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MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS.

ASSOCIATION HELD AT CAPE TOWN

ON FRIDAY 20TH MARCH 1931.

Present Mr. W. Duncan Baxter in the Chair.
Mr. Hankey & Revd. le Mesurier.
The Headmistress was also present.
Apologies for absence were received from
Mrs. Birt, Mrs. Baxter, and Mrs. van der Horst.

There being no quorum the meeting proceeded subject to confirmation at the next meeting.

MINUTES — The Minutes of the Meeting held on 19th December 1930 were confirmed and signed.

GENERAL PURPOSES COMMITTEE REPORT — The Report of the General Purposes Committee was submitted and adopted and it was resolved to give the General Purposes Committee power to act in regard to the purchase of the house opposite the school.

The Headmistress' Report was submitted and adopted.

There were 84 girls and 2 boys in the school of which 37 girls were boarders.

+ Maurice R. Capetor.
CONFIRMED.

June 1931. CHAIRMAN.

HERSCHEL,
CLAREMONT,
CAPE PROVINCE.

English Church Schools Association Incorporated.

Report by The Headmistress of Herschel to the Council - 20th March 1931.

Ladies and Gentlemen,

Archbishop. I wrote from the school a greeting to welcome Bishop Phelps on his appointment, seeing that he becomes, ipso facto, our Chairman. He wrote a very kind note in reply.

Numbers. There are 84 girls and 2 boys in the school at the moment. One left at half term, and three are away ill. There were 14 girls new this term. There are 37 girls in the house and (just for a few weeks) the two small brothers of one of them. Owing partly to the depression and partly for other reasons (parents moving etc.) there is provisional notice for several girls to leave. Two are coming back from overseas for next term, two more are due in July and there have been other enquiries.

Health. There has been no illness in the house this term.

Staff. Miss Hansen has come to help Miss Stafford. The teaching staff is as at the time of my last report. At the beginning of term Mrs Reid filled a gap while Miss Tunks recovered from Mumps, Mrs Aldous and Mrs Lunt till Miss Godby and Miss Pickett returned from overseas. Owing to the number of boarders in the house, 3 mistresses have rooms out now instead of one.

Work. Several parents have asked for teaching in elementary Physical Science. At present we have no suitable accommodation. Mr. Birt kindly came to give advice on the matter, but consideration of it has been postponed.

Buildings and Equipment. The estimate for the laying on of gas alone was over £180. The Store room near the kitchen, and boys' sanitary accommodation adjoining their cottage, are finished and in use. Some new items of furniture have been bought and our first Grand Piano has been ordered.

Charities. The school has (1) subscribed to the Mayor's Fund for the destitute this term, (2) sent donations to the Athlone Blind School, (3) held a stall and helped at the Fete for the Lady Buxton Home and (4) contributed to the House of Bethany Pound Day.

Examination Results. In December 2 girls completed their Matriculation, one gaining a 3rd with distinctions, winning a scholarship at the University for 4 years. Another candidate passed in the 3 subjects she took, 1 failed. In J.C. 2 passed and one girl, a German, failed in English. B. Booth came second in a Scholarship examination for Basutoland child There were 34 candidates. She gets £25 a year for 2 years.

REPORT OF GENERAL PURPOSES COMMITTEE FOR

MEETING OF COUNCIL 20TH MARCH 1931.

The Committee have met twice since the last meeting of the Council and report:-

1. That it has elected Lady Beattie as Chairwoman.

2. That it has temporarily authorized the renting of three rooms for mistresses at £9 per month and is considering the purchase of a house in the neighbourhood for this purpose, and ask the Council's authority to act.

3. That it has considered the question of teaching practical Science but has deferred consideration for the present.

4. That it has authorized the purchase of a piano at a cost of £115 and other small items of equipment, and dealt with question of remission of fees.

5. That is has been informed that a portion of the Hagger bequest will be received in the near future. 6 That it ~~and in this connection~~ is considering the question of instituting a Pension Fund for the teaching staff.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 19TH JUNE 1931.

Present His Grace the Archbishop in the Chair.

Mr. & Mrs. Duncan Baxter, Mr. Hankey and Revd. le Mesurier.

The Headmistress was also present.

Mrs. van der Horst sent an apology for absence.

MINUTES. The Minutes of the Meeting held on 20th March were confirmed and signed.

GENERAL PURPOSES COMMITTEE REPORT. The Report of the General Purposes Committee was submitted and arising out of the Report Mr. Baxter reported that the Committee had recommended a scheme for pensions based on that in force at the Diocesan College but the Special Committee on going further into the matter considered that it would not be suitable to a girls school and taking into account past experience of the length of service of the staff and was now considering a simple retiring bonus scheme based on a 5% contribution. The Archbishop thought that at the last Conference of Principals of Church Schools the question of a combined scheme was to be considered and it was resolved to make enquiries re in this regard. The Committee to then give further consideration to the matter and report.

The Headmistress' Report was submitted and adopted.

There were 64 girls in the school of which 42 girls were boarders, 2 or 3 temporarily.

CONFIRMED.

James R. Capetown

18 September 1931. CHAIRMAN.

REPORT OF GENERAL PURPOSES COMMITTEE FOR

COUNCIL MEETING 19TH JUNE 1931.

The Committee has met twice since the last Council meeting and reports that.

1. The House opposite the school of the late Mrs. Watkins was purchased for £1425 and that it had authorized expenditure for furniture of approximately £150. Electric plugs and Partitions and shelves £16.15. 0. and that the Mistresses were in residence there.

   In regard to residence it had resolved That one member of the Resident Staff - to be the most recently appointed Mistress of the Teaching Staff exclusive of the Vice Principal - must be resident in the Main Buildings unless otherwise decided by the Council.

2. That it approved of expenditure of £113. 2. 0. on a new fence which has since been erected: also £50 on furniture for the childrens sitting room: and sundry other expenditure on equipment of £11.10. 0.

3. That it had been decided to draft a new Prospectus.

4. That it submits herewith a draft of a Pension scheme which it recommends to the Council for approval.

5. That Lady Beattie had been granted 6 months leave and Mrs. Baxter appointed to act as Chairwoman of the Committee during her absence.

HERSCHEL,
CLAREMONT,
CAPE PROVINCE.

English Church Schools Associated Incorpotated.

Report of the Headmistress of Herschel to the Council June 1931.

Your Grace, as this is the first report I am making since your election, may I welcome you, in the name of the School, as our Chairman, and express the hope that although these early weeks since your enthronement have been so full, it may not be long before we may have you among us in a way that will allow you and the children to make each other's acquaintance properly.

Ladies and Gentlemen-

Numbers. There are 84 girls in the school, of whom half are at the moment in the house, though 2 or 3 only temporarily.

Health. The health of the school, I am thankful to say, continues very good,

Staff. Miss Lunt has joined the music staff, taking over all the classwork except Theory, which is still in Miss Plaistowe's hands. Everyone of this years candidates passed the examination in that subject.

Accommodation, Equipment etc. Those members of the resident staff now housed at Seafield much appreciate their new quarters and the trouble taken about the furnishing, with their resultant comfort.

The new Grand Piano seems quite satisfactory; the wire fence is a great improvement on the old pine one; the relief of the congestion in the house is a real boon, although we still seem very full; the revision of the prospectus is well in hand: we need some new photographs for it.

M. A. Ralph.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 18TH SEPTEMBER, 1931.

Present. His Grace the Archbishop in the Chair.

Mr. & Mrs. Duncan Baxter, Mr. Hankey & Professor Snape.

The Headmistress was also present.

MINUTES — The Minutes of the Meeting held on 19th June were confirmed and signed.

LEAVE OF ABSENCE — Mrs. Birt was granted three months leave of absence.

GENERAL PURPOSES COMMITTEE REPORT. — The Report of the General Purposes Committee was submitted and arising out of the Report Mr. Baxter reported that the Committee had since its Report received a report from the Sub-Committee appointed by Conference of Heads of Church Schools for a combined scheme, which proposed a scheme through the medium of an Insurance Society. The question was left in the hands of a Committee consisting of Mr. Baxter, Mr. Currey, Mr. Hankey and the Secretary with power to consult the staff.

PRINCIPALS REPORT. — The Headmistress' Report was submitted and adopted.

There were 87 girls in the school of which 37 girls were boarders; 3 girls were temporarily away owing to ill-health.

Arising out of the report: It was resolved that the prize giving be provisionally fixed for Friday 11th December at 10.30. a.m.

FUNDS AND EXPENDITURE — It was reported that there was about £1000 available for investment or repayment of the Mortgages Bond. The question of Capital Expenditure was raised particularly on installing partitions in the dormitories. Both of these matters were referred to the General Purposes Committee with power to act.

CONFIRMED.

W Duncan Baxter

December 1931. CHAIRMAN. 18/12/31

REPORT OF THE GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING 18th SEPTEMBER 1931.

The Committee has met three times since the last Council Meeting and Reports.

That it has accepted Miss Godby's resignation from the Staff and the appointment of a successor is under consideration.

That it had no definite information as to the proposed combined Pension Scheme for Church Schools.

That it recommended the Council to agree to an allowance of 10% on the fees for children of University Professors + lecturers and School Teachers.

HERSCHEL,
CLAREMONT,
CAPE PROVINCE.

English Church Schools Association Incd.

Report to the Council by the Headmistress of Herschel (3rd Quarter) 18th September 1931.

Your Grace, Ladies and Gentlemen,

Numbers. There are 87 children in the School, of whom 2 are new, and 37 are boarders. One left at the end of last term and 3 are away for the term, one on account of whooping cough, one owing to an emergency operation for appendicitis, and one because her people are temporarily resident in Pretoria. Several will be leaving at Christmas.

Health. For the first time in our history something like a small epidemic has visited the School, but chiefly

among

HERSCHEL,
CLAREMONT,
CAPE PROVINCE.

among the day girls. Whooping Cough has been all round us, and about a dozen children have succumbed - The two boarders who had to stay behind at the end of Term were taken home to Rhodesia on the 2nd by Miss Stafford who is not yet back.

Staff

Miss Pickett is also away for about 10 days accompanying Miss Finckin - Miss Parker (Mrs Gosden Hart) is understudying her meantime, and Miss Bell Miss Stafford.

Miss Godby sailed for England on the 20th August and her successor, Miss Lowe, arrived in the Carnarvon last Monday week. She seems keen and flexible and has qualifications which should prove very useful.

Library

Since my last report the Girls' Hostel, Athlone, was obliged to close, and Mrs Baxter very generously bought their complete library of £about 800 books and presented it to us.

Elections

At your Grace's request I have communicated with Mr Durant, the Diocesan Secretary for the Johannesburg Diocese, who had negotiations in hand for some scheme in which all the Church Schools of the Province might combine, and I have sent in his replies to the Ext. Committee appointed to deal with the matter.

Prospectus

Mrs Van der Horst and I redrafted the Prospectus and submitted it to the other members of the Committee - Mr Barton-Smith of Messrs Hortons has been out three times about the Journal, and made up a dummy which you may like to see.

Fabric

There has been a certain limited amount of trouble in the recent rains in two flat roofed rooms of the house - I append Mr Hulett's (of Natal Thrush) report, but it has not been possible to do anything yet as the region is still so damp.

Outside

For economy's sake I have let the Garden boys do up the Tennis Courts this year - We have also spent a great deal of time and energy on the Cricket field. That is to be the scene, tomorrow, of the Peninsula Girls Schools Union Inter-School Netball Tournament, beginning at 9.30 AM, and any members of the Council will be most welcome - the formal invitations are being issued

Work This Term before to-day: I should like to fix now the date and time for our closing in December, if Your Grace will tell me when it will be convenient for You, as we hope very much that You will preside.

The Examination Results Since my last report are as follows:- (a) London Matriculation - June. 1st Div. B F IVLDEN
(b) University of S. Africa - Music Practical, four failures (One in Violin and three in Piano forte) out of fifteen entries; One Candidate receiving sufficient marks for Honourable mention:

Higher Pianoforte	2	both passed.
" Violin	1	failed.
Lower Pianoforte	4	two passed; two failed.
" Violin	1	passed
Elementary Piano	7	Six passed; One failed

Training College Correspondence - received within these last two days, so that there has been no opportunity to Submit to the General Purposes Committee.
(a) Request to Co-operate in affording Opportunities for the Physical Culture Students to obtain practice teaching.
(b) Request that Miss Stanton should act on the Committee to conduct the practical examination in Physical Culture under the Department of Public Education in the 2nd week of December.

Shakespeare Play. The proceeds of the various performances

of

of "Twelfth Night" - £40-8-0 - which the Dean acknowledged, will go to found a trust called the "Church School Trust" in the Cathedral.

M. A. Raleph.

MINUTES OF SPECIAL MEETING OF THE COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

HELD AT CAPE TOWN ON THURSDAY 26th NOVEMBER 1931.

PRESENT. His Grace the Archbishop, in the Chair, Mrs. Baxter, Mrs. Thorne, Mrs. Van der Horst, W. Duncan Baxter, Hon. H.L. Currey, Revd. le Mesurier and the Secretary.

The Archbishop explained that the Committee appointed to draft a scheme for Retiring Allowances for the Staff had laid down that Teachers should retire at the age of 50 but might remain another two years at the request of the Council. The whole scheme would ordinarily come before the Council next month but in view of the fact that Miss Ralph proposed to take the holiday trip to England and as this principle affected her position it was felt that, if the Council adopted it, she should know her position before she left.

After discussion it was resolved:

That every Mistress shall resign her post at the end of the year in which she attains the age of 50 years, but at the request of the Council she may remain a further two years.

It was further ~~resolved~~ agreed: W.D.B

That Miss Ralph be asked to remain in her present position till the end of 1932 and that she be informed that the Council will give its sympathetic consideration to granting her an allowance to be paid at the pleasure of the Council.

Mr. Baxter, Mr. Currey and the Secretary were appointed to draft a letter to Miss Ralph and Mrs. van der Horst undertook to inform her verbally of the position - the Archbishop being unable to do so owing to his departure from Cape Town.

CONFIRMED.

W.D. Baxter

DECEMBER 1931. CHAIRMAN.

18/12/31

MINUTES OF MEETING OF THE COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.) HELD AT CAPE TOWN ON FRIDAY 18TH DECEMBER, 1931.

PRESENT. Mr. W. Duncan Baxter, in the Chairm. Mrs. Baxter, Mrs. Thorne, Mrs. Van der Horst, Revd. le Mesurier. The Headmistress was also present.

The Minutes of Meeting of 18th September and 26th November 1931 were confirmed and signed.

Revd. Mr. le Mesurier gave notice to review and rescind the resolution of the Meeting of 18th November as follows

> That every Mistress shall resign her post at the end of the year in which she attains the age of 50 years, but at the request of the Council she may remain a further two years.

and that he would move the same resolution deleting "a further two years" and substituting "for a further period". Subject to the above notice it was resolved on the motion of the Chairman seconded by Mrs. van der Horst that the Rules for Retiring Allowances as circulated be adopted. The Headmistres raised some questions as to the Rules and was assured that the grounds of her retirement at the end of 1932 was due to the Retiring Rules and that she would have the option of contributing to the Fund until such time as the Council came to a decision as to the amount to be voted her on retirement.

The Report of the General Purposes Committee was submitted and adopted.

The Principals Report was submitted and adopted.

The Annual Accounts as at 30th September 1931 and Report were submitted and adopted.

CONFIRMED.

+ Hamet R Capetown.

March 18. 1932.

CHAIRMAN.

REPORT OF GENERAL PURPOSES COMMITTEE.

The Committee has met twice since the last Meeting of the Council and report.

1. That it has agreed to bear half the exchange on fees for boarding, Tuition and compulsory extras for S Rhodesian pupils but has notified parents that if they have income accruing in the Union it expects them to pay in full. (This course has been adopted by the Diocesan College and St. Andrews).

2. That it has authorized.

   (a) The rental of a site for a double Bathing Box at St. James at a cost of £6 p.a. and the erection of a Bathing Box £75.

   (b) The acdeptance of a tender of £48 for painting.

   (c) Repairs to the Sleeping Balcony Floor at a net cost of £22.15. 0.

   (d) The purchase of a refrigerator at a cost of £127.16. 0. and name plate for the entrance.

   (e) Payment of £750 in reduction of the Bond reducing it to £6,000.

3. That it had resolved to replace Miss de Vere (part time Mistress) on the Staff as it was considered she had too much other work outside the work at the School.

4. That it had dealt with other minor matters of administration.

English Church Schools Association Incorporated.

Report to the Council at Herschel by the Headmistress. December 1931.

(Your Grace) Ladies and Gentlemen,

A very brief review of the year will suffice.

Numbers. There have been approximately 84 children at the school throughout the year, with a certain number of individual coming and going. Fifteen, so far as I know now, have left, seven house and eight day. Six who have been away for various reasons are fully expected back, and 10 or a dozen new are entered.

Health. Whooping cough has interfered with the work of some children this year: other illnesses have been isolated cases and chiefly in day girls' own homes.

Staff. Miss Godby left in August: she and Miss de Vere are engaged to be married; Miss Lunt part-time Music Mistress joined the Staff and Miss Cowie M.A., Glasgow came in September; Miss Nancy Currey has been giving Speech-work lessons to Form iii downwards through out the year and Miss Goldblatt Afrikaans lessons for Matric: since June. She or someone else will probably be needed for next year too. Miss Jeffreys is no longer allowed to teach. Miss Tunks and Miss Plaistowe were ill for the last month of term. Mrs. Reid and Mrs. Goyen Hart came to help about their work. Miss Plaistowe and Miss Stanton have gone to England on the "Winchester" excursion and hope to be back on Monday 8th February.

Work. The 4 to 5 French hour is to be done away with. The matter of Practical Science teaching is still in abeyance.
For the best arrabgement of Forms next year a new Mistress will be required.
Examination Results as in Magazine No 6 pages 11 and 12.

Improvements. This year we have acquired

A Staff Cottage.
a Grand Piano.

a good wire fence round part of the grounds.
An Electric Refriferator. Some good new reference books, besides the gift of the Astra Library. A site on St. James Beach where Withinshaws have built us a bathing box nearly finished.
Also -- part of the cold water system was repiped last year and some remains to be done.
The concrete of the big balcony is being re-done. Amroot has done one lot of painting and submits a further contract.
We expect Starck's workmen to begin partitioning the big dressing room at any time.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

The Committee(consisting of Mr. Baxter, Hon. H.L.Currey, Mr. Hankey and the Secretary) submit for the consideration of the Council, a scheme for Retiring Allowances of the Staff.

On the basis of enclosed draft a Mistress (Senior) starting at £180 p.a. and £10 increase per annum, would receive calculating interest at 5% p.a.

At the end of 3 years (her own contributions and interest)	£	42
" " " " 1st term after 3 years		70
" " " " " " 4 years		113
" " " " 5 years		158
" " " " 10 "		425
" " " " 15 "		806
" " " " 20 " approximately		1315

Under the Insurance Scheme suggested by the Heads of Church Schools and Colleges a Mistress on a contribution fixed at £24 p.a. from age of 25 would receive in 30 years with disability benefits £1425 on a pension of £102, without disability benefits £1471 or a pension of £105. If death took place prior to that date the Assurance would be £742 or £766 respectively plus bonuses. (Note £24 invested each year at 5% at the end of 30 years would amount to £1594).

The Committee submitted both schemes to the Staff, and thereafter met members of the Staff who welcomed, and were unanimously in favour of the proposals suggested for Retiring Allowances.

THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Rules for Retiring Allowance.

DEFINITION. 1. These rules shall apply to every full time Mistress on the Teaching Staff at Herschel School, Claremont, and any other members of the Staff the Council may from time to time admit.

RATE OF CONTRIBUTIONS. 2. From and after 1st January 1932 there shall be deducted from the salary of each Mistress a sum equivalent to 5% of the teaching salary reckoned on a non-resident basis (for the purpose of calculating the total salary £75 per annum shall be added to the teaching salary of resident Mistresses) and such sum shall be credited to her account.

The Council will set aside an equivalent sum (viz. 5%) for the first three years thereafter rising by ½% each year till it reaches a maximum of 7½%.

PAYMENT TO MISTRESS ON LEAVING. 3. If a Mistress leave the School the amounts deducted from her salary shall be repaid to her plus interest and in addition

(1) If she has completed more than 3 years service she shall receive 50% of the amount set aside by the Council on her behalf plus interest.

(2) If she has completed more than 4 years service she shall receive 75% of the amount set aside by the Council on her behalf plus interest.

(3) If she has completed 5 years service she shall receive the whole of the amount set aside by the Council on her behalf plus interest.

MISTRESS' ON STAFF PRIOR TO 1932. 4. It shall be optional for every Mistress on the Staff who commenced her service prior to 1932 to contribute.

Should she elect to do so she may at her option, contribute from the date of her appointment in which case the Council will contribute on the basis laid down in Clause 2 and her service for the purpose of Section 3 shall be calculated from the date of her appointment; Interest on such contributions shall be calculated from date of payment by the Mistress.

5. Every Mistress shall resign her post at the end of the year in which she attains the age of 50 years, but at request of the Council she may remain a further two years.

RIGHTS OF THE COUNCIL RETAINED.

6. Nothing in these rules shall interfere with any of the rights of the Council and particularly with its right to dispense with the services of any Mistress included under this scheme or to call upon her to resign.

We the undersigned on behalf of the Council of the English Church Schools Association (Incorporated) accept the foregoing Rules and we agree to be bound by them.

)

Members of Council.)

)

Secretary.

Teachers. Date contributions to commence.

ENGLISH CHURCH SCHOOLS ASSOCIATION (Incorporated).

NOTICE TO MEMBERS.

Notice is hereby given that the ANNUAL GENERAL MEETING of Members will be held at the Church House, Cape Town, on Friday, 18th December, 1931, at 4.30. p.m. for the following purposes:-

(1) Transacting the business of the Association.

(2) Receiving the Accounts, with the Auditors' Report thereon and the Report of the Council on the past year's transactions and return of the Members elected to fill vacancies on the Council in place of Members who retire by rotation.

(3) Filling vacancies on the Council.

(4) Electing an Auditor or Auditors and fixing the remuneration.

(5) Discussing questions indidental to the Association and its Members.

Cecil Kilpin.

SECRETARY.

Sun Building,
CAPE TOWN.
30th November 1931.

