Williams

In attendance: Mr B E Probyn  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

#### 1. WELCOME

The Chairman welcomed all the attendees, opened the meeting with a prayer and extended a special welcome to all the new members of Council.

#### 2. APOLOGY

Adv R Williams' apology was noted.

#### 3. APPOINTMENT OF COUNCILLORS

The Chairman reported that in terms of clause 10.10 of the Articles of Association, the following had been appointed as members of Council:

- Mr Ray Gamble
- Mr Stuart Harrison
- Prof Alex Watson

Their appointments were unanimously approved by the meeting.

#### 4. CONFIRMATION OF MINUTES

The minutes of the meeting held on 3 May 2010, having been circulated, were discussed; Mr L Barlow queried item 4 regarding the transfer of shares from retired Councillors back to the Herschel Trust. It was agreed the matter would be taken up at the next meeting of The Herschel Trust; after further discussion the minutes were approved and signed by the Chairman as a correct record of proceedings.

#### 5. MATTERS ARISING

The following matters arising since the last meeting were discussed :

1. The Admissions policy had been attended to.
2. The composition of the Council had been addressed.
3. New office bearers for Council sub-committees were discussed and the schedule was approved. It was agreed that Mrs M Wellman should be added to the Old Herschelian committee.
4. Bank account signatories had been decided and approved under item 12
5. The new buildings were discussed under item 10.

#### 6. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. The meeting noted how smoothly the Prep school was running despite all the building interruptions. She, and her staff, were thanked for their efforts and her report was noted and approved.

## 7. REPORT OF HEAD

The Head tabled his report. The meeting approved the following teaching posts:

- A new pre-prep teacher and assistant to staff the newly established extra pre-nursery class for 2011.
- The return to a full time post for the Learning Support teacher at the prep school

In response to a question from Mr R Haw, Mrs L Clarke explained the Education model that Herschel was following and agreed that developments in the new curriculum would have to be closely assessed to ensure that pupils were offered the best options. The Chairman still felt that the issue of Employment Equity was not being adequately addressed in the Employee Consultative/Equity and Health and Safety Forum so as to ensure the school's compliance with its statutory obligations. Mr S Harrison kindly volunteered to liaise with Andrew Scott to resolve the issue. The issue of the school uniform was raised but deferred to a future date. The Head was thanked for his report which was noted and approved.

## 8. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the six months to 30 June 2010 which showed the finances were virtually on budget. He reported that the school had received the NPO rates rebate for the 2010/2011 period from the Cape Town Municipality. No feed back had been received from the Municipal Property Valuation objection, as yet. The possibility of introducing a credit card system into the school shop was discussed. After opposition from Mrs B Heidmann and Mrs D Paul-Diemont had been noted (who pointed out problems that would arise if prep girls had to use a card), the meeting unanimously decided not to proceed with this proposal. The Business Manager was thanked for his report and the accounts were noted and approved.

## 9. REPORTS

- The Human Resources report was noted. After motivation from Mrs B Heidmann, the meeting approved the appointment of Mrs Anne Cawood on a fixed term contract for the first term of 2011 to afford opportunity for a suitable replacement to be found and for a handover, as well as the 63 year old candidate for the new pre-nursery class on a one year fixed contract.
- The Planning report was noted. Mr R Haw congratulated the Head of the Preparatory school as well as Mr D Gordon for their effort and input into the project. He sketched the background to the proposal to erect parking garages under the Multi Purpose Sports Field. After extensive and prolonged debate the meeting came to the unanimous decision that for the quantum under consideration (in excess of R20 million) the greening of the prep school and the provision of extra parking bays could be accomplished in a more cost effective way in the medium term. It was noted that this decision did not preclude the matter being raised again at some time in the future when circumstances were more favourable for the undertaking. The meeting then discussed the Multi Purpose Sports Field (Astroturf) project and how funds could be raised to enable the building phase to commence. After further extensive debate it was agreed that the Head could offer naming rights on the facility, subject to Council making the final decision on the sponsor and the amount being acceptable. It was further agreed that whilst the goal was to raise R2,5 million, the plan was to keep the cost at R4 million (Astro without lights) realistically aim for R1,5 donated funds and trigger the building phase when R500,000 cash had been collected. It was agreed that the Carnival proceeds would go towards the MPSF as well as the Herschel Golf Day.
- The Marketing and Communications minutes were noted.
- The Old Herschel report was noted. The meeting approved the appointment (for 2011) of a part-time administrative secretary for the Union. It was agreed that this person should be located on campus alongside Marketing and would work closely with Marketing on a number of matters.
- The Preparatory school PA minutes were noted.

## 10. PRE-PREPARATORY AND PREPARATORY SCHOOL BUILDING PROJECT

Council members had had the opportunity to personally see the building progress by dint of a conducted tour prior to the meeting. There was general satisfaction that the project would add significant long-term value to the schools facilities. The exemplary role of the builder in meeting all the operational requirements of the school was noted with thanks. Considering the complexities of the project the school could be well satisfied with the progress to date, which was on time and within the budget.