MINUTES OF ANNUAL GENERAL MEETING OF
MEMBERS HELD AT CAPE TOWN ON
FRIDAY 18TH DECEMBER 1931.

PRESENT. Mr. W. Duncan Baxter, in the Chair.
Mrs. Baxter, Mrs. Thorne, Mrs. Van der Horst,
Miss Ralph, Revd. le Mesurier, & C. Kilpin.
The Archbishop, Mr. Currey and Mrs. Birt sent
apologies for absence.

The Notice convening the Meeting was submitted.

The Balance Sheet and Profit and Loss Account to 30th September 1931 with the Report of the Auditors were submitted and adopted.

Mrs. Phelphs, Mrs. Robertson, Dean Lavis and Mr. R.E. de Beer nominated by the Archbishop were elected to fill vacancies and Mr. and Mrs. Baxter nominated by a member ~~were~~ re-elected. WDB

There being no other nominations the above were declared duly elected.

The remaining vacancy to be filled by members was left to the Council to fill.

The retiring Auditors, Messrs. E.R. Syfret & Co. were re-elected and the fee for the past audit fixed at £12.12. 0.

A true record of the proceedings.

W Duncan Baxter

18/3/1932. CHAIRMAN.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCOR.) HELD AT CAPE TOWN ON FRIDAY 18TH MARCH, 1932.

PRESENT. His Grace the Archbishop.

Lady Beattie, Mrs. Baxter, Mrs. Phelps, Mrs. Robertson, the Co-adjutor Bishop, Rev. le Mesurier, H. de Beer and W. Duncan Baxter.

The Headmistress was also present.

The Archbishop welcomed the new members of the Council.

The Minutes of the previous meeting were confirmed and signed.

A letter from Mr. Currey resigning as a member of the Council was read. His resignation was accepted with regret and the Secretary asked to convey the Council's thanks to him for his past services.

The Reports of the General Purposes Committee were submitted and adopted.
Arising out of the Reports it was resolved that Mr. Hankey be elected a member of the Committee and that the remaining vacancy be held over and that paragraph 2 of the supplementary report be subject to withdrawal on a terms notice.

The Headmistress' Report was submitted.

The Headmistress then withdrew and the question of a successor was discussed.

It was decided to advertise in South Africa and England and to appoint a Committee in London to report on applications made there.

Other matters in regard to qualifications salary etc. were discussed generally and it was decided to leave the preliminary arrangements in the hands of the General Purposes Committee together with the Archbishop.

Mr. le Mesurier moved the notice in his name amending the Provident Fund Rules to read,

> That every Mistress shall resign her post at the end of the year in which she attains the age of 50 years but at the request of the Council she may remain for a further period.

Mr. de Beer seconded and the motion was carried unanimously.

CONFIRMED.

+ Raymond R. Capetown.

17 JUNE 1932. CHAIRMAN.

REPORT OF GENERAL PURPOSES COMMITTEE FOR

COUNCIL MEETING 18TH MARCH 1932.

The Committee has met once since the last meeting of the Council and report that

1. ~~That~~ it has dealt with applications for reduction of fees , withdrawals etc.
2. That owing to the number of provisional notices from Rhodesians it is considering the question of the Council undertaking to pay the whole exchange on tuition fees.
3. That it had granted Miss Plaistowe leave without pay for the terms and decided that she should contribute to the Provident Fund for that period on her return.
4. That Miss Stafford was contributing to the Provident Fund and this would require the Council's approval.

(A further meeting of the Committee is to be held on 17th March)

ADDITIONAL REPORT OF GENERAL PURPOSES

COMMITTEE FOR COUNCIL MEETING 18TH MARCH, 1932.

The Committee met on 17th March and reports

1. That it recommends the Council to agree to bear all the exchange of Rhodesian parents on tuition fees as from 1st January 1932 instead of one-half as originally approved. This proviso is the subject to withdrawal on a terms notice
2. That provisional notice had been given to Miss Watermeyer but on the Headmistress' recommendation it has withdrawn and has deferred consideration in the case of Miss Stanton who had also been given provisional notice.
3. That it had appointed Miss McGavin to the permanent Staff.
4. That Mrs. Van der Horst had resigned from the Committee and had suggested the appointment of Mrs. Thorne, and owing to Mr. Currey's resignation from the Council there were two vacancies on the Committee.

English Church Schools Association, Incorptd,.

Report by the Headmistress of Herschel to the Council.

18th. March 1932.

NUMBERS: There are 85 children in the school, of whom 33 are in the house. 7 or 8 are leaving at the end of the term, 5 of them for England, 4 (of the latter) only temporarily. There is provisional notice for several more.

There are 14 new children this term, two under the 10% reduction for Teachers and Professors' daughters; 17 left last term. Three are away temporarily.

HEALTH. Still very good.

STAFF. Mdlle de Vère married Mr. Lanham during the Christmas holidays. She is taking shorter hours this term and will discontinue her teaching here as from the end of it. Miss Plaistowe is still away on a term's leave, owing to her Mother's sudden death. Miss Montgomery is doing her work temporarily.

Miss McGAVIN came at the beginning of term to meet the needs of a new form, and with a view to taking over a good deal of the French, which she is already teaching the beginners. She has also in the meantime been giving lessons in Shorthand to two senior non-examinees.

Miss Currey, who has been a visiting mistress for junior speech work, will not be needed next term but some

-one probably will be wanted for afternoon supervision, when Miss Mc Gavin takes more of the French.

Miss Goldblatt is teaching Afrikaans to one Matriculation and 2 Junior Certificate Candidates. There is no Violin teaching in the school at present.

WORK. The results of the December public examinations were poor. One Matriculation Candidate completed her certificate under New Regulations, two failed. Three out of eight candidates obtained Junior Certificates. This was known to be a very weak set, but that has not prevented us from exploring the various means of raising the work to a higher standard. The formation of an extra form- Remove- in the middle school, should be a valuable help, and we now have three forms synchronized for Arithmetic, which has been a serious stumbling block. Besides this, recourse has been had to numerical marks, and a system of fortnightly reports to be seen and sighed by the parents. It is hoped that the spirit of competition thus fostered, as well as the parental cooperation will be instrumental in keeping up to the mark any who might incline to be slack.

BUILDINGS. and EQUIPT. The largest dressing room has been divided up into 16 sections. The latter are not large, but quite conveniently fitted and the teak partitions are a great improvement on curtains. The work was done by Starck's. The old iron bedsteads have been replaced by new ones of the divan type but fitted with head pieces. All mattresses have been remade.

The installation of a capacious General Electric refrigator has been a real boon; an Electric Stove would be another, and is highly desirable.

At long last, after many attempts, we have a bathing box at St James. This has been a great want, in spite of much kindness from Mrs Levy and others.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.) HELD AT CAPE TOWN ON FRIDAY, 17TH JUNE 1932.

PRESENT. His Grace the Archbishop in the Chair.

Mrs. Baxter, Lady Beattie, Mrs. Phelps, Mrs. Robertson, W. Duncan Baxter, H.A. Hankey, Revd. T.G. le Mesurier, and Professor Snape.

The Headmistress was also present.

MINUTES. The Minutes of the previous meeting were confirmed and signed.

MR. SYFRET. A letter from Mr. E.R. Syfret was read stating that owing to the fact that he was unable to keep in touch with the School he wished to retire from the Council. It was resolved to ask Mr. Syfret to continue to act even though he was unable to attend meetings and to express the Council's appreciation of his services in the past.

The Report of the General Purposes Committee was submitted and adopted.

Lady Beattie stated that she had suggested to the London Committee that Miss Strudwick, Highmistress of St. Pauls School would be willing to advise it in the academic side if necessary.

The Headmistress' Report was submitted.

Consequent of the Report.

The question of repairs to buildings and post cards for the Prospectus' were referred to the General Purposes Committee.

Miss Ralph retired and Professor Snape raised the question of the allowance to be paid her on retirement. The matter was referred to the General Purposes Committee for report to a Special Meeting to be called in regard to the appointment of the new Headmistress.

CONFIRMED.

W Duncan Baxter

CHAIRMAN.

16th SEPTEMBER 1932.

ENGLISH CHURCH SCHOOLS ASSOCIATION INCORPORATED.

REPORT OF GENERAL PURPOSES COMMITTEE FOR
COUNCIL MEETING 17TH JUNE 1932.

The Committee has met twice since the last Council Meeting and has to report:-

1. That it has advertised for Applicants for the post of Headmistress in South Africa and in England. That it arranged for a Committee in London consisting of Mrs. Carter, Miss Wolseley Lewis and Bishop Nash to receive and report on the applications. On representations from the London Committee that the salary be £700 instead of £600 it had been decided to advertise as "initial Salary £600" and it had been explained to the London Committee that an increase would be dependent on the growth of the School and the state of its finances.

2. That it had resolved that Miss Stanton's services be terminated at the end of the current year.

3. That other minor matters of detail in regard to fees, time of day girls leaving etc. had been dealt with.

English Church Schools Association. Incorpd.

Report to the Council By the Headmistress of Herschel, Claremont, Cape. 17th June 1932.

Your Grace, Ladies and Gentlemen,

NUMBERS. There are 75 children in the school, 30 in the house, 45 day scholars. Of the 11 who have left since the last Council meeting, 7 have already gone to England and 2 more are sailing quite soon. Of the remaining two, one is away for a term on account of health requiring special treatment, and the other may possibly also come back next term.

HEALTH. There was a case of jaundice at the beginning of the term, and on Monday 6th. June, a small day girl in Form 111 was declared to have developed Scarlet Fever in her own home. The health of the school otherwise has been good.

STAFF. Miss Plaistowe has resumed work and residence. Miss Stafford, Wynberg Hospital, Tonsils. Operated on last Thursday, 14th June. The Staff has agreed to contribute, on the basis of the voluntary levy, to the Mayor's Fund for the relief of the unemployed. Miss Clogg is ill with jaundice, Dr. Murray says.

WORK Dr. Murray is giving a course of lessons in First Aid. There is an increasing demand for the teaching of shorthand.

(2). Miss MC Gavin gave lessons in it last term when she was not very busy, to two seniors who were not examinees and were supposed to be leaving. One of them has stayed on apparently largely because she could get the shorthand without leaving.

ACCOMMODATION. Although with the present space and furniture we could take more children, every room is in use as, (owing to Miss Plaistowe's return) Miss Mc Gavin is now sleeping in the house, and owing to the new form created last term the K.G (who cannot work out of doors very much at present) have to be in one of the upstair front rooms.

Buildings. The roof, in spite of all previous efforts to make it water-proof, leaked badly, chiefly at joins, in the recent heavy rains.

Photographs. Miss Cowie (with Mr C's loaned camera) + Mr Norrie have taken a good many from among the best of which we have sent 21 different views sent to Lady Baxter. [Capetimes postcards?]

Thursday evening. We have had a great deal of trouble on Wed. + today with water pipes. The plumber says new pipes are needed - preferably copper. I asked about this months ago. This time the Council's meter, even, was choked out of action, and one or more sections of pipe as well.

MINUTES OF SPECIAL MEETING OF THE COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD) HELD AT CAPE TOWN ON WEDNESDAY 31ST AUGUST, 1932.

PRESENT. His Grace the Archbishop in the Chair.
Mrs. Baxter, Lady Beattie, Mrs. Birt, Mrs. Phelps, Mrs. Robertson, Mrs. Thorne, Mrs. Van der Horst, The Co-adjutor Bishop, Mr. Duncan Baxter, R. E. de Beer H.A. Hankey, Rev. T. le Mesurier, Professor Snape.

The Archbishop explained that this was a special meeting called to deal with the appointment of a Headmistress and a retiring allowance to Miss Ralph.

Lady Beattie reported that the General Purposes Committee together with the Archbishop, to whom the appointment of a Headmistress had been referred for report, had met four times (21st July, 12th, 20th and 31st August) and had considered four applications selected by the Committee in England and seventeen from South Africa. It had asked Miss H. Robinson to come from Durban for a personal interview which took place on 20th August and recommended that Miss Robinson B.A. F.L.S. Sec. Teachers' Diploma, be appointed as from 15th June 1933 at an initial salary of £600 and that the position in regard to increases and the position generally be explained to her; further that Miss Ralph be asked to continue as Headmistress till 15th June. Lady Beattie explained the position in detail and stated that Miss Robinson had been given an assurance that if appointed, the Council would be prepared to spend further capital in the improvement of buildings and equipment which she considered was essential.

The question was raised as to whether the members of the Council should not have an opportunity of examining the applications before coming to a decision

and it was resolved on the conclusion of the business of the meeting to adjourn to Friday 2nd September at 3 p.m. in order that the applications could be inspected at the Secretary's office.

The Report of the Committee on a Retiring Allowance to Miss Ralph was submitted and adopted and Lady Beattie undertook to convey the Report to Miss Ralph and explain the details.

CONFIRMED.

W. Duncan Sachs

CHAIRMAN

16/9/1932

CONFIDENTIAL.

REPORT OF COMMITTEE.

Retiring Allowance to Miss Ralph.

Miss Ralph will have completed eleven years service on her retirement. Her salary during the whole period has been £600 p.a. plus board at say £75, a total of £675 p.a.

Until recently there has been no provision for retiring allowances, and at the time of appointment, the salary was fixed at £600 plus board in the knowledge that no retiring allowance was involved.

This salary is considerably higher than the salaries paid by the Education Department in the Cape in girls schools. The highest salary paid under its scale for High Schools is as follows:-

High Schools with 200 pupils above Standard 6	£500.10. - 600
High Schools with 100-200 pupils above Standard 6	£450.10. - 550
High Schools with under 100 pupils above Standard 6	£400.10. - 500

In secondary schools with 20 pupils in Standards 7 and 8 the salary is £350.10. - 450
if less than 20 pupils in Stds. 7 and 8 £310.10. - 410

Herschel has never had more than 90 pupils and most of them have been in the lower standards.

Under the Herschel Retiring Allowance Scheme recently adopted, under which the age for retirement was fixed, Miss Ralph has the right of contributing arrear contributions amounting to £371. 5. 0. and if she does do so, the Council will pay £472.10.0.

A teacher under the Education Department with 11 years service would seem to be entitled to a pension of £125 but would have contributed towards it with interest approximately £300.

A Civil Servant with similar service would be entitled to 11/60ths of £675 equal to £133.15. 0. but would have contributed half the annual contributions during the period of service.

In consideration of Miss Ralph's special service to the school and in view of the fact that no age for retirement had been laid down, the Committee recommends that Miss Ralph be granted the option of:-

(a) Paying the arrears to the Schools Retiring Allowance Scheme which would entitle her to the Council's contribution of £472.10. 0 and that in addition an amount of £60 per annum be paid to her quarterly for a period of seven years. That thereafter the grant of £60 per annum or such sum as the Council may fix, be continued at the discretion of the Council and that Miss Ralph be informed that there is no intention of withdrawing or reducing the grant after the seven years have elapsed unless either such step should

in/

in the opinion of the Council, be rendered imperative by the financial position of the School.

or (b) That she forego the option given her of contributing to the Retiring Allowance Scheme and that she be paid an amount of £100 per annum to be paid to her quarterly for a period of seven years. That thereafter the grant of £100 per annum or such other sum as the Council may fix, be continued at the discretion of the Council and that Miss Ralph be informed that there is no intention of withdrawing or reducing the grant after the seven years have elapsed unless either such step should in the opinion of the Council, be rendered imperative by the financial position of the School,

and that in either case the Council grant her an honorarium of £200.

ADJOURNED MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 2ND SEPTEMBER, 1932.

PRESENT. His Grace the Archbishop in the chair.
Lady Beattie, Mrs. Baxter, Mrs. Phelps, Mrs. Thorne, W. Duncan Baxter, Bishop Lavis, and Professor Snape, Mrs. Birt, Mrs. Robertson and Mr. Hankey sent apologies for absence but asked that their vote be recorded for Miss Robinson. Mrs Van der Horst also sent an apology for absence.

Lady Beattie, for the information of those members who were not on the Selection Committee, outlined the procedure adopted by the Committee and moved,

That Miss H. Robinson be appointed Headmistress of Herschel as from 15th June, 1933.

Mrs. Thorne seconded and the resolution was carried unanimously.

The Council at the previous meeting having expressed a wish that the Secretary in conjunction with Mr. Baxter draft a letter to Miss Robinson, a draft letter was submitted and, subject to a minor amendment, approved.

It was resolved to telegraph Miss Robinson at once.

Lady Beattie undertook to ask Miss Ralph to remain when Miss Robinson had accepted the post

It was resolved to convey the Councils appreciation of their services to the Committee in London - Mrs. Carter, Miss Wolseley Lewis and Bishop Nash: further that unsuccessful applicants be notified that an appointment had been made.

CONFIRMED

16/9/32

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

Report to the Council from the Headmistress of Herschel, Claremont, Cape. September 16th. 1932.

Your Grace - or Mr. Chairman - Ladies And Gentlemen -,

Numbers. There are 72 children in the School at present, but several more are due back from Overseas presently. Seven left last term, 4 for overseas, and the other 3 for family reasons. There are 30 boarders this term - Two are going overseas in November - just after half-term.

Health. We were very fortunate again this winter in the house, especially as Scarlet Fever, Mumps and Influenza were known to be in the immediate neighbourhood. (We had 2 cases of the last)

Examinations in Piano. Of 11 candidates examined in August, 3 failed, 8 passed, 3 of them obtaining Honourable Mention.

Staff. Miss Brace, Miss Cowie, Miss Stanton and Miss Tunks have handed in their resignations for the end of this term.

Buildings. Hot water pipes have been rebewed in copper. The roof has leaked pretty badly in several places during the recent heavy rains.

MINUTES OF MEETING OF COUNCIL OF ENGLISH

CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN

ON FRIDAY 16TH SEPTEMBER, 1932.

PRESENT. Mr. W. Duncan Baxter in the Chair.
Lady Beattie, Mrs. Birt, Mrs. Robertson, Mrs. Thorne, Bishop Lavis, Rev. le Mesurier, Professor Snape.
The Headmistress was also present.

MINUTES. The Minutes of Meeting held on 17th June and Special Meetings on 31st August and 2nd September were confirmed and signed.

HEADMISTRESS' REPORT. The Headmistress' Report was submitted reporting inter alia the resignation of Miss Brace, Miss Stanton Miss Tunks, and Miss Cowie.

Lady Beattie reported that apart from ordinary routine the General Purposes Committee had discussed the resignations from the Staff. As requested by the Council she had interviewed Miss Ralph in regard to her retiring allowance and the question of her carrying on till Miss Robinson took over. The Committee had thereafter discussed these matters with Miss Ralph who had promised to give her decision to the Council to-day.

Miss Ralph stated she wished to do what was best for the School but wished to point out the difficulties.

After considerable discussion the whole question was referred to the General Purposes Committee together with the Archbishop with power to act.

CONFIRMED.

Marcus R. Phelps
Archbishop of Capetown

21st December, 1932. CHAIRMAN.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN.

HELD AT CAPE TOWN ON WEDNESDAY 21ST DECEMBER 1932.

PRESENT. His Grace the Archbishop in the Chair.

Mrs. Baxter, Mrs. Phelps, Mrs. Van der Horst, W. Duncan Baxter, H.A. Hankey, Bishop Lavis, Canon le Mesurier and Professor Snape.

Apologies for absence were received from Lady Beattie, Mrs. Birt and Mrs. Thorne.

MINUTES. The Minutes of Meeting held on 16th September 1932 were confirmed and signed.

GENERAL PURPOSES COMMITTEE REPORT. The Report of the General Purposes Committee was submitted and adopted.

It was resolved that Miss Robinson be authorized to engage a Mistress overseas for Science (if possible combined with Geography) to replace Miss Morrison & Miss Ball both appointed temporarily for 1st term and that the Committee be given general authority to make any necessary appointments on the Staff.

A further report from the sub-Committee in regard to an allowance to sisters in the case of day-girls was submitted. The sub-Committee reported that a sum of £108 would be involved and recommended that no change be made until there was a general revision of fees which was comtemplated when Miss Robinson took over.

It was reported that Miss Robinson was sailing for England on 23rd instant.

The Archbishop read a letter from Mr. Moffat in regard to fees outstanding. It was resolved that the fees be not written off but left in abeyance and that they should be paid if Mr. Moffat found himself in a position to do so.

The report and accounts to 30th September 1932 were adopted. CONFIRMED.

Rawson R. Capetown

24 MARCH 1933. CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

REPORT OF GENERAL PURPOSES COMMITTEE FOR COUNCIL MEETING

DECEMBER 1932.

The Committee have met five times since the last meeting of Council and has to report:

1. That in consultation with Miss Robinson it had arranged with Miss Ralph to carry on till the end of the 1st term 1933 (when Miss Robinson had agreed to take over) and the Committee's grateful thanks had been conveyed to Miss Ralph for helping the Council over this difficult period.

That Miss Ralph had accepted the first alternative for a retiring allowance viz. £60 p.a. and that in response to her request it had authorized the payment of £672.10.0. to her in order to assist her by obtaining the present high rate of exchange in transferring the money.

2. That it had sent a circular to all parents and members of Council in regard to the arrangements made.

3. That Miss McGavin and Miss Plaistowe had resigned for family and ill health reasons and their resignations had been accepted from the end of the year.

4. That it had appointed Miss Willis (Music) as Second Mistress at £250 p.a. resident (after circularizing the members of Council).

That Miss Jenkins had been appointed Games Mistress and Miss Sampson (Senior History, Latin and some English) and Miss Ball (Geography etc.) and Miss H. Morrison (Science) at £180 p.a. resident - the last two named temporarily for the 1st term.

That other part time appointments had been left to Miss Ralph to arrange.

5. That it had resolved that the 1st term should commence on 16th February and end on 28th April and the second term commence on 19th May.

6. That a report would be submitted on extending the 10% reduction to sisters of day girls.

7. That it had authorized expenditure of £69.3.11. for repairs to the roof.

8. That it had dealt with other minor domestic matters.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

REPORT ON ALLOWANCES TO SISTERS.

An allowance is made of 10% on fees of boarders i.e. the fees are reduced for both girls.

If over 12 from £126 to £113. 8. 0.

" under 12 " £120.15. 0. " £108.13. 6.

No allowance is made for day-girls.