#### 11. AUDITORS

Mr L Barlow reported that the Finance Committee had assessed the Audit proposals received from Sprigg Abbott Inc., BDO Spencer Steward and Richard Browne and Associates. Mr R Browne had been invited to present to the Committee and it was their unanimous recommendation to Council and The Herschel Trust that Richard Browne and Associates be appointed as the Herschel Association auditors. The meeting unanimously endorsed this recommendation.

#### 12. FNB BANKING FACILITY AND ACCOUNT SIGNATORIES

The renewal of the FNB banking facilities was approved and the following resolutions were passed :

- (a) The Association accepts the offer of the facility made available to it by FIRSTRAND BANK LIMITED (Reg. No. 1929/0001225/06) ("the Bank") acting through its First National Bank division, subject to the terms and conditions as set forth in the facility letter - Account 50151103336 from the Bank dated 2 August 2010, as exhibited to and approved by the members at the meeting.
- (b) That Bruce Ernest Probyn and Roger Ramsbottom in their capacities as representatives of the Association be authorised and empowered to sign all documents and do all things necessary to give effect to the above on behalf of the Association.

Mrs L Reid's name was removed whilst Mrs S Stelzner and Mrs D Paul-Diemont were added as authorised signatories on FNB's List of Signing Officers schedule.

#### 13. CORPORATE GOVERNANCE AND CODE OF CONDUCT

The Chairman proposed that as time was running out and the matter was so important, discussion on the draft Code of Conduct document be deferred to the next meeting where more time could be allocated to debate the issue. In the interim Councillors were encouraged to forward comments and / or amendments to her for incorporation or discussion. The meeting unanimously endorsed this approach. It was also agreed that the issue of tenure should be on the agenda.

#### 14. 2011 FEES AND BUDGET

The draft 2011 budget was tabled by the Business Manager. The meeting noted and approved the recommendations made by the Finance Committee. The issue of the MPSF had been covered in the Planning section and the meeting approved the R5 million set aside in the budget for this project. The final approval of the budget would have to be delayed until the Public Sector pay negotiation had reached a conclusion, but this would only be necessary if the state salary settlement was in excess of 8% as the budget, as tabled, was flexible enough to cater for this (allowing for a staff increase of 1% higher than the final state increase). The Business Manager undertook to keep Councillors informed of progress on the issue. Subject to this, the 2011 Budget and fees were approved and the Business Manager was thanked for his efforts in preparing the budget.

#### 15. DATE FOR NEXT MEETINGS

Monday 1<sup>st</sup> November 2010 was confirmed as the date for the next Council meeting, at 16:30.

The meeting closed at 20:30

Confirmed: .....



Date: .....

1/10/2010

## HERSCHEL ASSOCIATION

### SPECIAL RESOLUTION OF HERSCHEL ASSOCIATION AND AGREEMENT TO SHORT NOTICE - 31 AUGUST 2010

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 per cent 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 following Special Resolution being put to the members at shorter notice than that specified in the said Clause 5.1 of the Articles of association and confirm our agreement to the Special Resolution:

#### CHANGE OF AUDITORS

It was noted that at the Annual General Meeting of the Association held on 3<sup>rd</sup> May 2010 it was decided to invite three audit firms to submit proposals for the 2010 Herschel Association audit. After due consideration, the Council had recommended at the meeting of 10<sup>th</sup> August 2010 that Messrs Browne and Associates be appointed auditors. This recommendation was endorsed by the Herschel Trust at their meeting on 24<sup>th</sup> August 2010. Accordingly it was resolved that, Messrs Browne and Associates be and are hereby appointed auditors of Herschel Association and The Herschel Trust respectively, upon receiving the resignation of the retiring auditors, Messrs Sprigg Abbott Incorporated, who were thanked for their services over the past six years.

**Member**

**Signature**

THE HERSCHEL TRUST.....

MR L BARLOW.....

MRS P CRAWLEY.....

MR R GAMBLE.....

MR D GORDON.....

MR S HARRISON.....

MR R HAW.....

MR N MACDONALD.....

MRS D PAUL-DIEMONT.....

MRS S STELZNER.....

PROF A WATSON.....

ADV R WILLIAMS.....

## HERSCHEL ASSOCIATION

COUNCIL MEETING 1 NOVEMBER 2010 AT 16:30

## ATTENDANCE REGISTER

MR L BARLOW..... [apology]

MRS P CRAWLEY.....

MR R GAMBLE..... [apology]

MR D GORDON.....

MR S HARRISON.....

MR R HAW.....

MR N MACDONALD.....

MRS D PAUL-DIEMONT.....

MRS S STELZNER.....

PROF A WATSON.....

ADV R WILLIAMS.....

MR R RAMSBOTTOM (Secretary).....

MR B PROBYN (Head) - by invitation.....

MRS L CLARKE (Deputy Headmistress) - by invitation.....

MRS B HEIDMANN (Head of Preparatory) - by invitation.....

## HERSCHEL ASSOCIATION

### MINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOM

ON MONDAY 1 NOVEMBER 2010 AT 17:45

Present: Mrs S Stelzner (In the Chair)  
Mrs P A Crawley  
Mr D J Gordon  
Mr S Harrison  
Mr C R Haw  
Mr N Macdonald  
Mrs D Paul-Diemont  
Prof A Watson  
Adv R T Williams

Apologies: Mr L Barlow  
Mr R Gamble

In attendance: Mr B E Probyn  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

#### 1. WELCOME

The Chairman, after apologizing for the late start of the meeting due to traffic congestion, welcomed all the attendees and opened the meeting with the following prayer (17<sup>th</sup> century prayer from the British House of Commons):

*'Almighty God, by whom alone Kings reign, and Princes decree justice: and from whom alone cometh all counsel, wisdom and understanding: we thine unworthy servants, here gathered in thine name, do most humbly beseech thee to send down thy heavenly wisdom from above, to direct and guide us in all our consultations; And grant that we, having thy fear always before our eyes, and laying aside all private interests, prejudices, and partial affections, the result of our counsels may be the glory of thy blessed name.'*

#### 2. APOLOGIES

Messrs L Barlow and R Gamble apologies were noted.

#### 3. CONFIRMATION OF MINUTES

The minutes of the meeting held on 10 August 2010, having been circulated, were approved and signed by the Chairman as a correct record of proceedings. The Special Resolution of 31 August 2010 regarding the appointment of new Auditors was confirmed.

#### 4. CORPORATE GOVERNANCE AND CODE OF CONDUCT

The Chairman called for comment on the document sent to all members regarding corporate governance. After wide-ranging debate various amendments were agreed for incorporation into the code, which would be circulated to members for final approval. The issue of tenure was debated at length after which it was agreed that ten years maximum as a Councillor and five years for the Chairman (with a total tenure of no more than thirteen years) was an appropriate time, which allowed for the necessary succession planning and regular injection of fresh input and ideas. The Business Manager was requested to circulate a list to members of the date of the appointment of current members to Council and who would be coming up for re-election in 2011 (under the provisions of the articles). It was agreed that a more rigorous assessment of Councillors' performance was required rather than the "rubber stamp" approach of the past. Adv Williams reiterated the need to look at diversity on Council. Mr N Macdonald suggested that Archbishop Thabo Magoba be approached to serve on Council as he was active parent in prep school affairs. It was agreed the Head would make an exploratory approach to him with a view to setting up a meeting with the Chairman, if he was available.

5. **MEMBERS OF COUNCIL**

The Chairman raised the issue of the prep Parents Association representatives, noting that this would normally be the last meeting attended by the present two members. After discussion, and on the recommendation of the Chairman which was seconded by Mrs P Crawley, the meeting unanimously agreed to re-appoint Mr N Macdonald and Mrs D Paul-Diemont as additional members to Council in terms of article 10.10 of the Articles of Association of the school. It was noted that two new prep Parents Association representatives would be elected in the usual way in the first term of 2011.

6. **MATTERS ARISING**

The following matters arising since the last meeting were discussed :

1. 2011 Budget update. The meeting noted the comments made at Finance and re-confirmed the 2011 budget.
2. The new buildings were reported on under item 10.2
3. The appointment of the new Auditor was noted.
4. The new MPSF "The Field" was discussed under item 10.2

7. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Mrs B Heidmann tabled her report which was noted and approved.

8. **REPORT OF HEAD**

The Head tabled his report. He explained in depth the circumstances applicable to the high number of 2010 grade 9 pupils leaving, noting that this phenomenon was not entirely unusual as similar circumstances had occurred on four occasions in the last ten years. However, the quantum was more than in the recent past. After the matter had been debated at length and various options considered, the meeting unanimously supported Mrs L Clarke's recommendation that grade 10 positions be advertised at the same time that matric results were published, if appropriate. The Head was thanked for his report which was noted and approved.

9. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements for the nine months to 30 September 2010 which showed the finances were virtually on budget. He added that, at this juncture, he expected the year-end results to be slightly better than budget. He was thanked for his report and the accounts were noted and approved.

10. **REPORTS**

1. The Human Resources report was noted. A meeting to approve the 2011 salary increases was planned for later in November. The question of the appointment of a Chaplain for 2011 was discussed, given the expiry of Rev Commis's contract at the end of December 2010, after which it was agreed that the Head, in conjunction with the Chairman and input from Mr N Macdonald, would make the decision but that Council approved in principle the extension of his contract for a further period of up to one year.
2. The Planning report was noted. Mr R Haw reported on the Multi Purpose Sports Field (Astroturf) "The Field" project. He noted that a preliminary cost estimate and working drawing was awaited before any final decision could be made. It was agreed that the school architect should be involved in the planning of this project. The Head reported on how funds could be raised. The question of plaques, acknowledgement and other ways of raising funds were discussed. Mr N Macdonald gave details of the ideas of the fund raising committee. It was agreed that greater clarity was required from Planning on the costs and design but that Council approved the principle of plaques for donations of a designated magnitude as well as the offering of a year's free tuition for a current Herschel girl, subject to appropriate conditions being attached. Mr D Gordon reported on the prep Building project which was still on track. The meeting thanked Mrs B Heidmann, prep staff and Mr A Scott for their efforts during a tiring and demanding building program.