The fees for day girls are over 12 £52.10. 0. under 12 £44.2.0. and ~~from~~ for Kindergarten £18.18.0. and on those at present in the school and entered for 1933 the fees amount to £1083.12.0.

If a reduction were made of 10% for both it would amount to £108. 7. 0. or if only for the second girl £48.14. 0.

At Bishops the allowance is 10% on the boarding fees for the second boy only (or any other brothers) and on the tuition fees £2. 2. 0. for 2nd boy, £4.4.0. for third, £6.6.0. for fourth - the fees are boarding College £66 and tuition £33.12. 0. and Preparatory £62 and tuition £29.8.0. and a charge for lunch which is optional of £12.12.0.

The comparison is therefore (including lunch)

Boarders.	Herschel.	D.College.
Seniors 1st brother or sister	£ 126. 0. 0.	£ 99.12. 0.
Juniors "	120.15. 0.	91. 8. 0.
Seniors for 2 girls or boys	226.16. 0.	190.10. 0.
Juniors "	217. 7. 0.	174.10. 0.
Day Scholars.		
Seniors 1st brother or sister	52.10. 0.	46. 4. 0.
Juniors "	44. 2. 0.	42. 0. 0.
Seniors for 2 girls or boys	105. 0. 0.	90. 6. 0.
Juniors "	88. 4. 0.	81.18. 0.

The.....

The Committee recommends that no change be made unless there is a ~~formal~~ general revision of fees.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS HELD AT CAPE TOWN ON WEDNESDAY 21ST DECEMBER 1932.

PRESENT. His Grace the Archbishop in the Chair.

Mrs. Baxter, Mrs. Phelps, Mrs. Van der Horst, W. Duncan Baxter, H.A. Hankey, Bishop Lavis, Canon le Mesurier, Professor Snape and C. Kilpin.

The Notice convening the Meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September 1932 and the Report of the Auditors were submitted and adopted.

Mr. H.A. Hankey, Canon T.G. le Mesurier nominated by the Archbishop and Professor Snape and Mrs. Thorne nominated by a member were re-elected on the Council. Mr. Baxter moved and it was resolved that Professor W.F. Grant be elected to fill one of the vacancies on the Council.

The retiring Auditors Messrs. E.R. Syfret & Co. were re-elected and the fee for the past audit fixed at £12.12. 0.

A true record of the proceedings.

+ Gerard R. Capetown

CHAIRMAN.

March 24
1933.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN.

HELD AT CAPE TOWN ON FRIDAY, 24TH MARCH, 1933.

PRESENT. His Grace the Archbishop in the Chair.
Lady Beattie, Mrs. Baxter, Mrs. Phelps, Mrs. Robertson, Mrs. Thorne, R.E. de Beer, Professor Grant, H.A. Hankey, Bishop Lavis, Canon le Mesurier.
The Headmistress was also present.
Apologies for absence were received from Mr. Baxter and Professor Snape.

The Minutes of the previous meeting were confirmed and signed.

The Report of the General Purposes Committee was submitted and adopted. Arising out of the Report it was resolved:-

1. That the question of a retiring allowance to Miss Stafford be referred to the General Purposes Committee for report after consultation with ~~the Finance Committee~~ (Mr. Baxter, Mr. Hankey and the Treasurer).

It was further resolved that the ~~Finance~~ Committee be requested to consider the question of supplying information as to the financial position from time to time for the information of members of the Council.

2. That in view of the report of the Headmistress, the question of dispensing with the services of Miss Goldblatt (Afrikaans) be referred back to the Committee for sympathetic consideration.

3. That the Report of a Sub-committee (Lady Beattie, Mrs. Baxter and Mrs. Birt) recommending the appointment of Miss Symes as Matron on a monthly basis at a salary of £10 per month, be confirmed.

4. It was further reported that Miss Robinson had appointed Miss Dickenson on the Staff (Geography).

It was resolved that, in view of the resignation of Hon. H.L. Currey and Mr. E.R. Syfret, Mr. de Beer and Mr. Hankey be substituted as the members of the Council authorized to sign cheques - cheques in future, therefore, to be signed by the Treasurer and countersigned by Mr. Baxter, Mr. de Beer or Mr. Hankey.

The Headmistress' Report was submitted. Arising out of the report it was resolved:-

1. That the notice given by Mr. Handley be accepted.

2. That Mr. Wallace's daughter be charged fees pro-rata for the period she attends the school.

CONFIRMED.

F. W. Rawes.

CHAIRMAN.

JUNE 1933.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

Report of General Purposes Committee for Council Meeting March 1933.

The Committee have met twice since the last meeting of the Council and have to report:-

1. That Miss Stafford had resigned her post as from 15th May. Miss Robinson had been communicated with and advertisements had been inserted calling for applications for the post of matron with nursing experience at a salary of £120.

2. That it had given Miss Watermeyer one terms notice as from the beginning of the first term.

3. That it received a report that a ~~report~~ wrong syllabus had been used for the teaching of Afrikaans by a part time mistress and that it recommended that her services be dispensed with as soon as possible and that the Headmistress report on the matter to the Council.

4. That it had asked Miss Morrison (Science and Mathematics) who had been engaged for the first term to continue on the staff for the second term.

5. That it had dealt with other minor matters in connection with the Staff.

English Church Schools AssociatedIncorporated.

Report to the Council by the Headmistress,

Herschel, Claremont. Cape.
24th. March 1933.

Your Grace, Ladies and Gentlemen,

When it was decided that I might be absent from the last Council Meeting, I went up to Johannesburg to attend the Conference of Heads of Church Schools, held at S. John's College on the 17th, 18th and 19th Dec. Both the gathering itself and the proceedings were of great interest, and I have brought my copy of the Minutes in case anyone would like to glance through it. This is the first time I have been able to attend the Conference, as its date has always previously clashed with that of the Annual Council Meeting, but as the next is to be held at the Diocesan College Rondebosch, that difficulty will be obviated.

Numbers. We began this term with 65 children on the Register, 19 in the house and 46 Day Girls. Five were new and 15 had left. Since then one boarder who went Overseas in November has come back, but 2 day girls have just left. Notice had been given for them to leave at the end of the term in any case; they are joining their father in Johannesburg. A boarder(M. Parry) is leaving at the end of the month, and for the end of the term definite notice has been given for 3 boarders and 5 day-girls, while provisional notice has been given for several more.

Fees. In the case of Mr. Handley, whose notice for Judith came late in February, I have to ask whether it can be accepted as adequate. Another matter of fees arises in the case of C. Wallace (notice early in March for July. Coming back 1934. ? fees next term pro-rata.) M. de Beer Remedials - Shorthand.

Staff and Work. The Misses Ball, Jenkins, Morrison and Sampson are all in residence and the work of the school is going forward. Miss Pickett and Miss Ball both sail for England at the end of next month. Miss Morrison will, I hope, be here next term. Miss Riva Cooper has asked for a term's leave of absence in order to do two further courses of study overseas. I have sent her letter to Miss Robinson, together with the papers of Miss Bakewell, a possible stop-gap. Mrs. Goyen-Hart(Miss Parker) is taking half a dozen piano pupils, as in view of Miss Willis's prospective arrival it seemed better not to appoint anyone new for the term in Miss Plaistowe's place. Miss Lunt and Miss Pickett between them are teaching all the remaining piano pupils, and Miss Clegg has been good enough to share with the latter the playing for prayers. Miss van Vuuren B.A. (U.C.T) at present in her 5th year at College where she is reading for her M.A. in the subject, is taking the 2 Matriculation candidates in German, during the absence of Miss Weinlig who has had to go to Europe for 6 months. Miss Howes has come back and resumed her special dancing classes.

There were no Matriculation candidates last December and of the 6 girls who attempted the Departmental Junior Certificate, 2 were known to bevery weak. 5 passed, and at the meeting of the C.P.C., on the 6th. February Mrs. Baxter asked me if it were true that the one who failed had been given the wrong Afrikaans set books. As it was the first time I had heard of it, I was astounded, but naturally made enquiries both of the candidate and the mistress at the earliest opportunity, not that it made any difference to the former's chance of passing. Miss Goldblatt wrote me a letter about it which I sent on to Lady Beattie, and I am informed that at a subsequent meeting of the C.P.C., it was decided to recommend to the Council that Miss Goldblatt's services be dispensed with as soon as possible. This step would, I consider, be detrimental to the 2 remaining Afrikaans pupils, both expecting to write outside examinations in Dec.—

(2) both are making good progress and one of them was successful last year in the Lower Taalbond under Miss Goldblatt's excellent tuition. It took a long time and much trouble to find her and she would be exceedingly difficult to replace, quite apart from the matter of interruption during an examination year.
Miss Stafford has resigned her post as from the end of this term, but has offered to stay for a week after Miss Robinson arrives in case she can be of any use to her.

MINUTES OF SPECIAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 28TH APRIL, 1933.

PRESENT: His Grace the Archbishop in the Chair.
Lady Beattie, Mrs. Baxter, Mrs. Birt, Mrs. Phelps, Mrs. Thorne, W. Duncan Baxter, H.A. Hankey, Bishop Lavis, Canon le Mesurier and Professor Snape.
Mr. de Beer sent an apology for absence.

The Archbishop stated that the coming period would be a critical one in the history of the School and that, if the Council wished it, he was prepared for some months to act on the General Purposes Committee.

The Council welcomed the suggestion and conveyed its thanks to His Grace.

In view of coming absences of several members, Professor Grant was also elected a member of the Committee.

Lady Beattie reported that the ladies of the General Purposes Committee were arranging for furnishing the necessary rooms for Miss Robinson, and expenditure in this connection was authorized.

The Report of the General Purposes Committee in regard to Miss Stafford was submitted and unanimously adopted. It was decided to record that both the special payments to Miss Ralph and Miss Stafford were in the nature of special consideration in very special circumstances and were not to be regarded as a precedent in the future.

Lady Beattie reported that the General Purposes Committee had reconsidered the position of Miss Goldblatt and had resolved to leave the matter to Miss Robinson to decide. This decision had been conveyed to Miss Goldblatt who had asked to be relieved of her duties at the end of the term and the Committee had agreed to this.

The Committee's action was confirmed.

It was resolved that the Archbishop draft and forward to Miss Ralph and Miss Stafford an expression of the Council's appreciation for their past service and its good wishes for their future.

CONFIRMED.

S. C. Cape

1933. June 16 1933 CHAIRMAN.

The General Purposes Committee submit herewith a confidential copy of the audited accounts for 1932 together with the Report of the Council and also an estimate of the Profit and Loss for the year 1933.

The Committee has considered the question of an allowance to Miss Stafford and reports:-

That the Rules for Retiring Allowances apply only to full time Mistresses on the Teaching Staff but provides that any other members of the Staff may be admitted by the Council and, in view of Miss Stafford's special services, the Council accorded her this privilege.

That on retirement, Miss Stafford will receive £343.11. 0. representing the Council's contribution £186.10.11., her own contribution £143. 9. 4. and interest £13.10. 9.

That Miss Stafford was originally paid a salary of £150 p.a. resident and that for the past 8 years this has risen by £10 p.a. to £230 p.a. and that this salary is considerably higher than that usually paid for a similar post elsewhere.

That Miss Stafford is leaving of her own accord.

In view of the very special fact that Miss Stafford has been on the Staff of the School since its inauguration, the Committee would ask the Council, in spite of the financial position, to consider whether it could not vote her a sum of £75, representing approximately one term's leave on full pay, in recognition of her valuable and loyal services.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

ESTIMATED PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDING 30TH SEPTEMBER, 1933.

1932.			1932.		
				Fees	
3022. 0. 0.	Salaries	2800. 0. 0	6189. 0. 0.	Tuition & Board	4550. 0. 0
936. 0. 0.	Provisions	700. 0. 0	703. 0. 0.	Extras, Music etc.	575. 0. 0
696. 0. 0.	Domestic Charges	600. 0. 0	102. 0. 0.	Sundry Revenue	75. 0. 0
351. 0. 0.	Interest on Bond	300. 0. 0	396. 0. 0.	Interest	365. 0. 0
271. 0. 0.	Depreciation	235. 0. 0	72. 0. 0.	Arrear Interest	
194. 0. 0.	Rates, Taxes & Insurance	195. 0. 0		Loss	700. 0. 0
16. 0. 0.	Advertising	15. 0. 0			
287. 0. 0.	Repairs & Painting	150. 0. 0			
247. 0. 0.	Grounds	230. 0. 0			
51. 0. 0.	Sundries	50. 0. 0			
252. 0. 0.	Rhodesian Exchange	150. 0. 0			
54. 0. 0.	Expenses, new Headmistress				
	Honorarium to Miss Ralph	200. 0. 0			
378. 0. 0.	Pension Contributions including in arrear salaries Miss Ralph & others less refunds.	425. 0. 0			
222. 0. 0.	Administration	215. 0. 0			
485. 0. 0.	Profit				
7462. 0. 0.		6265. 0. 0	7462. 0. 0		6265. 0. 0

NOTES: Sundries are divided in 1933 into Ordinary and Domestic and allowance and an approximate adjustment of 240 has been made in the 1932 figures.

The amount of estimated expenditure in 1933 above which can be regarded as non-recurrent is approximately.

Arrear Pension Contributions	325. 0. 0.
Honorarium	200. 0. 0.
Rhodesian Exchange	150. 0. 0.
	675. 0. 0.

and on the other hand, if large Capital Expenditure is incurred the interest revenue will decrease.
Fees are based on the actual revenue for two quarters and estimated for the third.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 16TH JUNE, 1933.

PRESENT: Bishop Lavis in the Chair.
Lady Beattie, Mrs. Birt, Mrs. Robertson, W. Duncan Baxter, R.E. de Beer, Professor Snape.
The Headmistress (Miss Robinson) was also present.
Apologies for absence were received from Mrs. Baxter, Professor Grant, and Canon le Mesurier.

The Minutes of the previous ordinary meeting of 24th March and of the Special Meeting of 28th April were confirmed and signed.

Letters were read from Mrs. Thorne and Mrs. van der Horst resigning their seats from the Council. Resolved to accept their resignations and to thank them for their past services.

The General Purposes Committee report was submitted and adopted and it was reported that the Secretary had arranged to take over the accounts and that Miss Hill had accepted the post on the Staff.

The Headmistress' Report was submitted and adopted. Arising out of the Report it was resolved:-

1. That invitations be issued to parents to meet the Headmistress, in the name of the Council.
2. That increases be authorised to Miss Taylor to £12.10. 0. per month, to Miss Sharp to £10 per month, the appointments to be of a temporary nature.
3. That the suggestions in regard to the Kindergarten be approved in principle and that the appointments of the Staff and fees to be charged to be referred to the General Purposes Committee with power to act.
4. That the purchase of apparatus for the gymnasium be also referred to the Committee with power to act.

5. That the question of rebates for the daughters of clergy and of reverting to 4 terms in the year be also referred to the Committee for Report.

Leave of absence was granted to Mr. and Mrs. Baxter for five months.

+ Isaac R. Capelan.

CONFIRMED.

CHAIRMAN.

Sept. 22 1933.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

Report of General Purposes Committee for Council Meeting 16th June, 1933.

The Committee have met once since the last meeting of the Council and have to report:-

1. That it had rearranged the rooms to be occupied by Miss Robinson and had authorised the purchase of the necessary furniture.

2. That Miss Robinson had raised the question of the keeping of the accounts and asked to be relieved of all responsibility, and that the Treasurer had been asked to discuss and arrange the matter with her.

3. That it had authorised Miss Robinson to engage Miss Hill (Maths & Latin) at a salary of £250 p.a. resident and to make other temporary arrangements in regard to the Staff.

Report for Council Meeting. June 16th 1933.

My Lord, Ladies & Gentleman,

Miss Wilkie & I arrived at Herschel on May 8th & we shall always be grateful to Miss Stafford for all she did for us & for the school during the week before she left. She was most helpful in every way, & all the domestic arrangements were left in most excellent order.

The Council will remember that the Matriculation Mistress, Miss Waberweyer left at the end of last term & that it had been arranged that Miss Morrison, already on the Staff as Science Mistress, should take her place, leaving all the Senior Science for me. The Council I think did not realise that Miss Waberweyer had also taken the Senior Latin which Miss Morrison could not take. When I arrived a week before term began there had been no arrangement made for the Matriculation Latin. Since there was no-one on the Staff who had time to take it Miss Finkelstein I was compelled to engage an outsider, who comes in 2 afternoons a week to do the work with the Matriculation & pre-Matriculation classes. Miss F. agreed to come at the rate of 5/- an hour.

Miss Van Vuren was also engaged to take the work in German & Afrikaans taken in the previous term by Miss Sarah Golablatt. She has 1 German pupil, & 4 pupils for Afrikaans.

Miss Ball also left at the end of last term. She had taken Geography, but had also taught French to all the classes in the Lower & Middle School. Miss Dickerson was appointed from overseas to replace Miss Ball as Geography specialist. Miss Dickerson is very well qualified, she has an Arts Degree of Edinburgh, a Teacher's Diploma of London Univ. having trained at the Maria Grey Training College. She has also

the Geography Diploma of the Univ. of Oxford. She has appointed at a salary of £130 resident, to teach Geography principally & to help with English & Mathematics in the Middle School.

Two full-time Staff left, Mrs Ball & Miss Waterweger, so for only one full-time staff has been appointed in their places. I have to engage Mlle Howa to take the Junior French

Up to the beginning of this term the Matriculation & pre-Matriculation candidates had been taught together. This was a very bad arrangement from every point of view, most unfair to the candidates of both years & to the staff responsible for the Examination work. I separated the classes for all their Examination work. This of course meant doubling the periods which the Senior Staff spent with the Upper & Lower VI^th. This fact together with other heavy one Staff short means that the present Staff is inadequate to do all the teaching which should be done. Especially is this true of the work in the Preparatory School. In addition to taking the 4 Senior Forms for Science I am myself taking classes in the Junior School because there is no one else free to take them. Everybody is working up to the hilt, & I have no opportunity during school-hours to see Staff, or parents or girls, or for the general supervision of the whole School which is so necessary to its well-being. I was compelled to ask Miss Taylor & Miss Sharp, previously employed only in the mornings, to help with the Preparatory School in the afternoons. I want to ask for an increase in their salary, since they are doing a great many hours extra work.
Miss Taylor at present receiving £10 a month.
Miss Sharp., £7.10 a month.

In my opinion the arrangements for the Preparatory School — Forms I & IV inclusive

+ for the Kindergarten are very unsatisfactory. The children in that part of the School are not getting adequate instruction or sufficiently thorough training.

I strongly recommend to the Council that a fully qualified Kindergarten Mistress be appointed as soon as possible, + that Miss Taylor at present in charge of the K.G., who has no qualifications for that work, but who is well-qualified for Preparatory School work, be appointed as a full-time staff to be in charge of either Form III or Form IV + to help with any of the Prep. School subjects.

I feel very definitely that unless we can strengthen our K.G. + Prep. School work we stand in grave danger of losing this part of our School altogether.

We ought to have a Kindergarten of at least 20 to 30 children. This would feed our Preparatory School, where the foundations of good work, + a good school spirit should be laid.

I ask therefore for permission to appoint as soon as possible a well-qualified K.G. Staff.

Suggestion that it might be wise for the present to reduce the K.G fee to £12 a year.

Miss Hill at present Senior Mathematics Mistress at the Durban Girls College has accepted the post of Senior Maths. + Latin (at a salary of £250 resident) which the Council authorised me to offer her. Owing to the 4-term School year in Durban it may not be possible for her to leave until the end of their 3rd quarter - making her a little late for the beginning of the 3rd term at Heroldal. There is a possibility of her being released from there at the end of August, but cannot say definitely at present.

Is there any possibility of an increased reduction of fees for the daughters of clergymen?

The question of school-terms. Would it be advisable for Herschel to keep the same terms + holidays as Bishop's

The 'At Home'.

The outlook of the building very badly in need of paint + whitewash. Gardens v. very untidy. I have engaged another boy temporarily, the present 2 boys + whom one spends 3 mornings a week which does not enough to keep garden + playing field, tennis + net-ball courts in order.

Mrs Jenkins too asked for some apparatus for the gymnasium, + has given me a list of apparatus she thinks essential.

Herschel very sadly in need of a Science Room. ~~The~~ Promises of one now 3½ long unfulfilled. - a school of 11 yrs standing + expected to be a well-equipped modern school should provide its pupils with adequate equipment in this respect as soon as ever it is possible.

Also proper facilities should be given for the study of Arts + Crafts, by providing as soon as possible an Art Room + a full-time Art Mistress.

Some facility should also be given as soon as possible for the girls to take Domestic Science.

Robinson.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 22ND SEPTEMBER, 1933.

PRESENT. His Grace the Archbishop in the Chair.
Lady Beattie, Mrs. Phelps, Mrs. Robertson, Professor Grant, H.A. Hankey, Canon le Mesurier and Professor Snape.
The Headmistress was also present.
An apology for absence was received from Mrs. Birt.

The Minutes of the previous meeting were confirmed and signed.

Mr. Hutchinson of the Western Province Preparatory School having circularized the Council, attended the Meeting to ask for the Council's support in regard to the question of three terms in the year which they were endeavouring to extend to other schools. After discussion Mr. Hutchinson retired. A letter and Memorandum on the subject from Mrs. Birt was read.

It was resolved to inform Mr. Hutchinson that Herschel School had three terms and that the question of a change had not officially arisen.

A letter from Mr. de Beer resigning his seat on the Council was read. Mr. de Beer's resignation was accepted and the Secretary was asked to convey the Council's appreciation for his past services.

It was resolved that the Archbishop be appointed to sign cheques in the place of Mr. de Beer, the members of the Council now authorized to sign being Mr. Duncan Baxter, Mr. Hankey and the Archbishop.

The Secretary reported that the South African Mutual had agreed to reduce the interest on the Mortgage Bond of £5,000 from 6% to 5% from the 6th October 1933.

A letter from Mrs. M. Spilhaus was read in regard to the School in general, particularly in regard to new buildings and fees.

It was reported that the Headmistress was going into the question of building extensions with the architects and it was resolved that the matter be referred to the General Purposes Committee to deal with as soon as possible, the opinion being expressed that the question of providing proper up-to-date facilities was extremely urgent.

The Headmistress' Report was submitted and adopted. Ariging out of the Report, it was resolved that the Headmistress be authorised to engage a mistress for French on a non-resident basis of £250 and for Art at £220 per annum. A Grant of £5 a term to the Library was also approved.