3. The Marketing and Communications minutes were noted. It was agreed attention should be given now to researching material for the school's 100 anniversary in 2022, so that consideration could be given to commissioning a book on the school. It was noted that advice had been received to the effect that this was realistically a 10 year project.
4. The Old Herschelian report was noted. Mrs P Crawley said the draft questionnaire would be significantly cut back to make it more user friendly. The Head, in conjunction with Mrs Crawley and Andrew Scott would assess the candidate for the administration position. The contract for such position would be prepared by Andrew Scott and the job description with input from Di Burns, Madeleen Welman and Bruce Probyn.
5. The Preparatory school PA minutes were noted.

11. **2011 CALENDAR**

A couple of changes were made to the meeting dates for 2011 to allow for public holidays and prior appointments. Mrs L Clarke pointed out that the dates of school functions would have to be updated.

12. **DATE FOR NEXT MEETINGS**

Tuesday 15<sup>th</sup> February 2011 was confirmed as the date for the next Council meeting, at 16:30.

The meeting closed at 19:55

Confirmed: \_\_\_\_\_

Date: \_\_\_\_\_

15/02/2011

## HERSCHEL ASSOCIATION

COUNCIL MEETING 15 FEBRUARY 2011 AT 17:00

## ATTENDANCE REGISTER

|                                                           |                    |
|-----------------------------------------------------------|--------------------|
| MR L BARLOW.....                                          | <i>[Signature]</i> |
| MRS P CRAWLEY.....                                        | <i>[Signature]</i> |
| MRS L DOWER.....                                          | <i>[Signature]</i> |
| MR R GAMBLE.....                                          | <i>[Signature]</i> |
| MR D GORDON.....                                          | <i>[Signature]</i> |
| MR S HARRISON.....                                        | <i>[Signature]</i> |
| MR R HAW.....                                             | <i>[Signature]</i> |
| MRS J MACDONALD.....                                      | <i>[Signature]</i> |
| MR N MACDONALD.....                                       | <i>[Signature]</i> |
| MRS D MISZEWSKI.....                                      | <i>[Signature]</i> |
| MRS D PAUL-DIEMONT.....                                   | <i>[Signature]</i> |
| PROF A WATSON.....                                        | <i>[Signature]</i> |
| ADV R WILLIAMS.....                                       | <i>[Signature]</i> |
| MR R RAMSBOTTOM (Secretary).....                          | <i>[Signature]</i> |
| MR B PROBYN (Head) – by invitation.....                   | <i>[Signature]</i> |
| MRS L CLARKE (Deputy Headmistress) – by invitation.....   | <i>[Signature]</i> |
| MRS B HEIDMANN (Head of Preparatory) - by invitation..... | <i>[Signature]</i> |

HERSCHEL ASSOCIATIONMINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOMON TUESDAY 15 FEBRUARY 2011 AT 17:10

Present: Mr C R Haw (In the Chair)  
 Mr L Barlow  
 Mrs P A Crawley  
 Mrs L Dower  
 Mr R Gamble  
 Mr D J Gordon  
 Mr S Harrison  
 Mrs J Macdonald  
 Mr N Macdonald  
 Mrs D Miszewski  
 Mrs D Paul-Diemont  
 Prof A Watson  
 Adv R T Williams

In attendance: Mr B E Probyn  
 Mrs L Clarke  
 Mrs B Heidmann  
 Mr R Ramsbottom

1. WELCOME

Mr Rick Haw, in his capacity of Deputy Chairman, was unanimously elected Chairman of the meeting. He welcomed all attendees to the meeting, especially those attending their first meeting. He noted that Mr Stuart Harrison and Prof Alex Watson had been elected as deputy Chairman for the time he would be Acting Chairman. The meeting unanimously confirmed these appointments. He reported that Mrs Susan Stelzner had tragically passed away on 5<sup>th</sup> January 2011 and that the school would sorely miss her. The Head lead a prayer in remembrance of Susan.

2. NEW MEMBERS

The Chairman noted that this would be Mrs Prue Crawley's final meeting and thanked her for her ten and a half year's service on Council. Mrs Justine Macdonald had been elected the Old Herschelian representative in her stead. He also noted that Mrs Liesel Dower and Mrs Dominique Miszewski had been duly elected as the Preparatory Parents Association representatives to serve for two years on Council. The meeting unanimously approved their appointment. The Chairman requested that the Business Manager send the new members a list of possible sub-committees that they could serve on. Adv. Renata Williams reminded the meeting of the need for diversity on Council.

3. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 1 November 2010, having been circulated, were approved and signed by the Chairman as a correct record of the proceedings.

4. MATTERS ARISING

The following matters arising since the last meeting were discussed :

1. Corporate Governance and Code of Conduct. Mr Stuart Harrison said he had sent all members the final version he had obtained from Susan's computer records. He undertook to send the Business Manager the file for incorporation into the school records and for distribution to the new members.

2. The Head said that he would approach Archbishop Thabo Magoba but he feared his workload would preclude him from serving on Council.
3. The completed building project would be separately reported on under item 10.
4. "The Field" Astroturf would be separately discussed under item 11.

5. **REPORT OF HEAD OF PREPARATORY SCHOOL**

Mrs Lin Heidmann tabled her report. She was thanked for her report which was noted and approved.

6. **REPORT OF HEAD**

The Head tabled his report. Mrs Lindi Clarke reported on the excellent Herschel 2010 matric results, where the school had been named in the top ten WCED schools in the province. There had been considerable debate as to how the department had ranked the schools and it was clear that the new methodology had prejudiced Herschel (and other schools with a small matric class) in the table. The meeting congratulated the Head and his academic staff on an outstanding achievement. He noted that the problem with pupil numbers in grade 10 for 2011 had been largely resolved and that whilst 92 was not an ideal number, it was considerably better than the 84 that looked likely at the last meeting. The meeting discussed the criteria for awarding and assessment of scholarships at length. There was consensus that it was necessary to provide scholarships but it was felt that the selection process needed to be reviewed. Mrs Lindi Clarke undertook to do this. He was thanked for his report which was noted and approved.

7. **BUSINESS MANAGER'S REPORT**

The Business Manager reported on the financial statements for the year to 31 December 2010 which showed a record year in terms of the profit achieved. The Business Manager was thanked for his report and the accounts were noted with satisfaction and approved.

8. **REVISED 2011 BUDGET**

The Business Manager reported on the process followed in the revised budget. It was noted that pupil numbers contained in the budget were higher than normal, hence the decision to increase the contingency provision. The Head made the observation that the additional pupils gave rise to unexpected cost increases, for example, five water polo coaches were now needed as opposed to the previous three. The Business Manager pointed out that the cash flow projections showed that the basic Astroturf project (phase one without lights and "bells & whistles") could be adequately funded from the Associations resources without having to resort to any form of borrowings, even if the fundraising target was not achieved. The revised budget was approved by the meeting after the comments raised by Finance had been noted and the Business Manager was thanked for his presentation.

9. **REPORTS**

- The Human Resources report was noted. Mr Stuart Harrison reported on the work that would have to be done by the Head and HR to get the school Employment Equity compliant. He reminded the meeting of the serious consequences (fines) if legislative technical compliance was not achieved.
- The Planning report was noted.
- The Marketing and Communications report was noted. The Chairman thanked Mrs M Wellman for the report.
- The Preparatory school PA minutes were noted. Mrs Lin Heidmann noted that the minutes of the latest meeting would be included in the next quarter's papers. The meeting queried whether it would be appropriate for Mrs Michelle Graham to be sent a letter of thanks from the Council in recognition of her fundraising efforts over the past three years. Mr Neil Macdonald undertook to prepare a suitable draft for signature by the Chairman.

10. **PREPARATORY SCHOOL BUILDING PROJECT**

Mr Doug Gordon said now that members had seen the final project they could appreciate the "added value" it would provide to the school. The final cost estimate was still awaited but the quantity surveyor had not made any changes to his summary provided in December 2010. The Head reported how excited Brendalyn Stempel was that the new complex would be named "The Ernie Stempel Block" later in the year.

11. **"THE FIELD" ASTROTURF PROJECT**

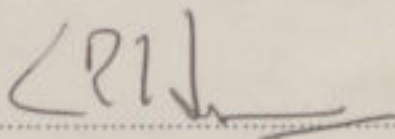
The Business Manager noted that all members had been informed on 10 December 2010 by e-mail about the estimated cost of the project of R5,435,000. There had been no opposition to the proposal but Mrs Deidre Paul-Diemont had expressed concern about the extent to which the initiation of the project would impact on the perception of parents of the need to raise the funds and to what extent the initiation would impact on the fundraising efforts and therefore dilute the "urgency" for funding. The Head reported on progress of the Fund Raising Committee for the Astroturf project. Mr Neil Macdonald said it was premature to make any conclusions or decisions and he advised waiting for a couple of more weeks when the situation would be much clearer. Adv. Renata Williams suggested that a letter to past parents, along the lines sent out during the water polo fund raising appeal, be considered.

12. **DATE FOR NEXT MEETING**

Tuesday 3 May 2011 was confirmed as the date for the next Council meeting, at 16:30.

The meeting closed at 19:35

Confirmed: .....