CONFIRMED.

+ Raward Capetown

CHAIRMAN.

Dec, 15th 1933.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

Report by the Headmistress of Herschel to the Council - 22nd Sept. 1933.

Your Grace, Ladies and Gentlemen,

Appointment of K.G. Mistress. At the General Purposes Committee Meeting held at Herschel on Monday June 19th, permission was given me to proceed with the appointment of a Froebel-trained Mistress to take entire charge of the Kindergarten Department, freeing Miss Taylor to take charge of a class in the Preparatory School.

The post was advertised, Miss Marjorie Sadd, an old girl of Roedean School, England trained at the Rochampton Froebel Training College, with 7 years good school experience and very strongly recommended to me by Mrs. Thereon Lawrence of Roedean School Johannesburg - was appointed. She arrived from England in time for the beginning of the new term. She has a delightful personality, a very nice speaking voice, she is very keen about her work in the Kindergarten, she is taking handwork in the Preparatory School and helping with other work in the Senior School, all of which is helping very much towards the general efficiency of the School.

Sports. Inter House Netball Match. Cup was won by Jagger House.

Very successful netball season - unbeaten record. Very pleased with our victory over the visiting team of Pretoria High School.

We lost in the Inter School Tournament held the day after School began. Our teams had had no practice.

Very good beginning has been made at Hockey, the girls have much enjoyed having a second winter game. I hope very much that when our numbers increase, we may perhaps have Lacrosse as well.

Term ended August 9th.

Pupils left. We lost six pupils, all of whom have gone to England. C. Wallace is away for a term overseas. C. McKinlay absent through ill-health.

Visitors. During the holidays the School was visited by Sir Frank Dyson, former Astronomer Royal, who has promised us a photograph of Sir William Herschel from the Observatory Greenwich.

Dr. Park Ross, assistant Medical Officer of Health for the Union, visited the School and expressed his approval. He visited kitchens and inspected everything. Very pleased with the sleeping balconies. Isolation wing.

School crest or badge. Letters from Sir John Herschel and his sister Miss Herschel.

Donation to Library. Could the Council give us a regular grant of £3 p.a. £4 a term?

General. Recommended urgently needed changes. I have now had one term at Herschel and have begun the second. The Staff assure me that in the matter of discipline, they hardly recognize the School. This term the girls have settled down straight away to work and their attitude towards it is entirely different. The Staff is working with interest. They are happy and are giving me loyal support in all the changes which I wish to make. They are unanimous in their expression of the improvement in the tone of the school and in the

attitude of the girls towards their work.

I feel that this is satisfactory, and as it should be, but this internal improvement does not reach the ears of the public and I feel that something must be done and done immediately to attract the attention of the public, and to give them confidence in the School.

Some members of the Council will have read a letter received by the Chairman from Mrs Lutie Spilhaus.

After having been 3 months in Cape Town, I feel that that letter expresses the opinion not only of parents but of others who have told me that they have and that other people have their eyes on Herschel. I feel very strongly that there are some changes which it is absolutely imperative should be made at once.

(1) Girls who come to Herschel with a talent on the side of Art or Crafts have no facilities whatever offered to them. We must have a full-time Art Mistress who can take this subject regularly throughout the School. Mrs. Spilhaus' comment on the lack of Art and Handcraft instruction is very true.

(2) French, the one foreigh language in which Herschel is supposed to specialise and which all parents wish their children to learn is at present a dead language. Miss Clegg, the English Mistress, who has been carrying on and doing quite satisfactory examination work in French, has more than enough to do with her English. Parents on all sides complain of the lack of spoken French. We need a French woman, who will make the subject live. I know of someone already in South Africa who could be free to come to us in January and I beg permission from the Council to allow me to appoint Mlle. Le Petit for February. She is an outstanding personality, known to Sir C. Beattie and to Professor Inskip of the University. The latter said that he thought she would be eminently suitable for the work at Herschel.

I think that it would be a tragedy if we missed the opportunity of getting someone so excellent for this most important part of our work.

Mlle. Le Petit's appointment to the Staff would be an attraction and I think it would help us greatly if I were able soon to announce publicly her appointment. However, it is not merely this - there is the further point that if these two subjects French and English, so important in the Herschel School should each be given their proper importance in order that the work in each be properly done and thoroughly and efficiently taught, this appointment must be made.

I should like permission also to appoint an Art Mistress in January.

Another part of Mrs. Spilhaus' letter with which I entirely agree is that Herschel should be prepared to offer Bursaries to meet special cases (other Schools do this, Bishops, Roedean, Michaelhouse) I noticed the Advertisement for Michaelhouse. You would know possibly that the Dean of Cape Town is anxious to send his two daughters to us - they are children whom I should like to have at Herschel - intelligent children who will do the School credit. Is Herschel a Church School and in Cape Town is to be unwilling to do at least as much for them as Roedean, which made special arrangements to meet their case ?

(3) Further I do hope soon that it will be possible to proceed with the long-talked of buildings. A Science room we must have, the School should never have been started (as recently as only 12 years ago) without one, the same applies to the Room for Art and Crafts. Up to now it has been possible to take Botany in the Matriculation Exam, ~~but from the Exam~~, but from the Examination of 1935 onwards, Physics and Chemistry are a compulsory part of even the Botany syllabus. This will mean that unless we can promise parents that the in the very near future, a Science Room will be provided, the girls will have to go elsewhere to schools which are adequately equipped.

I have said that I think things at Herschel are going satisfactorily, but I do assure you, Ladies and Gentlemen, that I am very gravely concerned about the future, and I should like to impress on you all this afternoon as strongly as I can, that my

efforts will be of little avail unless the changes I suggest are carried out, and further carried out immediately. Time is short, I should like to have permission this afternoon from this Meeting,

(1) to advertise the School,
(2) to proceed at once with the question of Scholarships to meet special cases,
(3) and most important of all, permission at least to make these two appointments.

ENGLISH CHURCH SCHOOLS ASSOCIATION (Incorporated).

NOTICE TO MEMBERS.

Notice is hereby given that the ANNUAL GENERAL MEETING of Members will be held at the Church House, Cape Town, on FRIDAY, 15th DECEMBER, 1933, at 4.30 p.m. for the following purposes:-

(1) Transacting the business of the Association.

(2) Receiving the Accounts, with the Auditors' Report thereon and the Report of the Council on the past year's transactions and return of the Members elected to fill vacancies on the Council in place of Members who retire by rotation.

(3) Filling vacancies on the Council.

(4) Electing an Auditor or Auditors and fixing the remuneration.

(5) Discussing questions incidental to the Association and its Members.

Cecil Kilpin,

SECRETARY.

Sun Building,
CAPE TOWN,
28th November, 1933.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 15TH DECEMBER 1933.

PRESENT: His Grace the Archbishop in the Chair.
Lady Beattie, Mrs. Baxter, Mrs. Birt, Mrs. Phelps, Mrs. Robertson, Mr. Baxter, Professor Grant, Bishop Lavis, Canon le Mesurier and Professor Snape.
The Headmistress was also present.

The Minutes of the previous meeting were confirmed and signed.

Mr. Hankey was granted four months leave of absence.

The Report of the General Purposes Committee was submitted and adopted. Arising out of the Report it was resolved:-

(1) That Messrs. Babbs & Labdon be appointed quantity Surveyors provided they can complete the work within a reasonable time; that the General Purposes Committee be given power to accept a tender for the proposed buildings provided it is within a reasonable figure of the estimate, and that it be empowered to appoint a sub-committee to confer with the Architects.
Mr. Walgate being in attendance submitted a plan for completion of the buildings as follows:-

Library Block, estimated cost	£2800
New Verandah to Old Block estimated cost	600

Resolved to defer consideration of these buildings.

(2) The appointments of Mrs. Morris (Art) at £220 pls. and Mdlle. Lepetit (French) £250 both non-resident, were confirmed.

Owing to the postponement of the prize-giving, Miss Robinson was asked to interview the Cape Times in order to advertise the extensions to buildings, etc. It was also resolved to advertise in the Union and Rhodesia up to an amount of £40.

CONFIRMED.

CHAIRMAN.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 15TH DECEMBER, 1933.

PRESENT: His Grace the Archbishop in the Chair.
Lady Beattie, Mrs. Baxter, Mrs. Birt, Mrs. Phelps, Mrs. Robertson, Mr. Baxter, Professor Grant, Bishop Lavis, Canon le Mesurier and Professor Snape.

The Notice convening the Meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September 1933 and the Report of the Auditors were submitted and adopted.

Mrs. Birt and Mrs. Phelps nominated by the Archbishop and Lady Beattie nominated by a member were elected on the Council. The filling of the remaining vacancies was left over.

The retiring Auditors Messrs. E.R. Syfret & Co. were re-elected and the fee for the past audit fixed at £12.12. 0.

A true record of the proceedings.

CHAIRMAN.

1934.

MINUTES OF SPECIAL MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON THURSDAY, 28TH DECEMBER 1933.

PRESENT: His Grace the Archbishop in the Chair.
Mrs. Baxter, Mrs. Birt, Mrs. Robertson, W. Duncan Baxter, Professor Grant, Canon le Mesurier and Professor Snape.
The Headmistress was also present.
Mrs. Phelps and Bishop Lavis sent apologies for absence.

The Archbishop reported on his interview with the South African Advertising Contractors Ltd. and read a letter from them in regard to advertising.

It was resolved to advertise in the following papers:- Cape Times, Cape Argus, Star, Bulawayo Chronicle, D.F. Advertiser, Friend, Natal Mercury, Rhodesian Herald (Salisbury) and a Windhoek paper, 3 insertions one each week single column 4", at a cost of approximately £40.

It was reported that the Western Province Preparatory School had decided to change to four terms a year and it was resolved for the convenience of parents, that Herschel adopt the four quarters a year as from the beginning of 1934, and that a circular be sent to parents.

It was resolved that a reduction of 10% be allowed on daygirls fees for two or more sisters as is at present allowed in the case of boarders.

The question of allowances in special cases was referred to the General Purposes Committee for consideration.

CONFIRMED.

F. W. Lavis
CHAIRMAN.

March, 1934.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

MINUTES OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL SCHOOL ON FRIDAY 24TH NOVEMBER 1933.

PRESENT. His Grace the Archbishop (in the Chair), Lady Beattie, Mrs. Baxter, W. Duncan Baxter, Professor Grant, H.A. Hankey and C. Kilpin.

The Headmistress was also present.

Mrs. Birt sent an apology for absence.

The minutes of the previous meeting were confirmed and signed.

A letter from Messrs. Walgate & Elsworth dated 10th November was read, submitting plans for proposed buildings, as follows:-

Old Building, estimated cost	150. 0. 0.
Science Block, estimated cost (including £425 for fittings)	3670. 0. 0.
Kindergarten, estimated cost	2700. 0. 0.
Extra Classroom	1020. 0. 0.
Total (exclusive of Architects Fees)	£7540. 0. 0.

Mr. Walgate, being in attendance, explained the details of the plans. The Treasurer outlined the financial position.

It was resolved to authorise the architect to proceed with the necessary plans and specifications with a view to calling for tenders, and that a report be submitted to the Council at its meeting on the 15th December.

The Headmistress reported that she had appointed Mrs. Morris to the post of Arts Mistress.

It was resolved to separate the fees for lunches, etc. from the tuition fee for daygirls, the Headmistress to further consider the whole question of fees charged.

CONFIRMED.

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

Circular to Members of Council.

Invitations having been issued for the Distribution of Prizes at Herschel on 16th March, it has been decided to cancel the ordinary Council Meeting which would ordinarily have been held on that day.

The General Purposes Committee have met since the last Council Meeting and accepted a tender from Messrs. F. Forster & Co. for £7,986 for the new buildings. The estimate which was before the Council was £7,540 but two rooms have since been added and some equipment is included in this contract which were not included in the estimate. The building is being proceeded with.

The S.A. Mutual have agreed to advance a further £3,000 on mortgage when required, which will bring the total Bond up to £8,000.

The estimated loss for the financial year ending 30th September 1934 of £2,000 was based on the fees for Third Term of 1933. Basing the remainder of the year on the figures for the First Term of this year, the fees which will accrue will be £4,000 instead of £3,800 - the apparent increase being due to the change from three to four terms.

The numbers compare as follows:-

	3rd Term 1933.	1st Term 1934.
Boarders	14.	13
Day Girls	33	35
Kindergarten	5	14
	52	62

Basing the salaries on the figure up to the present, there would seem to have been an overestimate of about £200.

CECIL KILPIN.

Secretary.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 15TH JUNE 1934.

PRESENT: Bishop Lavis in the Chair.
Lady Beattie, Mrs. Baxter, Mrs. Birt, Mrs. Robertson, Mr. Baxter, Mr. Hankey, Canon le Mesurier and Professor Snape.
The Headmistress was also present.
Professor Grant sent an apology for absence.

The Minutes of Meeting of 15th December 1933 and of Special Meeting of 28th December were confirmed and signed.

The Financial Statement (attached) was submitted.

The Report of the General Purposes Committee was submitted and adopted. The Committee reported

1. That it had accepted a tender for £7986 from Messrs. J. Forster & Co.

2. That it had decided that an application for increase in salary from Miss Jenkins be not acceded to.

3. That it had agreed that it was advisable as a matter of policy to give a number of Special Bursaries and that these be limited to three with a maximum of 50% reduction in fees and that they be awarded by the Chairman in consultation with the Headmistress.

4. That it had appointed a Committee (the Archbishop alternate Mr. Baxter, Lady Beattie, Professor Grant and the Secretary) to consider a revision of the Provident Fund Rules.

Mr. W. Duncan Baxter was appointed a Trustee in the place of the late Mr. J.W. Jagger and Bishop Lavis elected as a Council nominee.

It was reported that the S.A. Mutual had agreed to advance an additional £3,000 on mortgage.

RESOLVED: That as SECURITY for the Loan of THREE THOUSAND POUNDS (£3,000) which the Association has borrowed from THE SOUTH AFRICAN MUTUAL LIFE ASSURANCE SOCIETY (additional to the existing loan of £6,750, now reduced to £5,000) the Association's landed property at Claremont, more fully described in Deed of Transfer No: 6631 dated 14th July 1921, be mortgaged to the said Society as a FIRST Mortgage to rank pari passu with the existing Bond No: 5001 dated 14th July 1921, under the following terms and conditions:-

1. The Bond to contain the usual £100 costs clause.
2. That it provides for payment of interest at 5% per annum from the date the money is advanced, payable half yearly on the 30th day of June and 31st day of December in each year.
3. That the Fire Policy be re-ceded as Additional Security.
4. That a Notarial Bond over the Association's movable property be passed as Additional Security to the said Special Mortgage Bond.

It was further resolved that

Syfret's Trust Company, Limited
The Right Reverend Sidney Warren Lavis
William Duncan Baxter

in their capacity as 3 of the Trustees be authorized to sign powers of attorney to pass the above bonds and any other documents necessary in connection with the loan on behalf of the Association in terms of Article 44 of the Company's Articles of Association.

The Headmistress' Report was submitted and the recommendation to appoint a teacher for Domestic Science at £200 p.a. was approved.

CONFIRMED.

T. B. Davis.

September, 1934. CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

FINANCIAL REPORT.

Numbers in School.

	1st Term 1934	2nd Term 1934.
Boarders	13	15
Day Girls	35	36
Kindergarten	14	16
	62	67

Less

Estimated loss for year ending 30th September 1934 £1300. This would be about £300 more but for the fact that the year includes one term on the 3 term basis and 3 terms on the four term basis.

Cash Funds.

The cash funds are approximately as follows:-

Cash and Investments at 30th September last	£8036
Premium Durban Stock	164
	8200
less Loss estimated	1300
	£6900

Amount to be advanced by S.A. Mutual £3000 will make £9500 available. Contract for buildings plus architects fees amounts to £8500 apart from additional equipment required.

CECIL KILPIN.

Treasurer.

Report for Council Meeting June 15th 1934.

The Council will remember that in my Report on Speech Day. March 16th I said that Miss Clegg & Miss Sampson were leaving at the end of the Quarter.

Miss Clegg was succeeded by Miss Margaret Bond B.A. (1st Class English Latin. Rhodes Univ. College. Secondary Teacher's Diploma. Univ. of Stellenbosch.) as English Specialist, to take Middle School Latin, & Afrikaans. Salary £150 resident.

Miss Sampson was succeeded by Miss Shepherd, for 7 yrs on the Staff of the Durban Girls' College, as History Specialist. Miss Shepherd was educated at St. Margaret's, Bushey, & Cherwell Hall, Oxford. She has the Cambridge Higher Local Certificate in English, History, French, Latin, & Mathematics, & the Cambridge Teachers Certificate.

Miss Shepherd is Senior History Mistress & Head & is helping with Junior & Middle School, English. Salary £180 per annum, resident.

The School is now well-staffed, & there is a very marked improvement in the Standard of work as compared with last year's.

Three girls from the J.C. Form would like to take a full Domestic Sci Course next year. If their needs are to be catered for, & our new D. Sci Department when we shall need a Staff well qualified to do this specialised work. I have a scheme in mind about which I should like to put before the Council this afternoon. Ever since I came I have not been satisfied with the catering & I do not think the best value - from the children's point of view is obtained from the money the Council spends. The actual substance of the food is as good as it can be, but it is frequently badly cooked & exceedingly dull. There is not sufficient variety. I have hesitated to make the change, realising how easy it is in these matters to jump out of the frying pan into the fire. My scheme is to

put the whole of the catering department into the hands of a thoroughly trained Domestic Science Mistress. Such a woman will have a knowledge of food values the arrangement of menus etc. Her chief work to begin with will be the catering department. She will have working under her, in the kitchen a good cook. - salary not more than £3 to £5 a month. The present cook-housekeeper is paid £9 a month. The D. Sci Mistress will also have charge of the D. Science work throughout the School.

Present cook housekeeper £10 T resident.

My Domestic Sci. Mistress in Durban at the Girls' College, wrote to me at Christmas to tell me that she was thinking of resigning her present in June of this year. She is excellent. I should like permission to write to her to offer her the post here from the beginning of next year — as outlined above salary £200 resident. Her present salary at the D.G.C. is £270 non-resident.

Further, it may be necessary to get some one from England. If Miss Muller accepts I can ask her in Durban in July & discuss plans & equipment for the D. Science Department with her.

New buildings progressing satisfactorily. I should be glad if any member of the Council will come & see them next Wed. afternoon

Swimming Bath Fund started with a collection taken at Jopper & Rolt House plays on June 13th, amounting to £6. 17. 6.

Term ends June 20th New term begins July 24th.

As I shall be away from Capetown at the time of the N.E.F. Conference, I have given my ticket to Miss Sheffield & asked her to represent Herschel. The Cape Town Secretary has been notified of this

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY 21ST SEPTEMBER 1934.

PRESENT: Bishop Lavis in the Chair.
Lady Beattie, Mrs. Birt, Mr. Baxter, Professor Grant, and Mr. Hankey.
The Headmistress was also present.

The Minutes of meeting of 15th June were confirmed and signed.

A letter from Mr. le Mesurier was read stating that as a personal matter would arise he was not attending the meeting and giving his views why a number of girls should be accepted at reduced fees.

The Financial Statement (attached) was submitted. Arising out of the Report it was resolved: That the sale of £1,000 of Durban 5% Stock be authorized and that Mr. W. Duncan Baxter, a member of the Council, and Mr. Cecil Kilpin, Treasurer, be authorized to sign the necessary transfer forms.

The Headmistress reported generally on the School and arising out of the report it was resolved:

1. That in place of the three bursaries approved at the previous meeting, the Headmistress be authorized as a temporary measure to accept up to 10 daygirls at reduced fees - such reduction not to exceed 60%.

2. That the question of advertising the School be referred to the General Purposes Committee with power to act.

3. That the prizegiving be held early next year and that it be combined with the opening of the new buildings, and that the Archbishop ask Lady Clarendon to perform the ceremony.

4. That part time teachers be paid 5/6ths of the fees charged for individual teaching and 3/4ths for class teaching, the balance being retained by the School.

CONFIRMED. W D Duncan Baxter
CHAIRMAN.

1st December, 1934.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

Financial Report July 1934.

Numbers in School.

	1st Term	2nd Term	3rd Term.	
Boarders	13	15	14	15
Day Girls	35	36	35	37
Kindergarten	14	16	17	16
	62	67	66	68

(Temporarily away, 1 Boarder, 5 Day Girls and 1 Kindergarten).

Loss

Estimated loss for year to 30th September 1934, £1425, which would be about £300 more but for the fact that the years include one term on the three term basis and three terms on the four term basis.

Cash Funds.

Cash funds approximately as follows:-

Cash and investments at 30th September 1933	£8036
Premium Durban Stock	164
	8200
Estimated loss for year	1425
	6775
Amount to be advanced by S.A. Mutual	3000
	9775
Total contract for building plus Architects Fees (apart from additional equipment required)	8500
Balance	£1275

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 21ST DECEMBER 1934.

PRESENT: W. Duncan Baxter (in the Chair).
Mrs. Baxter, Lady Beattie, Mrs. Birt, Mrs. Robertson, Professor Grant, H.A. Hankey, Canon le Mesurier, Professor Snape and later Bishop Lavis.
The Headmistress was also present.

The minutes of meeting of 21st September were confirmed and signed.

The General Purposes Committee reported that it had considered the Balance Sheet to 30th September and also a comparative statement of fees charged by other schools. The Headmistress had also reported on the entries for 1935 and it recommended:-

1. That the fees remain as at present but that the question be reconsidered in about six months time.
2. That a new Prospectus be printed.
3. That authority be given to Mr. Baxter and the Secretary to raise an additional loan of £2,000.
4. That an account be opened at the Cape of Good Hope Savings Bank and the ~~Pension~~ Gratuity Fund monies deposited to that account and/or the P.O. Savings Bank.

Further that the ~~suspension of contributions~~ non-admittance to the fund by 8 teachers appointed since ~~Miss Robinson took over as Headmistress~~ Oct. 1933 be confirmed.

The Report was adopted and it was resolved that an account be opened at the Cape of Good Hope Savings Bank in the name of the English Church Schools Association (Incorporated) Pension Fund and that the Secretary, Mr. Cecil Kilpin, be authorized to operate thereon.

The Headmistress reported:-

Bursaries. That she had awarded 4 of the 10 bursaries allowed in full viz. 60$ and one in part a boarder at 100 guineas.

That an application had been made by Mrs. Howe for 2 sisters and it was agreed to allow 10% in addition to the 10% reduction for sisters.

Special Allowances. That the conference of Headm of Church Schools had recommended special concessions of 33⅓ for daughters and sons of clergy and of teachers; it was resolved to give the question sympathetic consideration.

Staff. That she had appointed Miss Quintney at £180 p.a. resident to succeed Miss Bond from the beginning of 1935 and Miss M.E. McDonald as Domestic Science Mistress also at £180 p.a. resident; that Miss Lunt (part time) had had temporary leave for the last term and it was doubtful if she would be able to resume even after the first term.

Domestic Science. That she proposed a special class for non-pupils at £8. 8. 0. per term.

Opening of New Buildings. That the opening ceremony be held early in February and that Lady Clarendon be asked to open the buildings and Hon. J.H. Hofmeyr asked to speak.

Science Equipment. That expenditure was required to equip the buildings.

Numbers. That there would probably be over 80 girls in the School at the beginning of next term.

The report was adopted and the Headmistress authorized to take the necessary steps in regard thereto.

CONFIRMED.

+ Maurice R. Capetown.

CHAIRMAN.

15. March, 1935.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 21ST DECEMBER, 1934.

PRESENT: Bishop Lavis in the Chair.
Lady Beattie, Mrs. Baxter, Mrs. Birt, Mrs. Robertson, W. Duncan Baxter, Professor Grant, H.A. Hankey, Canon le Mesurier, Professor Snape.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September 1934 and the Report of the Auditors were submitted and adopted.

Bishop Lavis, nominated by the Archbishop and Mr. and Mrs. Baxter nominated by a member were re-elected Mrs. H. Notcutt was elected to fill one of the vacancies and the remaining four vacancies left over with authority to the Council to fill these if it so desires.

The retiring auditors, Messers. E.R. Syfret & Co., were re-elected and the fee for the past audit fixed at £12.12. 0.

A true record of the proceedings.

CHAIRMAN.

1935.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 15TH MARCH 1935.

PRESENT: His Grace the Archbishop in the Chair.
Mrs. Birt, Mrs. Phelps, W. Duncan Baxter and H.A. Hankey.
The Headmistress was also present.

The Minutes of the previous meeting subject to minor amendments were confirmed and signed.

A letter from Lady Beattie asking for leave of absence was read.

Mrs. Birt, Mr. and Mrs. Duncan Baxter also applied for leave of absence.

Mrs. Birt also reported that Mrs. Notcutt was going overseas but that she would be glad to serve on the Council on her return.

Six months leave of absence was granted in each case.

Messrs. Walgate & Elsworth reported leaks in the roof and submitted an estimate as follows for patching, then a new layer of ruberoid and screening with a layer of coke.

Sleeping Balcony Roof (Hall balcony)	£27
Main Roof	40
Contingencies	3
	£70

Resolved that the first item be accepted and the Main Roof be referred to the General Purposes Committee with power to act after consultation with the Architects in regard to a permanent structure.

An estimate of the finances for the year (attached) was submitted.

Mr. Baxter stated that although the position had improved beyond all expectation the estimate showed the School was working at a loss and there was urgent need to carefully curtail expenditure.

The Headmistress reported:-

That there were 2 additional external students.

That Miss Whitney had been appointed on the staff in place of Miss Bond and Miss McDonald in charge of the Domestic Science, both as from 1st January at a salary of £180 p.a. resident.

That Mdlle. M.J. le Petit (French) who received £250 p.a. owing to urgent family reasons had asked to be released and that Miss A. Parker had been appointed in her place as from 1st March at £220 p.a. non-resident.

That when funds were available she recommended that the junior dormitory be cubicled.

That the Matron had been laid up and a temporary assistant engaged. She recommended the permanent appointment of an assistant Matron and resolved that such appointment be authorised at the Headmistress' discretion with a salary up to £6 per month.

That Captain Struben had presented some gym apparatus to the School. The Secretary was asked to communicate with Captain Struben as to the fixing of the equipment and to convey the Council's thanks for the gift.

CONFIRMED.

+ Hamish R Capeton.

CHAIRMAN.

21 June, 1935.

TREASURER'S REPORT FEBRUARY 1935.

Approximate Annual Ordinary Expenditure.

Salaries	3325	
Provisions	760	
Domestic Household Charges and Wages	650	
Interest	400	
Depreciation	200	
Rates, Taxes & Insurance	220	
Advertising	20	
Repairs	100	
Grounds and Games	225	
Provident Fund	100	
Administration	200	
Sundries (including Miss Ralph £60 and allowing one passage from England of teacher)	160	6360

Fees based on 1st term 1935 as follows:-

Full fees	1456. 3. 3.		
Allowances to Sisters, Clergy, etc. & special Bursaries	85. 7.10.	1370.15. 5.	
Music & Extra Subjects	104. 8. 0.		
Sundry Revenue (say)	15. 0. 0.	119. 8. 0.	
		£1490. 3. 5.	
Equals annual			5960
Deficiency			400

The Special Bursaries (authorized number) 10% up to 60%

4 have been given to daygirls, equal to	23.18. 0.	
and 16 2/3rds per cent to a boarder	6.11. 3.	30. 9. 3.

Other Allowances are as follows:-

to daughters of Clergy	7.17. 6.	
" " " Professors and teachers	4. 9. 3.	
Sisters	42.11.10.	54.18. 7.
1st Term		£85. 7.10.

Approximate Cash Position.

After providing for all liabilities to 31st December 1934, the position is as follows:-

Cash Balance	660	
Durban Stock say	1170	1830
less Balance of Contract and Architects Fees (estimate)	1060	
Provident Fund to be deposited Savings Bank	320	
Equipment say	50	1430
Cash available		400

Numbers in School.

	Average 1934	1st Term 1935.
Boarders	14¼	25
Daygirls	35¾	45
Kindergarten	15¼	25
Domestic Science	-	4
	65¾	99

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 21ST JUNE 1935.

PRESENT: His Grace the Archbishop in the Chair.
Lady Beattie, Mrs. Phelps, Mrs. Robertson,
Professor W. Grant, H.A. Hankey, Bishop Lavis
and Canon le Mesurier.
The Headmistress was also present.

The Minutes of the previous meeting were confirmed and signed.

Mr. Hankey was granted four months leave of absence.

Owing to the absence of Mr. Baxter and Mr. Hankey, it was resolved:-

That cheques be signed by any one of the following:- His Grace the Archbishop, Mr. W. Duncan Baxter, Mr. H. Alers Hankey, Professor A. Snape or Professor W.F. Grant and countersigned by the Treasurer, Mr. Cecil Kilpin.

The Secretary reported that he was arranging to take out the necessary cover (through the agency of his office) with the Sun Insurance Office Ltd. under the Workmen's Compensation Act 1934 as from 1st July subject to the Council's approval.

The Secretary's action was approved and resolved that he be asked to submit a report to the General Purposes Committee showing which employees are required to be insured under the Act and the amount of the premium, and also those not required to be insured and premium required to insure them.

The Financial Statement (attached) was submitted and discussed.

The Headmistress reported:-

That the repairs to the roof had been completed and were proving satisfactory at present.

That Miss Simes had left at the end of the first term, her place being taken by Miss J. Wright at the same salary of

£10 per month resident, and was proving very satisfactory.

That the numbers in the School at the beginning of next term will probably be 98 or 99, and that the average for the year should be about 100.

That she had had some photographs taken for the Prospectus but that they were not altogether satisfactory. Resolved that the matter be left over for Miss Robinson to make further enquiries.

That more crockery and Domestic Science Equipment was required. Decided to refer the matter to the General Purposes Committee.

That the playing and sports field needed attention. No action was taken.

That more accommodation and equipment was required for the Kindergarten. The Headmistress was authorized to purchase the necessary equipment and the question of additional accomodation was referred to the General Purposes Committee.

CONFIRMED.

Hannah R Capelton

CHAIRMAN.

Oct 4th

~~September~~, 1935.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

TREASURER'S REPORT JUNE 1935.

Numbers in School	Average 1934	1st Term 1935	2nd Term 1935.
Boarders	14¼	25	23
Day Girls	35¾	45	43
Kindergarten	15¾	25	27
Domestic Science	-	4	6
	65¾	99	99

Fees Accrued

		1st Term 1935		2nd Term 1935.
Full Fees	1456. 3. 3.		1385. 2. 9.	
Allowances	85. 7.10.	1370.15. 5.	85. 7.10.	1299.14.11.
Music and Extra Subjects		104. 8. 0.		101. 0. 0.
		£1475. 3. 5.		£1400.14.11.

The expenditure was estimated per annum at	£6360
The estimated deficit based on 1st Term fees was	400
Based on 2nd Term fees it would be	600
or based on the 1st and 2nd terms fees together	540

REPORT OF GENERAL PURPOSES COMMITTEE.

The Committee report that it met on 20th March 1935 when W. Duncan Baxter, H.A. Hankey and C. Kilpin were present. Captain Elsworth also attended.

A letter was read from Messrs. Walgate & Elsworth dated 20th March enclosing a tender for completely re-roofing the flat roof of the old buildings at the cost of £228, towhich the Architects stated £35 should be added for contingencies and fees. The tenderers considered that the roof would give no further trouble for at least 20 years if this was carried out. Captain Elsworth estimated that the temporary scheme submitted in their letter of the 14th March costing £40 should last at least 5 years.

The Secretary reported that Professor Grant had rung him up and stated that he was unable to attend the meeting but that in view of the financial position of the School, he was in favour of the temporary scheme.

Mr. Hankey stated that Mrs. Birt had informed him that she was in favour of the permanent scheme if finances permitted.

A letter from Miss Robinson was read stating she was very much against spending more than was absolutely necessary for immediate repairs and that the roof only leaked in 2 or 3 bad patches.

Mr. Hankey was in favour of accepting the complete scheme submitted by the Architects and offered to lend £200 at 4%.

Mr. Baxter was strongly in favour of the temporary scheme in view of the financial position and the fact that the School was still being run at a loss, and Mr. Kilpin supported this view.

Mr. Hankey agreed to fall in with the views of the majority although he considered it was advisable to carry out the complete scheme, and it was accordingly resolved to accept the tender of £40.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 4TH OCTOBER, 1935.

PRESENT: His Grace the Archbishop in the Chair.
Lady Beattie, Mrs. Phelps, Mrs. Robertson, Bishop Lavis and Canon le Mesurier.
The Headmistress was also present.
Professor Grant sent an apology for absence.

The Minutes of the previous meeting were confirmed and signed.

Mr. Clayton submitted photographs and tenders for printing for a booklet to go with the prospectus.

It was resolved to accept the lowest tender - the Cape Times - for 1000 copies, as follows:-

16 Blocks at 35/-	£28. 0. 0.
Embossed Die	3.15. 0.
Printing	39. 0. 0.
	£70.15. 0.

Mr. Clayton's account of £9. 9. 0. for the photographs was approved and Mr. Clayton thanked for the excellent photographs a nd the trouble he had taken in regard to the tenders, and he agreed to supervise and assist the carrying out of the work.

The Financial Statement (attached) was laid on the table and authority was given to make any financial arrangements necessary to provide funds.

The case of the late Mr. Justice Gardiner's daughter was considered a nd resolved to offer Mrs. Gardiner the following alternatives: 60% off Tuition Fees if a daygirl, and if a Boarder 25% (the Clergy Rebate) off Boarding Fees as well as the 60% off Tuition Fees.

The Headmistress reported generally on the School, the increase in numbers and requirements.

Expenditure was approved which consisted of a tender

from G.H. Stark & Co. for Cubicles and Bookcases £58.19. 9. and 3 Kindergarten Tables and Chairs £3.15. 0.

The question of a division of one of the classes and appointment of Miss Porter on the staff was discussed and referred to a Committee consisting of the Archbishop, Lady Beattie, Professor Grant and the Headmistress, with power to act.

It was resolved on the recommendation of the Headmistress to raise the Preparatory School fees from £3. 3. 0. to £4. 4. 0. per term for new girls.

CONFIRMED.

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+ Hamar R Capetan

CHAIRMAN.

20th December, 1935.

TREASURER'S REPORT SEPTEMBER 1935.

Numbers

	Average 1934	1st 1935	2nd 1935	3rd 1935
Boarders	14¼	25	23	24
Day Girls	35¾	45	43	41
Kindergarten	15¼	25	27	34
Domestic Science	—	4	6	2
	65¾	99	99	101

Fees Accrued

less allowances £85. 7.10. 1st & 2nd terms, £87. 4. 4. 3rd.	1380.13. 5.	1307.11. 5.	1272. 0. 8.
Music & Extra Subjects and Sundry Revenue say £15 per term	120.11. 9.	116. 0. 0.	147.10. 6.
	£1501. 5. 2.	£1423.11. 5.	£1419.11. 2.

Estimates

The ordinary expenditure on present numbers is approximately 6350. 0. 0.

and fees per annum based on first 3 terms as above 5800. 0. 0.

a deficit of £550. 0. 0.

For the year to 30th September 1935 the loss will probably be about £950 as the numbers only increased from the 1st Term 1935.

Cash Position

Including all fees outstanding the cash available after paying all accounts to the end of July and salaries to the end of August is £676.13.10. of which say £76.13.10. will remain outstanding leaving £600. 0. 0.

September salaries will require about	£330. 0. 0.
August & September accounts, wages, etc.	270. 0. 0.
Pension Fund to be paid to Savings Bank	100. 0. 0.
	700. 0. 0.
Cash available as above	600. 0. 0.
Short approximately	£100. 0. 0.

This can be financed by overdraft or by holding over accounts temporarily but to meet interest at the end of the year a loan will be required of about £250. The above figures allowing for additional expenditure such as Repairs to Roof £70 and Reduced Fees, etc. is approximately as estimated at the beginning of the year.

Workmen's Compensation Act.

I have arranged the insurance to comply with the Act on the same basis as the Diocesan College.

The premium is under the Act	10.13. 7.
Domestic Staff who are doubtful are insured under the Common Law and a lso Miss Robinson (over £600)	4. 0. 1.
	£14.13. 8.

This covers the School under all contingencies.

CECIL KILPIN.

Treasurer.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HKLD AT CAPE TOWN ON FRIDAY, 20TH DECEMBER 1935.

PRESENT: His Grace the Archbishop in the Chair.

Mr. & Mrs. Duncan Baxter, Lady Beattie, Mrs. Phelps, Mrs. Robertson, Bishop Lavis, Canon le Mesurier and Professor Snape.

The Headmistress was also present.

Mr. Hankey sent an apology for absence.

The Minutes of the previous meeting were confirmed and signed.

It was decided as soon as funds are available in the next year to deposit the balance of the Provident Fund money viz. £220. 6.11. on 12 months deposit.

Resolved that an account be opened with the South African Permanent Mutual Building and Investment Society in the name of the English Church Schools Association (Incorporated) Provident Fund and that the Secretary, Mr. Cecil Kilpin, be authorized to operate thereon.

The Headmistress reported:-

That the cubicles had been satisfactorily completed.

That Miss Porter had been appointed to the Staff and that in the Preparatory School, Miss Sharp would be in charge of Class 1 with 9 children, Miss Taylor Class 2 with 10 and Miss Porter Class 3 with so far 7. Miss Porter would take Afrikaans throughout the Preparatory School and help Miss Jenkins with games.

That there were 4 Matriculation candidates, all weak and 5 J.C., 2 or whom were very promising.

That so far 15 new pupils were definitely entered for 1936, 4 of whom were boarders and 2 present daygirls would become boarders and that some girls would leave if they matriculated.

That Miss Hilary Harsant would take Miss le Mesurier's place as assistant in the Kindergarten.

That the date of the prizegiving should be fixed and the s peaker.

That more crockery was required.

The Report was adopted and resolved that

1. The Prizegiving take place on 21/28 February or 6th March and General Smuts be asked to speak failing him Sir William Clark or Mr. Stuttaford.
2. That an expenditure of £20 on crockery be authorized.

CONFIRMED.

J. W. Cape

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Numbers.

	Av. 1934	1st 1935	2nd	3rd	4th	
Boarders	14¼	25	23	24	26	
Day Girls	35¾	45	43	41	39	
Kindergarten	15¾	25	27	34	39	x
Domestic Science	___	4	6	2	8	x
	65¾	99	99	101	112	

x includes 1 for half term.

The expenditure for the year to 30th September 1935 was £6700

(On the present numbers this should be approximately the expenditure for the coming year).

Fees for 4th term amount to 1509. 1. 0.

less allowances, Sisters, Clergy and Special Bursaries	118. 0.10.	1391. 0. 2.	
Music		84. 2. 0.	
Extra Subjects		93. 9. 0.	
		1568.11. 2.	
Sundry Revenue, say		18.18.10.	
		£1587.10. 0.	
Equal per annum to			6350
A deficiency of			£350

Approximate Cash Position.

Overdraft 11th December		£15. 0. 0.
Payments to be made		
Interest	200. 0. 0.	
Cape Times Prospectus	70. 0. 0.	
Provident Fund to be invested	220. 0. 0.	
December monthly accounts etc. say	145. 0. 0.	635. 0. 0.
		650. 0. 0.
less Fees to be received		150. 0. 0.
Overdraft		£500. 0. 0.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 20TH DECEMBER 1935.

PRESENT: His Grace the Archbishop in the Chair.
Mr. & Mrs. Duncan Baxter, Lady Beattie, Mrs. Phelps, Mrs. Robertson, Bishop Lavis, Canon le Mesurier and Professor Snape.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September 1935 and the Report of the Auditors were submitted and adopted.

Canon le Mesurier nominated by the Archbishop and Professor Grant by a member were re-elected. Mrs. Robertson did not seek re-election. There were therefore 6 vacancies the filling of which were left to the Council should it desire to do so.

The retiring auditors, Messrs. E.R. Syfret & Co., were re-elected and the fee for the past audit fixed at £12.12. 0.

A true record of the proceedings.

CHAIRMAN.

1936.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 20TH MARCH, 1936.

PRESENT: Bishop Levis in the Chair.

Mr. & Mrs. Duncan Baxter, Lady Beattie, Mrs. Birt and Mr. Hankey.

The Headmistress was also present.

The Archbishop, Mrs. Phelps and Professor Grant sent apologies for absence.

The Minutes of the previous meeting were confirmed and signed.

The Financial Statement was submitted.

The Headmistress reported:-

That there were 22 new pupils.

That Miss Sadd who was in charge of the Kindergarten had resigned owing to the work being too heavy and that she had appointed Miss Aldred as from the beginning of next term at the same salary.

That Miss Wadlow was acting for Miss van der Byl (riding) till the end of the term owing to Miss van der Byl's absence and as Miss van der Byl was leaving for overseas shortly she (the Headmistress) suggested making arrangements with Mrs. Floyd.

That Mrs. Morris would be in hospital for a month and she had appointed Mrs. Craemer to act till the end of the term for a salary of £8.

That Miss McDonald asked permission to put up a lean-to behind the stables to garage her car.

The Report was adopted and the recommendations approved.

CONFIRMED.

+ James R Capetown.

CHAIRMAN.

19 June, 1936.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 13th March, 1936.

Numbers	Average 1935	1st Term 1936.
Boarders	24½	33
Day Girls	42	50
Kindergarten	31½	33
Domestic Science	5	1
	102⅔	117

Fees Accrued for the term	1770. 1. 6.		
less Allowances, Sisters, Clergy and Special Bursaries	121. 3. 4.	1648.18. 2.	
Music		110.16. 0.	
Extra Subjects		83. 3. 9.	
		1842.17.11.	
Sundry Revenue, say		17. 2. 1.	
		£1860. 0. 0.	
Equal per annum to			£7440
The Expenditure for last year was £6700 and for this year should be approximately the same, say			7000
			£440

The Balance at the Bank is	£305.19. 3.
Fees outstanding amount to	587.12. 0.
	£893.11. 3.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 19TH JUNE, 1936.

PRESENT: His Grace the Archbishop, in the Chair.
Lady Beattie, Mrs. Phelps, W. Duncan Baxter & Canon le Mesurier.
The Headmistress was also present.
Mrs. Birt sent an apology for absence.

The Minutes of the previous meeting were confirmed and signed.

The Financial Statement was submitted and arising out of the number of external students taking a domestic science course the question of the fees were discussed and referred to Lady Beattie and Miss Robinson to deal with.

Miss Robinson reported that over £200 was in hand in the Swimming Bath Fund.

The Headmistress reported:

That Miss Jenkins had left at the end of this term and she had appointed Miss M. Pope in her place at £170 per annum.

That the Assistant Matron Miss St. Hill who also did some teaching had resigned and that she had appointed Miss Norris as Assistant Matron Housekeeper at £9 per month; she thought this would be a better and more economical arrangement.

That the School had broken up a few days early, owing to whooping cough.

The Report was adopted.

The Archbishop congratulated the School on the recent play which Miss Robinson reported realized over £50.

Mr. Hankey who had left for overseas was granted four months leave of absence.

It was resolved in future to meet on the 2nd Wednesdays instead of Fridays.

CONFIRMED.

W Duncan Baxter

16/9/36

September, 1936. CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 12th June, 1936.

Numbers

	Average 1935	1st Tm. 1936	2nd Tm. 1936
Boarders	24½	33	31
Day Girls	42	50	49½
Kindergarten	31¼	33	31
Domestic Science	5	1	2
	102¾	117	113½

Cash Position

Fees outstanding (less £81. 2. 9. doubtful) £190.17. 1.

Overdraft £80.13. 4.

May and June Household accounts and Interest for half year to be paid.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 16TH SEPTEMBER 1936.

PRESENT: Mr. W. Duncan Baxter in the Chair.
Mrs. Baxter, Canon le Mesurier and Professor Snape.
The Headmistress was also present.
The Archbishop, Mrs. Phelps and Mrs. Birt sent apologies for absence.

There being no quorum the meeting proceeded subject to confirmation at the next meeting.

The Minutes of the previous meeting were confirmed and signed.