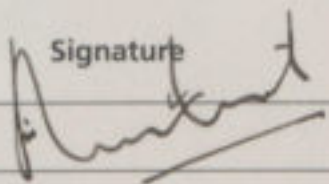
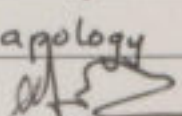
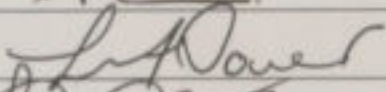
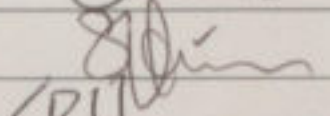
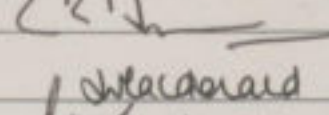
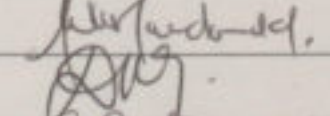
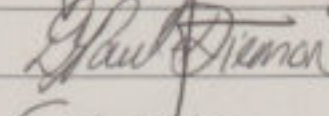
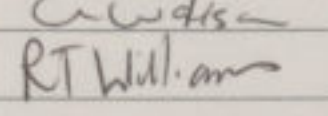
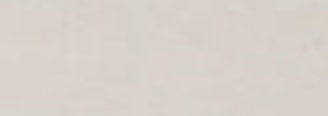
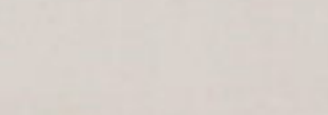
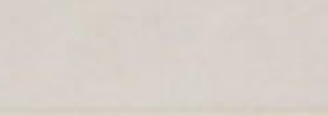
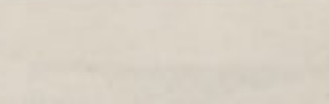


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3 MAY 2011

**HERSCHEL ASSOCIATION**  
**ANNUAL GENERAL MEETING 3 MAY 2011**  
**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 per cent 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 3 May 2011 being called by shorter notice than that specified in the said Clause 5.1 of the Articles of Association.

| Member                       | Signature                                                                                       |
|------------------------------|-------------------------------------------------------------------------------------------------|
| The Herschel Trust           |               |
| The Archdiocese of Cape Town | apology      |
| Mr L Barlow                  |             |
| Mrs L Dower                  |             |
| Mr R Gamble                  |             |
| Mr D Gordon                  |             |
| Mr S Harrison                |             |
| Mr R Haw                     |             |
| Mrs J Macdonald              | Macdonald   |
| Mr N Macdonald               | Macdonald    |
| Mrs S Miszewski              |              |
| Mrs D Paul-Diemont           |              |
| Prof A Watson                |              |
| Ms R Williams                | RT Williams  |

**Cape Town**  
**3 May 2011**

## HERSCHEL ASSOCIATION

### MINUTES OF ANNUAL GENERAL MEETING HELD IN THE HERSCHEL

SEMINAR ROOM ON TUESDAY 3 MAY 2011 AT 16:30

**PRESENT:**

- Mr C R Haw (In the Chair)
- Mr L Barlow
- Mrs L Dower
- Mr R Gamble
- Mr D J Gordon
- Mr S Harrison
- Mrs J Macdonald
- Mr N Macdonald
- Mrs D Miszewski
- Mrs D Paul-Diemont
- Prof A Watson
- Adv R T Williams

**IN ATTENDANCE:** Mr R Ramsbottom (Secretary)

**APOLOGIES:** The Archdiocese of Cape Town

### OPENING AND WELCOME

Mr R Haw, in his capacity as acting Chairman, welcomed all the members present. He called the meeting to order and noted that he had the necessary authority to act on behalf of The Herschel Trust. Notice of the meeting, which had been circulated, was agreed by all to be taken as read. The Chairman confirmed that all present, being the requisite majorities, had signed consent 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 3 May 2010, having been circulated, were taken as read and duly approved and were signed by the Chairman as a correct record of the proceedings.

### 2010 ANNUAL FINANCIAL STATEMENTS

The 2010 Annual Financial Statements together with the auditors' report thereon, having been circulated, were taken as read and were unanimously approved. It was agreed that the Chairman and Mr L Barlow would sign the Council's Report on behalf of the Council.

### APPOINTMENT AND REMUNERATION OF AUDITORS

The Members discussed the past audit. On the recommendation of the Finance Committee it was unanimously agreed to confirm the appointment of Browne & Associates for the 2011 audit. Their 2010 fee of R86,947-80 as submitted was approved for payment.