The Headmistress reported;

1. On the numbers in the School.

2. That the General Purposes Committee had authorised renewal of water pipes in the garden for £23.

3. That she had not yet appointed the music mistress which the General Purposes Committee had also authorized.

An application from Miss Shepherd for an ex gratia payment while on leave was considered. Resolved that as the Council will save £10 for the six months of Miss Shepherd's leave - the substitute being paid £10 less - this amount be paid to Miss Shepherd as an ex gratia grant.

CONFIRMED.

S Baxter.

CHAIRMAN.

December, 1936.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 14th September, 1936.

Numbers

	Av. 1935	1st 1936	2nd 1936	3rd 1936.
Boarders	24½	33	31	26
Day Girls	42	50	49½	50
Kindergarten	31¼	33	31	32
Domestic Science	5	1	2	1
	102¾	117	113½	109

Cash Position. After payment of salaries to 30th September and all accounts to 31st August (about £125), there will be an overdraft of approximately £250.

Revenue Account. So far as can be estimated there will be a deficiency for the year to 30th September of about £200 to £250.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 18TH DECEMBER, 1936.

PRESENT: Bishop Lavis (in the Chair).

Mrs. Baxter, Lady Beattie, Mrs. Birt, Mrs. Phelps, W. Duncan Baxter, Canon le Mesurier and Professor Snape.

The Headmistress was also present.

The Archbishop and Mr. Hankey sent apologies for absence.

The Minutes of the previous meeting were confirmed and signed.

The Headmistress reported:

That Miss Taylor would not be able to return before Easter. Miss Chandler had acted for her for one term and Miss Eastwood for the next and it would be necessary to find a substitute for the coming term.

That Miss Eastwood wished to undertake voluntary work and had undertaken to look after the garden and do some secretarial work.

That Miss Hill would be on 6 months leave without pay from next year and Miss Wright 3 months.

That Miss Shepherd would return next year.

That Mrs. Morris applied for an increase from £18. 6. 8. to £21 per month. Mrs. Morris also received about £100 a year for Extra Art. The Headmistress did not recommend the increase and the application was refused.

That she asked for authority to appoint Mrs. Morrison to the Kindergarten at £6 per month.

That she proposed to have the Prizegiving on Friday, 26th February. It was decided to ask the Prime Minister or failing him Colonel Reitz to distribute the prizes.

It was reported that £223. 5. 7. was in hand for the Swimming Bath. A Committee of Canon le Mesurier, Mr. Hankey, Professor Snape and Mr. Baxter was appointed to go into the cost of building and water and to consider whether a committee of parents might be appointed to assist in raising the necessary funds.

CONFIRMED.

+ Marcus R. Capetown.

March 17. 1937

CHAIRMAN.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 18TH DECEMBER 1936.

PRESENT: Bishop Lavis in the Chair.
Mrs. Baxter, Lady Beattie, Mrs. Birt, Mrs. Phelps, W. Duncan Baxter, Canon le Mesurier and Professor Snape and Cecil Kilpin.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September 1936 and the Report of the Auditors were submitted and adopted.

Mrs. Phelps and Mr. H. Alers Hankey nominated by the Archbishop and Lady Beattie and Professor Snape by a member were re-elected. Mrs. Notcutt was elected to fill a vacancy leaving 5 to be filled by the Council if they wished to do so.

The retiring auditors, Messrs. E.R. Syfret & Co., were re-elected and the fee for the past audit fixed at £12.12. 0.

A true record of the proceedings.

+ Gaul & Capetown.

CHAIRMAN.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 17TH MARCH 1937.

PRESENT: His Grace the Archbishop (in the Chair).
Mrs. Baxter, Lady Beattie, Mrs. Birt, Mrs. Phelps, W. Duncan Baxter, H.A. Hankey and Canon le Mesurier.
The Headmistress was also present.
Professor Grant sent an apology for absence.

The minutes of the previous meeting were confirmed and signed.

The Treasurer's Report having been circulated was laid on the table.

The Headmistress reported that Miss Dickinson had become non-resident, that Miss Price was acting for Miss Hill and that Miss Norris and Miss Aldred were leaving at the end of June. The Headmistress was authorized to appoint Miss Bailey in the place of Miss Aldred and to pay her passage from England.

The Headmistress, Lady Beattie and Canon le Mesurier reported on Miss Taylor's health and it was resolved to keep her place open till the end of June. The general question of sick leave pay was also discussed.

The Headmistress also reported that a meeting of fathers was being held on Friday, 19th instant, to consider the question of the Swimming Bath.

CONFIRMED.

Cape Town.

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 10th March, 1937.

Numbers

	Average 1935	Average 1936	1st 1937
Boarders	24⅓	28	27
Day Girls	42	51	59
Kindergarten	31¼	32½	36
Domestic Science	5	2	4
	102¾	113½	126

Net Fees for the first term amount to £1876.16. 4. compared with £1664.11. 1. for the previous term.

If fees continue on the basis of the first term the income should cover the normal expenditure for the year to 30th September.

MINUTES OF SPECIAL MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT HERSCHEL ON TUESDAY, 23RD MARCH, 1937.

PRESENT: His Grace the Archbishop in the Chair.
Mrs. Baxter, Lady Beattie, W. Duncan Baxter and Canon le Mesurier.
The Headmistress was also present.

Captain Struben informed the Council that he had been delegated by the Committee of Parents to interview the Council in regard to the Swimming Bath. On behalf of the Council it was stated that the movement to build a Swimming Bath had the Council's full support but that before actually proceeding with any work the Council would like the Committee to put the full details before them particularly in regard to the annual cost which would have to be borne by the Council. It was agreed that the amount of £230 already collected would form part of the fund to be raised for the building of the bath.

CONFIRMED.

Maurice R. Capetown.

CHAIRMAN.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 9TH JUNE 1937.

PRESENT: His Grace the Archbishop (in the Chair).
Lady Beattie, Mrs. Phelps, Bishop Lavis and Canon le Mesurier.
The Headmistress was also present.
Mr. and Mrs. Baxter, Mrs. Birt, Professor Grant and Mr. Hankey sent apologies for absence.

The Minutes of Meeting of 17th March and of Special Meeting of 23rd March were confirmed and signed.

The Secretary reported that Mrs. Notcutt had written regretting her inability to accept a seat on the Council.

The Headmistress reported:-

That 8 girls would be away temporarily for next half year and the numbers would be slightly reduced.

That Miss Shand had acted for Miss Taylor for the term. The Doctor anticipated that Miss Taylor would be able to return for next term.

That Miss Shepherd had been away temporarily owing to illness.

That Miss Spence would take over from Miss Norris from the end of August.

That there was a shortage of teachers on the staff which would probably have to be increased from the beginning of next year.

That very good results had been obtained by the School at the Eisteddford.

CONFIRMED.

Sept 8th 1937

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 2nd June, 1937.

Numbers

	Average 1935	Average 1936	1st 1937	2nd 1937
Boarders	24½	28	27	29 (inc. 1 half tm.)
Day Girls	42	51	59	56 (inc. 3 half term)
Kindergarten	31½	32½	36	37 (inc. 1 half term)
Domestic Science	5	2	4	4
	102½	113½	126	126

Net Fees for the first term amount to £1916. 8. 4. compared with £1876.16. 4. for the previous term and £1664.11. 1. for the 4th term 1936.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 8TH SEPTEMBER 1937.

PRESENT: His Grace the Archbishop (in the Chair).
Lady Beattie, Mrs. Birt, Mrs. Phelps, H.A. Hankey and Canon le Mesurier.
The Headmistress was also present.
Professors Grant and Snape sent apologies for absence.

The minutes of the previous meeting were confirmed and signed.

Captain Struben attended the meeting representing the Parents interested in providing a Swimming Bath and stated:

1. That the bath would cost complete about £2000 (£1200 Bath, £150 small children's addition, Walls £250, Cubicles £100 - approximately).

2. That they had an assurance that the City Council would allow a rebate of half the cost of the water i.e. 1/- 1000 gallons.

3. That in view of the City Council having authorized a clarifying scheme this they regarded as unnecessary for the bath.

4. That the question of a borehole had been abandoned.

He stated further that there was over £200 in hand and 5 parents had promised £100 each conditional on 5 others doing the same. He stated, however, that the question had been raised as to whether it was not more important to buy additional ground.

It was reported that the Tennis Courts opposite were on municipal ground - the only other ground in the neighbourhood which might be available was adjoining Milburn House and it was decided to make some further enquiries.

The Archbishop thanked Captain Struben for coming to the meeting and it was resolved to express the Council's grateful appreciation to the Parents and inform them that the Council accepts liability up to £150 a year for upkeep.

The Headmistress reported:-

That she expected the numbers next term to be about 130 and probably 30 new girls next year.

That Miss Taylor had returned.

That Miss Bailey had taken Miss Aldred's place and Mrs. Morrison had acted in this position up to 9th August.

That Miss Spence had had an accident and was not coming. Miss Norris had agreed to stay till the end of the year and the post had been advertised.

That she had given Miss Pope notice to leave at the end of the present term and that she had appointed Miss Brownlee Walker in her place.

That Miss Dickinson was leaving at the end of the year owing to her father's health.

That she asked for authority to appoint a new teacher for Afrikaans and Science from the end of the year.

That accomodation at the School next year would need consideration (schedule attached of class rooms).

That another tennis court was badly needed.

That she suggested that the Governor General and Lady Duncan be asked to speak at the next Speech Day (16th February).

The Report was adopted and £75 authorized for a Tennis Court.

The Archbishop expressed the hope that Lady Beattie would continue to live in the Peninsula and retain her seat on the Council.

CONFIRMED.

+ Geo. R Capetown.

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 2nd September, 1937.

Numbers

	Average 1935	Average 1936	1st 1937	2nd 1937	3rd 1937
Boarders	24½	28	27	28½	25
Day Girls	42	51	59	54½	57
Kindergarten	31¼	32½	36	36½	33
Domestic Science	5	2	4	4	3
	102¾	113½	126	123½	118

Net Fees for the third term amount to £1819.19.10. compared with £1916. 8. 4. for the previous term and £1876.16. 4. for the first term.

Forms for 1936.

Forms.	Standard.	No. of Pupils.	Room.
VI	X	8	Very full. Small room.
V	IX	14	Newer class room next Staff room.
Up. IV	VIII	12	Newest class room. Top storey.
Lr. IV	VII	16	Prep. room. Old Dining room.
Up. III	VI	10	Newest class room. Top Storey.
Lr. III	V	8	Physics room to be used. Very full.
Up. II	IV	11	Room next Boarders' Sitting room. Very full.
Lr. II	III	3	Bedroom in old part of house.
Up. I	II	14	Newest class room.
Lr. I	I	10 ?	Newest class room.
Transition		?	Staff work room.
Kindergarten		?	K.G. room.

MINUTES OF SPECIAL MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 12TH NOVEMBER, 1937.

PRESENT: His Grace the Archbishop in the Chair.
Mrs. Phelps, Bishop Lavis and Canon le Mesurier.
The Headmistress was also present.
Lady Beattie and Mrs. Birt sent apologies for absence - the latter stating that Miss Shepherd should resign.
There was no quorum but the meeting proceed/ed subject to confirmation.

Miss Robinson explained that she had asked for this meeting in order to place before the Council the position in regard to Miss Shepherd who joined the Staff in April 1934.

Miss Shepherd had had sick leave without pay (except for an ex gratia payment of £10 which the Council saved on her substitute) from July to December 1936.

She had been fairly well during the first term of this year but absent about 3 weeks when she had blood transfusion in the second term when she (Miss Robinson) paid for a substitute herself.

She had been ill all July and for a week a little later with Bronchitis and again for 2 weeks in the fourth term. She had been taken to hospital last Sunday and was to have blood transfusions again as soon as she was well enough.

She had never been able to assume her full duties and the staff had helped and assisted her throughout the period.

It was resolved after discussion to give Miss Shepherd a term's notice from the end of the term but that she should then leave and that she be paid her salary of £45 for the first term 1938 plus £10 in lieu of Board.

CONFIRMED.

+ Ramon R Capetown.

CHAIRMAN.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 15TH DECEMBER, 1937.

PRESENT: His Grace the Archbishop (in the Chair)

Mrs. Baxter, Lady Beattie, Mrs. Birt, Mrs. Phelps,

W. Duncan Baxter, H.A. Hankey, Bishop Lavis, Canon

le Mesurier and Professor Snape.

The minutes of meeting of 8th September and Special Meeting of 12th November were confirmed and signed.

The Headmistress reported:-

That Miss McMillan had been appointed as Housekeeper in the place of Miss Norris at the same salary viz. £108 p.a. resident.

That Miss V.H. Hill had been appointed Matron in the place of Miss Wright, who was leaving at the end of the year, at the same salary viz. £120 p.a. resident. She was a trained nurse.

That she had advertised the vacancy caused by Miss Dickinson's resignation and had appointed Miss M.K. Ball, M.A., at the same salary viz. £275 p.a. non-resident.

That she had appointed Miss Ruffel in the place of Miss Shepherd at a salary of £150 p.a. resident.

That she had appointed Mrs. Lamont at a salary of £220 p.a. non-resident as the new Science mistress and assistant in Afrikaans.

That the number of pupils next term already entered amounted to 131 and that there were a number of other applications and that she hoped that there would be between 140 and 150 pupils which was the maximum which could be accommodated.

That some desks and some science apparatus and a new tennis court would be required.

That the water pipes inside the buildings required renovation.

That Lady Duncan had agreed to distribute the prizes.

The Report was adopted and the expenditure authorized.

The question of additional buildings was discussed and referred to the General Purposes Committee for report to the next meeting.

The question of the Swimming Bath was discussed.

CONFIRMED.

J. B. Lavis.

CHAIRMAN. A/

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON WEDNESDAY, 15TH DECEMBER, 1937.

PRESENT: His Grace the Archbishop (in the Chair)
Mrs. B axter, Lady Beattie, Mrs. Birt, Mrs. Phelps, W. Duncan Baxter, H.A. Hankey, Bishop Lavis, Canon le Mesurier ~~and~~ Professor Snape, and Cecil Kilpin.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September 1937 and the Report of the Auditors were submitted and adopted.

The Council was authorised to fill the vacancies on the Council if it wished to do so.

The retiring Auditors, Messrs. E.R. Syfret & Co., were re-elected and the fee for the past audit fixed at £12.12. 0.

Mr. Baxter congratulated Miss Robinson on the progress the School had made since she had taken it over. He stated that the School had steadily progressed and that this was the first year during her regime that the revenue had exceeded the expenditure. The number of pupils which Miss Robinson expected next year was very gratifying and he emphasised that the whole success of the School to date was entirely due to Miss Robinson. The Archbishop on behalf of all those present endorsed Mr. Baxter's remarks.

A true record of the proceedings.

CHAIRMAN.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 23RD MARCH, 1938.

PRESENT: Bishop Lavis (in the Chair).
Mrs. Duncan Baxter, Mrs. Birt, W. Duncan Baxter and Canon le Mesurier.
The Headmistress was also present.

The minutes of the previous meeting and of the Annual General Meeting of 15th December 1937 were confirmed and signed.

Bishop Lavis referred to the resignation of the Archbishop and it was resolved to place on record the Council's very grateful appreciation of his and Mrs. Phelps' services to the School and its great regret at their departure from South Africa.

The Headmistress reported:-

That Miss Brownlee Walker (Games Mistress), Miss Parker (French Mistress) and Miss McMillan (Housekeeper) had resigned from the staff. Advertisements had been inserted for the post of the Games Mistress and she was taking the necessary steps to fill all the vacancies.

That she recommended Miss Taylor's and Miss Sharp's salaries be increased and it was resolved to increase their salaries by £20 p.a. each as from the 1st January last.

The Financial Statement which had been circulated to the Council was submitted.

The Secretary reported that the Swimming Bath Committee had cash in hand and promises of contributions amounting to £1750, the lowest tender (excluding cubicles and diving platform but with a wall round the bath) amounted with Architects Fees to £2050 and the Committee suggested that the Secretary should be authorised to sign the contract for the building of the bath after the Committee had approved and could give an undertaking that the full amount would be available. Approved.

In accordance with a resolution of the last meeting of the Council the General Purposes Committee had considered the question of erecting buildings to meet the present requirements and to provide for extending the School to its proposed full capacity of 200 girls and the Architects had been asked to draw plans and submit the estimate in order to see whether the necessary funds could be provided. Captain Elsworth was in attendance and submitted provisional plans.

It was resolved that Mrs. Baxter and Mrs. Birt meet the Architects at the School for the purpose of further discussion of the plans after which the Architects would report on the estimated cost.

CONFIRMED.

W Dm C Baxter

CHAIRMAN.

8/6/38

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 16th March, 1938.

Numbers

	Average 1936	Average 1937	1st Term 1938.	
Boarders	28	26½	31	
Day Girls	51	59	87	(incl. 1 half term)
Kindergarten	32½	35½	27	
Domestic Science	2	3¼	5	(incl. 1 half term)
	113½	124¼	150	

Net Fees for the first term amount to £2334. 2.10. compared with £1841. 2. 0. for the previous term.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 8TH JUNE, 1938.

PRESENT: Mr. W. Duncan Baxter (in the Chair)
Mrs. Duncan Baxter, Mrs. Birt and Professor Grant.
The Headmistress was also present.

The minutes of the previous meeting were confirmed and signed.

The Secretary reported that Mr. A.G. Hill had agreed to join the Council but would not return from overseas till December.. Mr. Struben regretted his inability to do so.

The Headmistress reported:-

That she had appointed

Miss V.G. Hill at £180 p.a. resident in the place of Miss Walker.

Miss D.M.A. Bright at £210 p.a. non-resident in the place of Miss Parker.

Miss Goodacre at £108 p.a. resident in the place of Miss McMillan.

That she would like permission to give the next Art Exhibition in the Argus Gallery instead of at the School. Agreed.

That a request from the City Council to cut back the hedge had been satisfactorily settled.

The Financial Statement which had been circulated to the Council was submitted.

A Report from the Parents Committee dealing with the Swimming Bath dated 25th May (attached) was read.

It was resolved to accept the Committee's proposal to accept tenders (a) and (d) amounting to £1938. 3. 0. plus extras and Architects Fees £136, a total of £2074. 3. 0. Subscriptions in hand amounted to £1831. 2. 7. (including £60 received since the report) and £50 was definitely promised bringing the total to £1881. 2. 7. a shortage of £193. 0. 5. It was resolved to finance this

this amount from the school funds. Resolved further that the Treasurer report on the annual cost of water charges and recommend the fee to be charged quarterly.

A report from the Architects (attached) showing sketch plans for completion of all buildings to provide for a school of 200 pupils at an estimated cost of £15,000 was discussed.

It was resolved that Mr. Baxter and the Treasurer make enquiries as to the prospects of raising funds and report to a Special Meeting of the Council.

The case of Mrs. Watson's daughter who had been withdrawn was reported on. It was resolved not to claim fees in lieu of notice.

CONFIRMED.

S. E. Davis

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 1st June, 1938.

Numbers

	Average 1937	1st Term 1938	2nd Term 1938.
Boarders	26½	31	32
Day Girls	59	87	76
Kindergarten	35½	27	23
Domestic Science	3½	5	4
	124½	150	135

The numbers have decreased owing to nine girls having gone overseas, seven having left and one being away on account of an operation.

Net Fees for the second term amount to £2160. 4. 4. compared with £2334. 2.10. for the previous term.

4, Wale Street,

CAPE TOWN.

25th May, 1938.

The Secretary & Treasurer,

Council of Herschel Girls' School,

CLAREMONT.

Dear Sir,

HERSCHEL SCHOOL SWIMMING BATH:

The Parents Executive Committee which has been investigating the question of a swimming bath for the School, and collecting funds for that purpose during the past fifteen months, desire me to report to the School Council as follows:

PLANS: Plans and specifications finally approved by the City Council are with the Architects, Messrs. Walgate and Elsworth. These plans and specifications show the situation of the Bath and all details as to construction, drainage, water supply etc.

TENDER: The Parents Committee recommend the acceptance of items (a) and (d) of the Tender submitted (among five others) by Messrs. Murray and Stewart, which tender is attached hereto. The tenderers are prepared to carry out either the whole or such part of the whole scheme as may be decided on. The tender provides for:-

(a) Main Tender	£1811.	3.	0
(b) Cubicles.....	359.	0.	0
(c) Diving Platform.....	158.	16.	0
(d) Scum Channel.....	127.	0.	0

Items (b) and (c) must be omitted for the present. Items (a) and (d) totalling £1938. 3. 0. provide for a properly constructed tiled bath with paving, screen wall and all necessary piping. To that sum must be added £45. for water connection, £31. for further scum channel, and £60. Architects' fees, total £2074. 3. 0.

The.....

The Architects can supply all details and any further information you may require regarding the above items.

FINANCE: Towards the required sum of £2,074. 3. 0. above, there is at present in the Bank a sum of £1,771. 2. 7. A further £50. is definitely promised when the job is well in hand (see letter from T. Ericksen of Durban attached). Hence the fund amounts to £1821. 2. 7. There is just a possibility of further amounts being contributed, but we omit same from this report, as they are not certain. The short-fall on the above figures of £2074 and £1821 is thus £253. The Parents Committee feel that no more can be raised from parents, and that no further attempts should be made to do so, either directly or indirectly, except possibly in regard to those who have so far made no contribution whatever.

DATE OF PROCEEDING WITH WORK: A very large portion of the above sum of £1821 was contributed on the clear understanding that the Bath was to be built in the immediate future. If it is not proceeded with at once that very large portion of the fund will have to be returned to contributors and the whole scheme will fall away.

SUGGESTION: To obviate the abandonment of the whole scheme two alternatives are suggested by the Parents Committee for adoption by your Council:-

(a) That the Council raise the amount of the short-fall viz;£253 by loan when it is raising the loan for further school buildings now contemplated and proceed with the scheme totalling £2074. As to the interest on the loan of £253 Miss Robinson tells us that the pupils could raise the sum annually by their own efforts.

(b) Alternatively that the tender to be accepted as suggested above for a total of £2074, be reduced by a sum of £242 representing the tenderer's cost

for.....

for for the screen wall round the Bath - which could be omitted for the present. In place of the wall a temporary sapling fence could be erected at very small cost. On this basis the amount collected would practically cover the cost of the work to be presently executed.

The Architects inform us that a contract on the above basis can be arranged with the tenderers. They also state that probably the contract could provide that the owners have the right, during the progress of the work and up to date of its completion to decide to proceed also with the screen wall at £242. The owner would thus have at least four months (during the building operations) in which to decide whether to have the wall built in place of a temporary sapling fence.

RECOMMENDATION: The Parents Committee very strongly recommend the adoption of suggestion (a) above as against suggestion (b) which is put forward merely at a last alternative. A proper brick screen wall is much to be preferred to a temporary sapling fence. Miss Robinson heartily agrees with this view.

CONTINUATION OF FUND: If the Council decide to build the Bath it is suggested that a special Swimming Bath Fund be kept open throughout the building operations and also after the completion of the Bath, so that any further donations at any time in the future may be paid into that Fund, for additions and improvements to the Bath in the way of cubicles, diving tower, lawns etc. as shown on the Architects' plans.

NOTE: The building scheme approved by the Parents Committee provides for a discharge pipe leading into the stormwater drain in Herschel Road, but provision has also been made for a valve at the Bath outlet to link up with any scheme the School may hereafter devise for utilizing the waste water from the Bath for gardens or playing fields.

Yours faithfully,

H. E. Hockly.

HON: SECRETARY, PARENTS COMMITTEE.

TENDER FOR CONSTRUCTION OF SWIMMING BATH AND CUBICLES AT THE HERSCHEL GIRLS SCHOOL, CLAREMONT, C.P., FOR THE COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION. (INCORPORATED).

Messrs. Walgate & Ellsworth,
A.R.C.A., A.A.R.I.B.A., M.M.I.A.,
30, Hout Street,
CAPE TOWN.

Dear Sirs,

I/We hereby tender to execute with the best materials of their respective kinds, and find and provide all plant, and all materials permanent and temporary and pay all fees, costs and expenses and do all labour incidental to and necessary for the carrying out and completion of construction of swimming bath and Cubicles, in accordance with drawings and specification supplied by you and to your entire satisfaction for the following sums:-

(a) Main Tender. One thousand eight hundred & eleven pounds three shillings £1811 : 3 : 0

(b) Cubicles. Three hundred & fifty nine pounds £359 : 0 : 0

(c) Arched Diving Platform. One hundred & fifty eight pounds Nine shillings £158 : 9 : 0

(d) Sump channel as letter 16/3/38 £127 : 0 : 0

I/We hereby acknowledge that we have examined the specification and drawings and site of the proposed works and am/are fully conversant with the conditions under which the proposed works are to be performed.

The time which I/We require to execute the work will be four and one half months or as agreed, the liquidated and agreed damages for non-completion being fixed at £5.0.0. per week for each and every week during which the works remain incomplete as may be certified by you in accordance with the conditions of Contract.

The before-mentioned tendered sums are subject to such additions and deductions as may be made in pursuance of and in accordance with the said conditions of Contract.

In the event of this tender being accepted I/we hereby agree to execute a Contract to the satisfaction of the Employer immediately or at any time within a period of three weeks, after the date of delivery of this tender, if called upon to do so, for which period this tender shall be of full legal force and effect.

It is understood that the employer is not bound to accept the lowest or any tender or tenders.

I/We further agree to submit, if called upon to do so, the names of two persons who are willing to become sureties for the due performance of the Contract and in the event of these or either of them not being approved by the Employer, to provide other approved surety or sureties within four days after notification to that effect.

I/We herewith return plans and specification.

MURRAY & STEWART (Pty.) LTD.

TENDERER'S SIGNATURE R. Bridgman Manager

ADDRESS P.O. Box 16 Salt River

MARCH 21st 1938.

TENDER AND PLANS TO BE DELIVERED AT THIS OFFICE NOT LATER THAN NOON, MONDAY 21ST MARCH, 1938.

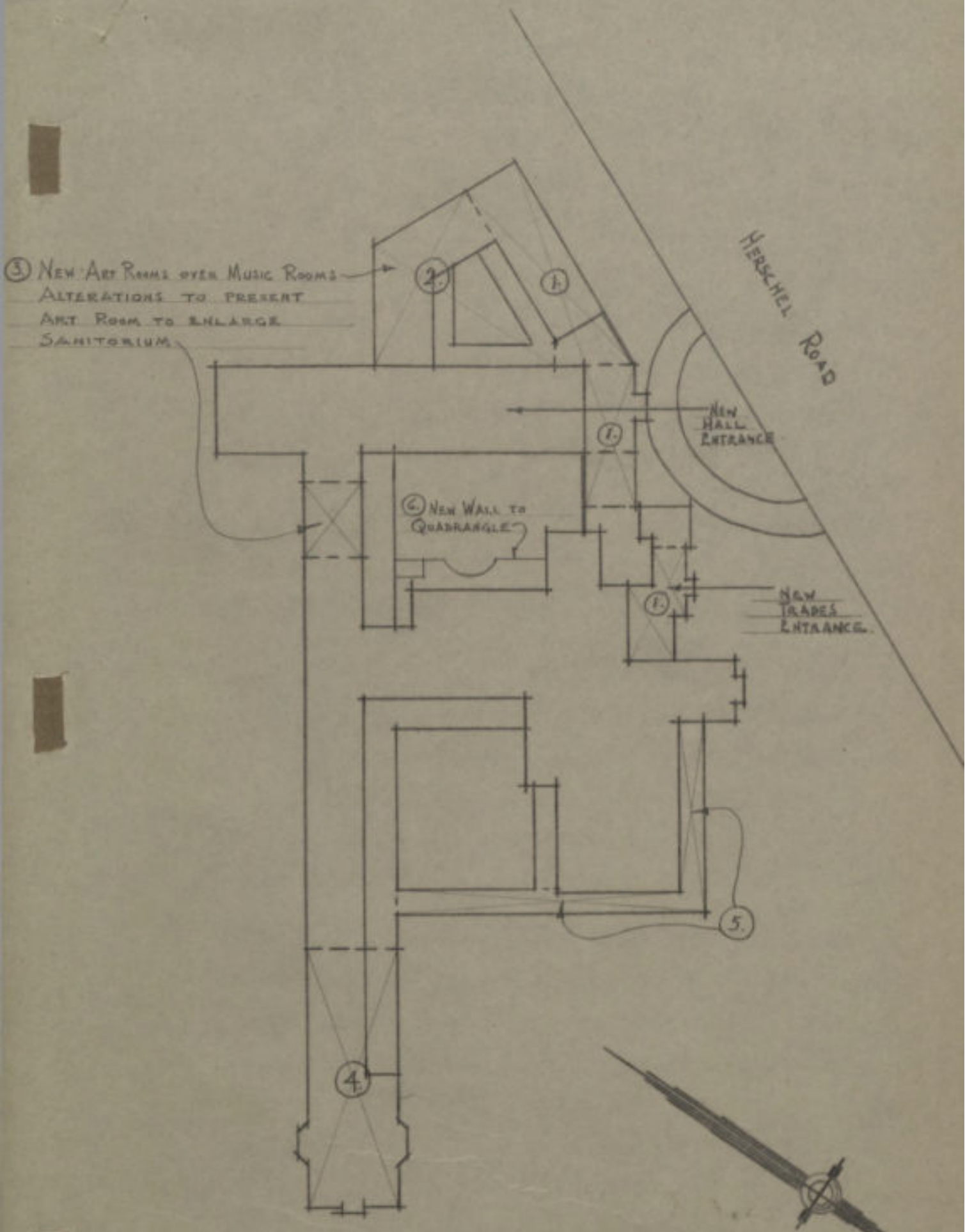
* Allowance has been made for omission of 4" copper handrail round bath.

1ST JUNE, 1938.

HERSCHEL GIRLS SCHOOL, CLAREMONT.

Estimate of various works in Additions and Alterations. See attached diagram.

1.	New Entrance and Vestibule to Hall, new Cloak Rooms including alterations to existing Cloaks to give extension of washup Scullery, Trades Entrance Porch and glass roof over connecting open space	£3,350. 0. 0.	
2.	New Music Rooms and Cloister	1,750. 0. 0.	5,100. 0. 0.
3.	New Art Rooms over new Music Rooms	600. 0. 0.	
	Alterations to present Art Room to enlarge Sanitorium	300. 0. 0.	900. 0. 0.
			6,000. 0. 0.
4.	Library, 5 new Class Rooms, Cloaks and Garages under	6,500. 0. 0.	
5.	Connecting Balconies and Verandahs	800. 0. 0.	7,300. 0. 0.
			13,300. 0. 0.
6.	New wall to Quadrangle and Sundries	150. 0. 0.	150. 0. 0.
			£13,450. 0. 0.
	Sundry Fees and Expenses		800. 0. 0.
			£14,250. 0. 0.
			750. 0. 0.
		Contingencies	£15,000. 0. 0.



(1)	£ 3350-0-0
(2)	£ 1760-0-0
(3)	£ 900-0-0
(4)	£ 6500-0-0
(5)	£ 800-0-0
(6)	£ 150-0-0

MINUTES OF SPECIAL MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON MONDAY, 4TH JULY, 1938.

PRESENT: Bishop Lavis (in the Chair)
Mrs. Duncan Baxter, W. Duncan Baxter and Professor Snape.
The Headmistress was also present.

It was reported that the S.A. Mutual Life Assurance Society had agreed to advance up to £15,000 at 5% and their letter of 23rd June was read stating the conditions of the loan which included provision for half-yearly repayments in equal instalments over a period of 30 years.

It was resolved to accept the offer and a draft reply was read and approved suggesting that the first repayment be made on 30th June 1940: it was decided to inform the S.A. Mutual that the meeting was one short of a quorum but that the meeting was sufficiently representative to ensure that its decisions would be adopted and confirmation would be obtained early in August.

It was resolved to call a Special Meeting to adopt these decisions on Wednesday, 3rd August at ½ p.m.

It was further resolved to instruct the Architects to proceed with the plans and Mrs. Baxter, Mrs. Birt, Miss Robinson and Professor Snape were appointed to deal with any matters which might arise in connection therewith. It was estimated that the building could be commenced early in 1939 and be completed towards the end of the year.

CONFIRMED.

S. B. Lavis.

CHAIRMAN.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON TUESDAY, 23RD AUGUST, 1938.

PRESENT: Bishop Lavis (in the Chair)
Mrs. Duncan Baxter, Lady Beattie, Mrs. Birt,
W. Duncan Baxter and Professor Snape.
The Headmistress was also present.
Professor Grant sent an apology for absence.

The minutes of the last ordinary meeting held on 8th June and special meeting held on 4th July, for which no quorum was present, were confirmed and adopted as part of the proceedings of this meeting.

A letter from the S.A. Mutual dated 6th July was read agreeing to the Council's suggestions in regard to the loan.

It was reported that there had been a variation from the contract in regard to the bricks used in the wall surrounding the Swimming Bath, which had been agreed to by the Architects. The matter had been referred to the Parents Committee who had been responsible for raising the funds and for the terms of the contract and it had been arranged to agree to the alteration subject to the builders' offer to pull down the wall at no cost to the Council if it should prove unsatisfactory within 2 years and also to their offer to donate £25 to the fund.

It was also reported that the City Council had agreed to a rebate of 50% on the cost of the water supplied to the Bath.

It was agreed to fix the fee at 7/6d. a term for the Seniors and 5/- for the Kindergarten for the 2 summer terms, the fee to be compulsory.

Plans were submitted drawn up by the Architects for the laying out of the playing fields including 2 additional tennis courts, one of which was to be made at once.

A Committee was appointed consisting of Lady Beattie, Bishop Lavis and Professor Snape to meet the Architects with power to act.

The Treasurer's Report (attached) was submitted.

The Headmistress reported:-

That the cost of holding the proposed Art Exhibition in the Argus Gallery was excessive and she suggested that it be held in November at the School on the same day as the opening of the Swimming Bath. The suggestion was approved and Mrs. Baxter was asked to open the bath.

That Founder's Day fell in February next year and it was resolved to ask Sir Carruthers Beattie to speak.

That Miss Willis, whose father had died recently, had asked for 6 months leave of absence next year. The leave was agreed to and resolved to consider further the question of pay on the basis of other schools.

Mr. Baxter was granted 3 months leave of absence and Mr. Kilpin was elected a member of the Council.

CONFIRMED.

John, Cape Town

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 22nd August, 1938.

Numbers

	Average 1937	1st Term 1938	2nd Term 1938	3rd Term 1938
Boarders	26½	31	32	36
Day Girls	59	87	76	67
Kindergarten	35½	27	23	28
Domestic Science	3½	5	4	3
	124½	150	135	134

Net Fees for the third term amount to £2200.11. 4. compared with £2160. 4. 4. for the previous term

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 21ST DECEMBER, 1938.

PRESENT: His Grace the Archbishop (in the Chair).
Mrs. Baxter, Lady Beattie, Mrs. Birt, W.D. Baxter, A.G. Hill, Professor Snape and Cecil Kilpin.
The Headmistress was also present.
Apologies for absence were received from Bishop Lavis, Professor Grant and Mr. Hankey.

The minutes of the previous meeting were confirmed and signed.

Mr. Baxter welcomed the Archbishop and expressed on behalf of the Council, its pleasure at having him to preside over its meetings.

Plans for the new buildings which had been approved by the Committee, were laid before the meeting by the Architects. It was resolved to appoint Messrs. Babbs, Labdon & Puntis, Quantity Surveyors, provided they are able to complete the work as required by the Architects otherwise that Mr. Gurney be appointed. The Architects were authorised to obtain tenders for the complete buildings to be submitted to the Council in due course.

It was reported that the new Tennis Court had been completed at a cost of £87 and the Netball Court approximately £15. This compared with a tender for a Tennis Court alone of £150. It was resolved to convey to Mr. Davies, the Bursar at the Diocesan College, the Council's sincere appreciation to him for arranging and supervising the work.

A letter from the City Council enclosing conditions in regard to the Bathing Box at St. James was submitted and the Secretary authorised to sign.

The Headmistress submitted a report on the general work of the school and recommended the following increases in salaries which were approved:-

Miss Ruffel	£150 p.a.	resident	to £170 p.a.
Miss Whitney	£180 p.a.	resident	to £190 p.a.
Miss Taylor	£170 p.a.	non-resident	to £180 p.a.
Miss Sharp	£140 p.a.	non-resident	to £150 p.a.

and that Miss Harsant whom she herself had paid for the past two years be taken on the staff at £60 p.a. non-resident.

She also reported that Mrs. Morris and Miss Macdonald had resigned and that she had appointed in their places Mrs. Abernethy and Miss Fowkes at £220 p.a. non-resident and £180 p.a. resident respectively.

The Report of the Council and the audited Accounts to 30th September last were formally adopted.

CONFIRMED.

Duncan Baxli

CHAIRMAN.

24/3/30

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

Cost of Swimming Bath.

Murray & Stewart (Pty) Ltd.	1970.12. 1.	
Architects Fees	60. 0. 0.	
Plans	3. 0. 0.	2033.12. 1.
Less Donations and Interest	1932.10. 8.	
Less Bank Charges	1.15. 5.	1930.15. 3.
Balance to be met by Council		£102.16.10.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON WEDNESDAY, 21ST DECEMBER 1938.

PRESENT: His Grace the Archbishop (in the Chair).
Mrs. Baxter, Lady Beattie, Mrs. Birt, W.D. Baxter, A.G. Hill and Cecil Kilpin.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1938 and the Report of the Auditors were submitted and adopted.

The Archbishop at the suggestion of the meeting nominated Miss Darbyshire as a member of the Council. The Council was authorised to fill the remaining vacancies if it wished to do so.

The retiring Auditors, Messrs. E.R. Syfret & Co. were re-elected and the fee for the past audit fixed at £12.12. 0.

Mr. Baxter congratulated Miss Robinson on the progress the School had made since she had been appointed Headmistress and particularly during the past year which was the first for many years that the Accounts had shown a substantial profit and expressed the hope that with the new buildings the School would be filled to its full capacity.

A true record of the proceedings.

W.D. McLaren

CHAIRMAN.

24/3/39

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 24TH MARCH, 1939.

PRESENT: W. Duncan Baxter (in the Chair).
Lady Beattie, Miss Darbyshire, H.A. Hankey, A.G. Hill, Professor Grant, Canon le Mesurier, Professor Snape, and Cecil Kilpin.
The Headmistress was also present.
Apologies for absence were received from Mrs. Birt and Bishop Lavis.

The minutes of the previous meeting and of the Annual General Meeting of 21st December 1938 were confirmed and signed.

Correspondence with Mr. Wise in regard to the withdrawal of his daughter from the school and the Headmistress' report was considered and the action taken by the Secretary in conjunction with Bishop Lavis and Mr. Baxter was approved.

The question of making a charge for the use of the Swimming Bath was discussed and no action was taken. It was felt that it might be advisable to consider a quarterly fee to cover all games.

It was resolved at the request of the Headmistress that in future it should be compulsory for Day Girls to have lunch at the school.

It was resolved that Miss Willis should be paid half-pay during the period of six months leave previously granted to her based on her salary plus non-resident allowance at the rate of £75 per annum, the leave and pay to be regarded as special and not to form any precedent.

The statement attached showing the numbers in the school and the fees accruing was submitted.

Captain Elsworth being in attendance, submitted a

schedule of tenders for the new buildings (attached) It was resolved to accept the lowest tender of Messrs. Cowley & Co. for £13831.10.11. subject to approval of the sureties by Mr. Baxter, Mr. Hill and the Secretary - Mr. Baxter and the Secretary to sign the contract. Failing acceptance of this contract, Mr. Baxter, Mr. Hill and the Secretary were authorised to accept the next lowest tender, Messrs. Murray & Stewart. The Architect also submitted additions which had not been included in the contract (list attached). Resolved that consideration of these extras be left over.

CONFIRMED.

N. B. Laws.

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

Treasurer's Report - 24th March, 1939.

Numbers

	Average 1937	Average 1938	1st Term 1939
Boarders	26½	33	24 (incl. 1 half term)
Day Girls	59	76½	88
Kindergarten	35½	27	19
Domestic Science	3½	3	—
	124½	139½	131

Net Fees for the first term amount to £1986. 5. 1. compared with £2223. 3. 5. for the previous term.

WALGATE & ELSWORTH.
CHARTERED ARCHITECTS.
C. P. Walgate, A.R.C.A., A.R.I.B.A., M.I.A.
L. A. Elsworth, A.R.I.B.A., M.I.A.
T. J. Dry, A.R.I.B.A., M.I.A.

TURNER HOUSE,
30, HOUT STREET,
CAPE TOWN.

Telephone 2-9559.
Tel. Add.: "VESICA," Cape Town.

March 24th. 1939.

HERSCHEL GIRLS SCHOOL ADDITIONS.

The following tenders were received by the Architects for the above:-

Messrs Cowley & Co.	£13,831.	10.	11.-
Messrs Murray & Stewart	14,071.	16.	0.-
Messrs Harper & Co.	14,205.	0.	0.-
Messrs J. Forster & Co.	14,357.	0.	0.-
J. Stuart Esq;	14,370.	0.	0.-
Messrs A. B. Reid & Co.	14,430.	0.	0.-
Messrs Hedden & Bruce	14,475.	0.	0.-
Messrs E. J. Allin & Co.	14,496.	0.	0.-
Messrs Woolenschot & Schep	15,160.	0.	0.-
Messrs Price Bros.	15,235.	0.	0.-
Messrs H. Weir & Co.	15,930.	0.	0.-

13831/29 + 800 = 14631

WALGATE & ELSWORTH.

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CHARTERED ARCHITECTS.
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T. J. Dry, A.R.I.B.A., M.I.A.

TURNER HOUSE,
39, HOUT STREET,
CAPE TOWN.

Telephone 2-9559.
Tel. Add.: "VESICA," Cape Town.

24th March, 1939.

ITEMS NOT IN THE PRICES AND RECOMMENDED TO BE INCLUDED IN THE CONTRACT.

Library Book Shelves	say	£70.	0.	0.
Fittings in Art Room	say	£70.	0.	0.
Cupboards in Class Rooms	say	£30.	0.	0.
Extra Lockers	say	£20.	0.	0.
4 Wrought Iron Lanterns	say	£40.	0.	0.
Heraldry	say	£50.	0.	0.
Decorative Urns	say	£10.	0.	0.
Inscription	say	£ 5.	0.	0.
Library fireplace grate	say	£25.	0.	0.
		£330.	0.	0.
Wrought Iron Grillage to protect Corridor and Quadrangle		£220.	0.	0.
		£550.	0.	0.

To Cycle rocks allow 30/- per cycle. £75

WALGATE & ELSWORTH.

MINUTES OF SPECIAL MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 28TH APRIL, 1939.

PRESENT: His Grace the Archbishop (in the Chair).

W. Duncan Baxter, A.G. Hill, Bishop Lavis, Canon le Mesurier, Professor Snape and Cecil Kilpin.

Resolved:

That as Security for the loan of Fifteen Thousand Pounds (£15,000) which the Association has borrowed from the South African Mutual Life Assurance Society (additional to the existing loans of £6750, now reduced to £5,000 and £3,000), the Association's landed property at Claremont, more fully described in Deed of Transfer No: 6631 dated 14th July 1921, be mortgaged to the said Society as a Third Mortgage under the following terms and conditions:-

1. The bond to contain the usual £300 Costs Clause.
2. That it provides for payment of interest at 5 per cent per annum from the date the money is advanced, payable half yearly on the 30th day of June and 31st day of December in each year.
3. That the Fire Policy and a Builder's Risk Policy be ceded as Additional Security.

It was further resolved that in their capacity as 3 of the Trustees be authorised to sign the power of attorney to pass the above bond and any other documents necessary in connection with the loan on behalf of the Association in terms of Article 44 of the Company's Articles of Association.

Resolved further:

That an undertaking would be given to the South African Mutual Life Assurance Society to reduce the existing bonds of £8,000 by half yearly payments of £100 each, the first payment to be made on 30th June, 1940.

CONFIRMED.

S. B. Lavis

CHAIRMAN.

ADDENDUM. Add after the words "in their capacity as 3 of the Trustees" John Russel Darbyshire (Archbishop) Sidney Warren Lavis and William Duncan Baxter.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 14TH JUNE, 1939.

PRESENT: Bishop Lavis (in the Chair).

Mrs. Birt, W. Duncan Baxter, A.G. Hill, Canon le Mesurier and Cecil Kilpin.

The Headmistress was also present.

Apologies for absence were received from the Archbishop and Mrs. Baxter.