## CHANGE, RETIREMENTS AND ELECTION OF COUNCILLORS

- (a) The following change and retirements were noted –
- Mrs S Stelzner had sadly passed away on 5 January 2011.
  - Mrs P Crawley had tendered her resignation as a Councillor with effect from 3 May 2011.
  - Mr R Haw informed the meeting that he intended to retire once he had fulfilled the obligations that he undertook when Susan had died. This meant that this would be his last AGM and the Council meeting immediately following the AGM would be his last formal Council one. Adv R Williams pointed out that for compliance reasons his term would need to be formally extend to 10<sup>th</sup> August 2011 when the new Chairman would assume office. The meeting unanimously approved his appointment as acting Chairman and Councillor to that date.
- (b) Mr R Haw explained the thinking behind succession planning on Council and after discussion he proposed Prof A Watson to fill the post as Chairman, this proposal was seconded by Mrs D Paul-Diemont and it was unanimously resolved by the meeting that Prof A Watson be elected Chairman with effect from 10 August 2011. As a result of this appointment and in order to have continuity with a longer serving Council member, Mr R Haw suggested that Mr L Barlow be appointed Deputy Chairman. In response to this recommendation Adv R Williams formally proposed Mr L Barlow's nomination as Deputy Chairman which was seconded by Mr N Macdonald and unanimously approved by the meeting. It was noted that these two appointments had the approval of the Herschel Trust.
- (c) Having been proposed by Mrs L Dower and seconded by Mr S Harrison it was unanimously resolved that Mr D Gordon be re-appointed as a Councillor.
- (d) Having been proposed by Adv R Williams and seconded by Mr L Barlow it was unanimously agreed to re-confirm the appointment of -
- Mr R Gamble
  - Mr S Harrison
  - Mrs J Macdonald
  - Mr N Macdonald
  - Mrs D Paul-Diemont
- as Councillors.
- (e) Having been proposed by Mr D Gordon and seconded by Prof A Watson it was unanimously agreed to re-confirm the appointment of -
- Mrs L Dower
  - Mrs S Miszewski
- as Preparatory School Parents Association representatives for the first year of their two year term of office.

There being no further business, the meeting terminated with a special vote of thanks to Mr R Haw for all the additional work load he had so willingly and competently assumed.

CONFIRMED:

A. Watson

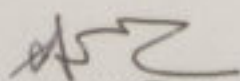
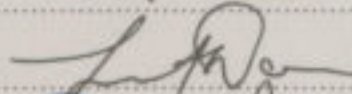
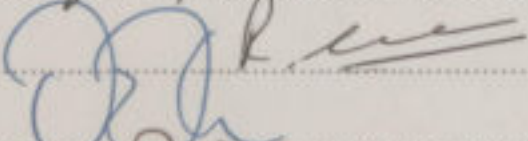
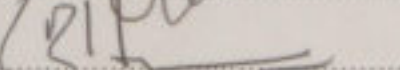
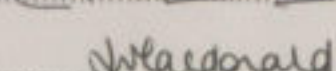
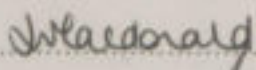
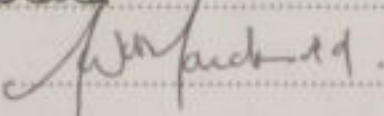
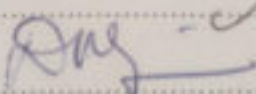
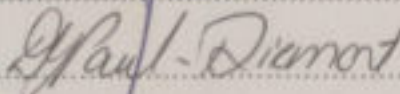
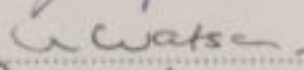
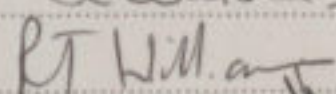
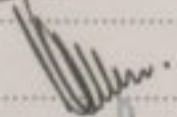
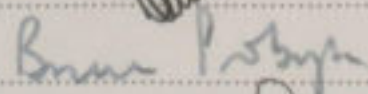
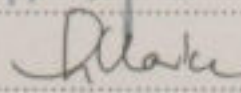
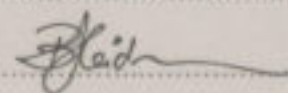
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## HERSCHEL ASSOCIATION

COUNCIL MEETING 3 MAY 2011 AT 17:00

## ATTENDANCE REGISTER

|                                                           |                                                                                      |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------|
| MR L BARLOW.....                                          |     |
| MRS L DOWER.....                                          |     |
| MR R GAMBLE.....                                          |    |
| MR D GORDON.....                                          |     |
| MR S HARRISON.....                                        |   |
| MR R HAW.....                                             |   |
| MRS J MACDONALD.....                                      |   |
| MR N MACDONALD.....                                       |  |
| MRS D MISZEWSKI.....                                      |   |
| MRS D PAUL-DIEMONT.....                                   |  |
| PROF A WATSON.....                                        |   |
| ADV R WILLIAMS.....                                       |   |
| MR R RAMSBOTTOM (Secretary).....                          |  |
| MR B PROBYN (Head) - by invitation.....                   |  |
| MRS L CLARKE (Deputy Headmistress) - by invitation.....   |  |
| MRS B HEIDMANN (Head of Preparatory) - by invitation..... |  |

# HERSCHEL ASSOCIATION

## MINUTES OF THE COUNCIL MEETING HELD IN THE SEMINAR ROOM

ON TUESDAY 3 MAY 2011 AT 17:00

Present: Mr C R Haw (In the Chair)  
Mr L Barlow  
Mrs L Dower  
Mr R Gamble  
Mr D J Gordon  
Mr S Harrison  
Mrs J Macdonald  
Mr N Macdonald  
Mrs D Miszewski  
Mrs D Paul-Diemont  
Prof A Watson  
Adv R T Williams

In attendance: Mr B E Probyn  
Mrs L Clarke  
Mrs B Heidmann  
Mr R Ramsbottom

### 1. WELCOME BY THE CHAIRMAN

Mr R Haw welcomed all the attendees. It was noted he would continue to act as Chairman until 10 August 2011. At the Annual General Meeting held immediately prior to this meeting Prof A Watson had been appointed Chairman with effect from that date.

### 2. CONFIRMATION OF MINUTES

The minutes of the meeting held on Monday 15 February 2011, having been circulated, were approved and signed by the Chairman as a correct record of the proceedings.

### 3. RE-ELECTION OF COUNCILLORS

The Chairman reported that at the Annual General Meeting held immediately prior to this Council meeting,

- Mr R Gamble
- Mr D Gordon
- Mr S Harrison
- Mr R Haw
- Mrs J Macdonald
- Mr N Macdonald
- Mrs D Paul-Diemont

had been duly re-elected as Councillors.

The first year of the two year term for Preparatory Parents Association representatives

- Mrs L Dower
- Mrs D Miszewski

was confirmed.

### 4. DEPUTY CHAIRMAN

It was noted that Mr L Barlow had been appointed as deputy Chairman at the Annual General Meeting.

## 5. MATTERS ARISING

The following matters arising since the last meeting were discussed

1. Archbishop Magoba as a Council member was confirmed
2. Council sub-committee representation was extensively discussed. An updated schedule would be sent to the Chairman for approval before being disseminated to members.
3. The criteria for Scholarship selection was extensive covered by the Head who noted that bar one exception all academic recipients were performing very well. The meeting extensively debated the merits of the grade 7 entrance exam. The Head said that the Educom meeting was the forum to decide on the worth of requiring Herschel grade 7's to write it.
4. Letter of appreciation to Michele Graham. Mr N Macdonald was thanked for the letter he had drafted, which was signed by Mr R Haw on behalf of Council
5. Mr S Harrison tabled the final Guide to Governance document which he had retrieved from Susan's files.
6. The building project would be separately discussed under the planning report and item 10.

## 6. REPORT OF HEAD OF PREPARATORY SCHOOL

Mrs B Heidmann tabled her report. She was thanked for her report which was noted and approved.

## 7. REPORT OF HEAD

The Head tabled his report. Although fundraising for The Field would be covered under item 10 he felt it right to raise the issue of naming rights and sponsorship in general as part of the funding package employed by the school. He sketched the merits and pitfalls of advertising and noted that he was acutely aware that it should not impact on parents or girls in their personal affairs. At the end of the day the quantum of the sponsorship versus the obligations imposed played a key role in the assessment. The meeting then discussed the matter in some detail. No decision was reached but the Head was given the mandate to have exploratory talks with prospective sponsors and report back to Council with any proposals before any decisions were taken. The Chairman undertook to contact Mike Bosman regarding advice on how to assess the norms offered for this type of advertising. The Head was thanked for his report which was noted and approved.

## 8. BUSINESS MANAGER'S REPORT

The Business Manager reported on the financial statements for the three months to 31 March 2011 which showed the finances were slightly ahead of budget. The Business Manager was thanked for his report and the accounts were noted and approved.

## 9. REPORTS

- The meeting noted the Planning report. The Field was dealt with separately under item 10. Finalisation of the Prep school building project with final cost and completion of the snag list is still awaited.
- The Marketing and Communications report was noted. The meeting felt that whilst the survey results were interesting the number of respondents were too low to make meaningful decisions based on them.
- The Human Resources report was noted. Mr S Harrison raised his concern about progress on compliance with the Equity Act reporting. After discussion the meeting approved the hiring of staff/consultants with the requisite expertise to get the job done, should this prove necessary.
- The Preparatory school PA minutes were noted.

10. THE FIELD BUILDING PROJECT

Mr D Gordon reported that The Field project was nearing completion, albeit a couple of weeks behind schedule and after a couple of technical glitches which were not for the schools account. He explained the cumbersome process that had to be followed to get City Council approval for the new lights, which appeared not to be any time soon. The Head reported on Fund raising to date where he expected donations and loans, net of prize costs, to exceed R1,5 million. The raffle draw was scheduled to take place on 17<sup>th</sup> May 2011

11. GENERAL

Mr L Barlow, on behalf of Council, thanked Mr R Haw for his eleven and a half years dedicated service to Herschel. He added that he secretly hoped that Rick would reflect on his decision and remain on Council with a less demanding role where his experience, wise counsel and expertise would continue to add value to the school.

12. DATE OF NEXT MEETING

Wednesday 10<sup>th</sup> August was confirmed as the date for the next Council meetings, again at 16:30.

The meeting closed at 19:25

Confirmed: ..... *A. Watson* ..... Date: *10 August 2011*