The Minutes of the previous ordinary meeting held on 24th March and of the Special Meeting held on 28th April were confirmed and signed.

The statement attached showing the numbers in the school and the fees accruing was laid on the table.

The Headmistress reported:-

That there were 139 girls in the School and their health was comparatively good.

That the play "St. Joan" given at the School on 19th and 20th May realized £86.10. 0. and expenses (including royalty £10.10. 0.) £24. 0. 0. leaving £62.10. 0. for school funds.

That the gymnastic competition for the Douglas Cup was held on 13th instant.

That the Swimming Bath was still leaking and that there were a number of cracks in the wall.

That the Matron had been offered another post and would leave at the end of next term.

That the Margaret Morris dancing classes would be discontinued at least temporarily owing to Miss Gunson's departure.

Miss Robinson was congratulated on the play. The Secretary reported that the final instalment on the bath had been withheld. Mr. Hill undertook to inspect the bath with Mr. Starke. The Headmistress was authorized to advertise for another Matron.

CONFIRMED.

Alfred E. Snape

13.9.39

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 6th June, 1939.

Numbers

	Average 1938	1st Term 1939	2nd Term 1939.
Boarders	33	24	27
Day Girls	76½	88	90
Kindergarten	27	19	20
Domestic Science	3	—	—
	139½	131	137 + 2

Net Fees for the second term amount to £2120.12. 4. compared with £1986. 5. 1. for the previous term.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 13TH SEPTEMBER, 1939.

PRESENT: Professor Snape (in the Chair).
Mrs. Baxter, Lady Beattie, Mrs. Birt, W. Duncan Baxter, H.A. Hankey, A.G. Hill and Canon le Mesurier.
The Headmistress was also present.
Bishop Lavis sent an apology for absence.

The minutes of the previous meeting were confirmed and signed.

The statement (attached) showing the numbers in the school and the fees accruing was laid on the table.

The Headmistress reported:-

That she had made temporary arrangements for Mrs. Harker to act as Matron.

That she had also made temporary arrangements for Miss Courtney-Clarke to take the place of Miss Ruffel till the end of the term.

That Miss Whitney was leaving at the end of the year.

The new buildings were discussed and it was arranged for as many of the Council as possible to make an inspection on the following Wednesday at 4 p.m.

Mr. Hill reported that the whole of the Swimming Bath was in a very bad and unsatisfactory condition in regard to leaks, tiles and walls. It was resolved that the Council inspect the bath and thereafter a committee consisting of Mr. Hill, Mr. Baxter and Mr. Starke interview Messrs. Murray & Stewart together with the Architects with power to act.

It was resolved that the Headmistress be temporarily given authority to increase the bursaries allowed from 10 to 12 to be reduced to 10 as the holders leave.

An application from Mr. Karstel to give short notice for his daughter owing to war conditions was approved, any

further applications to be decided by the Headmistress and Mr. Baxter.

CONFIRMED.

W. Duncan Bell

CHAIRMAN.

13/12/39

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 6th September, 1939.

Numbers

	Average 1938	1st Term 1939	2nd	3rd
Boarders	33	24	27	28
Day Girls	76½	88	90	96
Kindergarten	27	19	20	19
Domestic Science	3	—	—	1
	139½	131	137	144

Net Fees for the third term amount to £2221. 4. 0. compared with £2120.12. 4. for the previous term.

The instalments paid for the New Buildings amount to:-

Messrs. Cowley & Co.	£6800. 0. 0.
Walgate & Elsworth	430. 4. 7.
	£7230. 4. 7.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 13TH DECEMBER, 1939.

PRESENT: W. Duncan Baxter (in the Chair).
Mrs. Baxter, Professor Grant, H.A. Hankey, A.G. Hill, Canon le Mesurier and Professor Snape.
The Headmistress was also present.
The Archbishop, Miss Darbyshire and Mrs. Birt sent apologies for absence.

The minutes of the previous meeting were confirmed and signed.

Arising out of the minutes, the Chairman stated that the Swimming Bath was proving satisfactory and as the two years guarantee for the surrounding wall expired in August 1940, it was resolved that the whole matter be left over till then.

Mrs. Baxter referred to the unsatisfactory size of the garages which were unsuitable for accommodating a moderate sized car. After discussion, it was resolved that Mr. Baxter and Professor Snape meet the Architects at the school and discuss the matter fully.

The Report of the Council and the audited Accounts to 30th September 1939, were formally adopted.

The Headmistress' Report was as follows:-

That Miss Ball and Miss Whitney had resigned and that she had appointed in their places Mrs. Rapson and Miss Krige at £180 p.a. resident and £120 p.a. resident respectively. She had also appointed Miss A. van der Merwe in the place of Miss Ruffel at £160 p.a. resident.

That she recommended the following increases in salaries:-

Miss Taylor	£180 p.a. non-resident	to £190 p.a.
Miss Sharp	£150 p.a. non-resident	to £160 p.a.
Miss Harsant	£60 p.a. non-resident	to £70 p.a.

That an additional piano was required and that she had heard of a Grand Piano for sale.

That Founder's Day would be held on 16th February, 1940.

That she expected the numbers for the next term to be much higher and that there were already more girls entering the School than leaving it.

The Report was adopted, the increases recommended and the purchase of the piano up to £80, subject to a report, approved. It was further resolved to ask His Grace the Archbishop to distribute the prizes and open the new buildings.

CONFIRMED.

John Calder

March 13. 1940.

CHAIRMAN.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON WEDNESDAY, 13TH DECEMBER, 1939.

PRESENT: W. Duncan Baxter (in the Chair).
Mrs. Baxter, Professor Grant, H.A. Hankey, A.G. Hill, Canon le Mesurier and Professor Snape.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1939 were submitted and adopted.

There were five vacancies on the Council and the Council was authorised to fill them if they wished to do so.

The retiring Auditors, Messrs. E.R. Syfret & Co. were re-elected and the fee for the past audit fixed at £12.12. 0.

A true record of the proceedings.

W Duncan Baxter
CHAIRMAN.

13/3/40

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 13TH MARCH, 1940.

PRESENT: His Grace the Archbishop (in the Chair).
Mrs. Baxter, Lady Beattie, Mrs. Birt, Miss Darbyshire, W. Duncan Baxter, A.G. Hill and Bishop Lavis.
The Headmistress was also present.
Mr. Hankey sent an apology for absence.

The minutes of the previous ordinary meeting and Annual Meeting were confirmed and signed.

Mr. Baxter reported that a rustic garage was being erected at a cost of £19. 5. 0. and that Mr. Hankey had contributed £20 to cover the cost. It was resolved to convey the Council's thanks to Mr. Hankey for his donation and to inform the Architects that the Council considered that a floor should be put in without any expense to the school.

The Financial Statement which had been circulated to the Council was submitted.

The Chairman reported on the question of the "specific services" rendered by the City Council and stated that the whole question was to be considered at a meeting of the Diocesan Board of Education which would be held on 14th instant. It was decided that Mr. Baxter should attend the meeting to represent the interests of Herschel.

The Headmistress reported:-

That she proposed to advertise the post of Science Mistress in the place of Mrs. Lamont who was leaving.

That more cubicles were required for boarders.

That a new stove was required.

That the cost of the Grand Piano would be £90.

It was resolved that the report be adopted and approved and that a Committee consisting of Mrs. Baxter, Lady Beattie and the Headmistress be appointed to go into the question of a stove.

CONFIRMED. Abp. Cape Town

June 12. 1940

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

Treasurer's Report - 6th March, 1940.

Numbers

	Average 1938	Average 1939	1st Term 1940
Boarders	33	27½	32
Day Girls	76½	93	108
Kindergarten	27	20¾	25
Domestic Science	3	½	3
	139½	141½	168

Net Fees for the first term amount to £2585.16. 4. compared with £2341.11. 8. for the previous term.

MINUTES OF SPECIAL MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 17TH MAY, 1940.

PRESENT: His Grace the Archbishop (in the Chair).
Mrs. Baxter, Lady Beattie, Mrs. Birt, W. Duncan Baxter, H.A. Hankey, Canon le Mâsurier and Cecil Kilpin.
The Headmistress was also present.
Professor Grant and Bishop Lavis sent apologies for absence.

The Archbishop stated that the meeting had been called to consider a request by Mr. Warren which had been made verbally to the Headmistress regarding a pupil in the school, a daughter of Dr. Graf. No written complaint had been received.

The Archbishop expressed his views on the matter and moved that no further action be taken.

On the suggestion of Mr. Hankey, the Archbishop agreed to write a memorandum expressing the views he had put before the Council and write to Mr. Warren sending him a copy and inviting him to discuss the matter with him. The memorandum also to be available to any other parents who enquired as to the position. It was further agreed that the Headmistress should interview Mrs. Graf in regard to her daughter's conduct at the school.

CONFIRMED.

Hon. Cape Town
June 12. 1940

CHAIRMAN.

Draft Letter to Parents.

Dear Sir or Madam,

The attention of the Council has been drawn to the fact that certain parents of pupils at Herschel School are uneasy at the presence of three girls of German extraction in the school.

The Council understands that it was feared that these girls might cause conflict in the school, or carry on some propaganda against the British and their Allies. We felt it right therefore to make careful enquiries and hold a special meeting to discuss the whole matter.

It transpired that as the father of these girls was a naturalized British subject of long standing, they share his status. Prefects of the school when asked about the feeling in the school itself denied that any subversive influence was at work among the girls, or could possibly emanate dangerously from these girls.

The Council gave consideration to the possible consequences upon these pupils if their removal was demanded. We felt that indiscriminate expulsion, merely on account of nationality could not commend itself to those who were engaged in a war for individual liberty, justice, and protection of the weak. No clear evidence was forthcoming of any kind to justify our regarding these girls as undesirable members of the school. We are confident that no trouble is likely to arise; and we hope that the parents of children at the school will support our decision to take no steps in the matter of removing these young girls from an opportunity of sound education which they would be obviously precluded from obtaining elsewhere if they were barred from Herschel.

Yours faithfully,

John Cope Johnson

Chairman of the Council.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON WEDNESDAY, 12TH JUNE, 1940.

PRESENT: His Grace the Archbishop (in the Chair).
Mrs. Baxter, Lady Beattie, Mrs. Birt, Miss Derbyshire, W. Duncan Baxter, Bishop Lavis, Canon le Mesurier, Professor Snape and Cecil Kilpin.
The Headmistress was also present.
Professor Grant sent an apology for absence.

The minutes of the meeting of 13th March and Special Meeting of 17th May were confirmed and signed.

The Archbishop reported that he had written to Mr. Warren and sent him a copy of his letter setting out his views (attached to the minutes of the previous meeting). He had also discussed the matter with Mr. Warren. Miss Robinson reported that she had seen Mrs. Graf; she also reported that it had since transpired that the Graf girl was not responsible for the chief action complained of.

Any further steps to be taken were left to the Archbishop and Miss Robinson.

An application was submitted from Miss Ralph to continue the grant of £60 p.a. which had been granted for a minimum period of 7 years. Resolved to renew the grant for one year and thereafter consider annually; also that Miss Ralph be informed of the financial position.

Mr. Hankey was granted 6 months leave of absence.

The Headmistress reported;

That she had made the following appointments on the staff.

Miss Gray, B.Sc. at £160 p.a. resident in the place of Mrs. Lamont.
Miss Lansdale at £180 p.a. resident in the place of Miss Krige.
Mrs. Slaterus at £108 p.a. as Matron in the place of Mrs. Hawker.

That Lady Beattie had presented £3. 3. 0. for prizes.

That the cracks in the wall around the Swimming Bath were worse.

That there were various defects in the buildings and that new blinds were required.

The Report was adopted and resolved to supply the Architects with a list of the defects in the buildings immediately; also that the Architects instruct the builders to rebuild the defective parts of the wall round the bath.

It was resolved in future to hold the meetings on the second Friday in each month instead of Wednesday.

CONFIRMED.

T. Hodgson Esq
Feb 18.

CHAIRMAN.

COPY

c/o. Mrs. R.C. Clinker,
Merope,
Trevone Bay,
Padstow,
N. CORNWALL.

24.4.40.

Dear Mr. Kilpin,

Thank you for your note dated 21st March, enclosing draft for £29.12.6, for which I enclose a formal receipt.

Yes - although in some ways it is difficult to realise it, next month will complete seven years since I left the Cape. I thought I should have been back long ago, but circumstances have not worked that way.

These remittances have been a great help, and as things over here are now increasingly difficult, I hope the Council will see its way to continue the allowance - It was said at the time, I remember, that although "7 years" was mentioned, that did not mean it need be limited to that period provided the financial position of the school allowed for its continuance.
As you say you will be bringing the matter up at the next Council Meeting, I will just await the decision.

Yours sincerely,

(Signed) M.A. Ralph.

CONFIDENTIAL.

REPORT OF COMMITTEE.

Retiring Allowance to Miss Ralph.

Miss Ralph will have completed eleven years service on her retirement. Her salary during the whole period has been £600 p.a. plus board at say £75, a total of £675 p.a.

Until recently there has been no provision for retiring allowances, and at the time of appointment, the salary was fixed at £600 plus board in the knowledge that no retiring allowance was involved.

This salary is considerably higher than the salaries paid by the Education Department in the Cape in girls schools. The highest salary paid under its scale for High Schools is as follows:-

High Schools with 200 pupils above Standard 6	£500.10. - 600
High Schools with 100-200 pupils above Standard 6	£450.10. - 550
High Schools with under 100 pupils above Standard 6	£400.10. - 500

In secondary schools with 20 pupils in Standards 7 and 8 the salary is £350.10. - 450
if less than 20 pupils in Stds. 7 and 8 £310.10. - 410

Herschel has never had more than 90 pupils and most of them have been in the lower standards.

Under the Herschel Retiring Allowance Scheme recently adopted, under which the age for retirement was fixed, Miss Ralph has the right of contributing arrear contributions amounting to £371. 5. 0. and if she does do so, the Council will pay £472.10.0.

A teacher under the Education Department with 11 years service would seem to be entitled to a pension of £125 but would have contributed towards it with interest approximately £300.

A Civil Servant with similar service would be entitled to 11/60ths of £675 equal to £133.15. 0. but would have contributed half the annual contributions during the period of service.

In consideration of Miss Ralph's special service to the school and in view of the fact that no age for retirement had been laid down, the Committee recommends that Miss Ralph be granted the option of:-

(a) Paying the arrears to the Schools Retiring Allowance Scheme which would entitle her to the Council's contribution of £472.10. 0 and that in addition an amount of £60 per annum be paid to her quarterly for a period of seven years. That thereafter the grant of £60 per annum or such sum as the Council may fix, be continued at the discretion of the Council and that Miss Ralph be informed that there is no intention of withdrawing or reducing the grant after the seven years have elapsed unless either such step should

in/

in the opinion of the Council, be rendered imperative by the financial position of the School.

or (b) That she forego the option given her of contributing to the Retiring Allowance Scheme and that she be paid an amount of £100 per annum to be paid to her quarterly for a period of seven years. That thereafter the grant of £100 per annum or such other sum as the Council may fix, be continued at the discretion of the Council and that Miss Ralph be informed that there is no intention of withdrawing or reducing the grant after the seven years have elapsed unless either such step should in the opinion of the Council, be rendered imperative by the financial position of the School,

and that in either case the Council grant her an honorarium of £200.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

Treasurer's Report - 5th June, 1940.

Numbers.

	Average 1939.	1st Term 1940.	2nd Term 1940.
Boarders	27½	32	32
Day Girls	93	108	105
Kindergarten	20½	25	27
Domestic Science	½	3	3
	141½	168	167

Net Fees for the second term amount to £2601.15.9d. compared with £2592.18.7d. for the previous term.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 13TH SEPTEMBER, 1940.

PRESENT : Bishop Lavis (in the Chair), Mrs. Baxter, Lady Beattie, Mrs. Birt, Mr. W. Duncan Baxter, Professor Grant, A. G. Hill, Professor Snape, and Cecil Kilpin.

The Headmistress was also present.

An apology was received from the Archbishop owing to his absence from Cape Town.

The Minutes of the previous meeting of 12th June were confirmed and signed.

Arising out of the Minutes:

The decision of the Archbishop in June last that the three children of Dr. Graf should not return to the School was confirmed. -Lady Beattie dissenting on the ground that an enquiry should have been held.

The Treasurer's Report was laid on the table.

A reduction of fees was granted from £13.2.6d. to £7 for Mrs. Taylor, (whose husband died suddenly) owing to special circumstances; the matter to be further considered at the end of the year.

A reduction from £31.5.0 to £22.7.6. was authorised for two children from Nyasaland owing to special circumstances.

The Headmistress reported :-

1. That a shower should be put in the Native boys quarters.
2. That there were still defects caused by the new buildings.
3. That photos of the new buildings should be inserted in the prospectus.

Resolved : (1) Referred to Mr. Baxter, Miss Robinson and the Secretary.

(2) That the Secretary communicate with the Architects.

(3) That the matter be referred to a Committee consisting of Lady Beattie, Mr.& Mrs. Baxter and Miss Robinson.

A letter was read from Miss Ralph thanking the Council for continuing the grant to her and stating that she was now receiving an old age pension of 10/- per week and that she thought the Council should know this.

Confirmed

John Coe Dow

CHAIRMAN.

13 December, 1940.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

Treasurer's Report - 6th September, 1940.

Numbers.

	Average 1939.	1st Term 1940.	2nd Term 1940.	3rd Term 1940.
Boarders	27½	32	32	33
Day Girls	93	108	105	109(incl.3 in lieu of notice & 7 half term.)
Kindergarten	20½	25	27	29(incl. 4 half term)
Domestic Science	½	3	3	2
	141½	168	167	173

Net Fees for the third term amount to £2643. 2. 4d. compared with £2601.5.9d. for the previous term.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 13TH DECEMBER, 1940.

PRESENT : His Grace the Archbishop (in the Chair), Mrs. Baxter, Lady Beattie, Miss Darbyshire, W. Duncan Baxter, H. A. Hankey, A. G. Hill, Bishop Lavis, Professor Snape, and Cecil Kilpin.

The Headmistress was also present.

Mrs. Birt and Canon le Mesurier sent apologies for absence.

The Minutes of the previous meeting of 13th September were confirmed and signed.

It was reported :-

1. That the City Council had offered to accept 1/- p.a. per pupil as a charge for specific services (instead of approximately £140 p.a. originally claimed) and that the offer had been accepted.
2. That the special Committee appointed had accepted a tender for £29 for addition of shower etc. to the boy's room.

The Annual Report and audited Accounts for the year to 30th September, 1940 were submitted and approved.

Mr. Baxter commented on the favoureble position disclosed due to the loyalty of the Headmistress and her Staff and considered that the time had now arrived to consider the question of teaching and administrative salaries which had been constantly deferred owing to the financial position.

Resolved to appoint a Committee consisting of Mr. Baxter, Mr. Hill and Professor Snape with the Archbishop (ex officio) if wanted to consider the matter and report.

Other matters consisting of Purification Plant for Swimming Bath, Repairs to Flat Roof, Hot Water for Staff Cottage and Repairs to Drive were also referred to this Committee.

Letters were submitted from Paymaster Commander Gornall and Mrs. Ethelstone asking if any reduction in fees

could be made.

In the latter case the Headmistress stated that the case could be met by two bursaries which fell vacant. In the former case it was resolved to allow a 25% reduction in fees to Naval Officers from overseas for the period of the War in view of heavy deduction from their salaries for Income Tax and other expenses.

Also resolved to write off a balance of fees of £8.18.5d. due by Mrs. Wilson.

It was resolved to authorise Mr. A.G. Hill to sign cheques in addition to the Archbishop, Mr. Baxter, Professor Grant and Mr. Hankey.

The payment of the final instalment on the new building of £1,299.15.2. was authorised less £50 to be held over till some minor defects are attended to. It was recorded that the total cost (excluding interest and repairs effected to the old buildings, but including architects fees) was £14,483.5.2d. It was reported that a teak screen had been made for the landing, Science wing, at a cost of £19.

The headmistress reported :-

1. That extra supervision for the juniors after 3.30 p.m. was required and that she had engaged Miss Munday at £6 p.m. to assist the Matron. This appointment relieves Miss Harsant who was receiving £2 per month.

2. That she recommended increases for Miss Willis, Miss Taylor and Miss Sharp. Referred to the Special Committee.

3. That Founders day fell on Friday 21st February, 1941. Resolved to ask Lady Harding to present the prizes and the High Commissioner to speak. The Archbishop agreed to write and invite them to do so.

Confirmed.

John, Cape Town

14 March, 1941. CHAIRMAN.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 13TH DECEMBER, 1940.

PRESENT : His Grace the Archbishop (in the Chair), Mrs. Baxter, Lady Beattie, Miss Derbyshire, W. Duncan Baxter, H. A. Hankey, A. G. Hill, Bishop Lavis, Professor Snape, and Cecil Kilpin.

The notice convening the meeting was submitted.

The Archbishop congratulated Mr. Baxter on the degree conferred on him by the University of Cape Town.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1940 were submitted and adopted.

The Archbishop conveyed to Miss Robinson the appreciation of Members of the Council for her work which was reflected in the progress of the school.

Lady Beattie, Mr. Hankey and Professor Snape were re-elected on the Council for a period of five years.

The retiring Auditors, Messrs. E. R. Syfret & Co. were re-elected and the fee for the past audit was left to the Council to fix.

A true record of the proceedings.

John Cape Town

CHAIRMAN.

March, 1941.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 14TH MARCH, 1941.

PRESENT : His Grace the Archbishop (in the Chair), Mrs. Baxter, Lady Beattie, Miss Darbyshire, Mrs. Birt, W. Duncan Baxter, H. A. Hankey, A. G. Hill, Bishop Lavis, Canon le Mesurier, Professor Snape and Cecil Kilpin. The Headmistress was also present. Professor Grant sent an apology for absence.

The Minutes of the previous meeting of 13th December and Annual Meeting were confirmed and signed.

The Report of the Special Committee appointed at the last meeting (attached) was submitted by Mr. Baxter and adopted.

Tenders for the cost of installing a filtration plant for the Swimming Bath were submitted showing a total cost of £677. It was resolved, in view of the increased cost, to defer the whole matter.

The Treasurer's Report (attached) was laid on the table.

The Headmistress reported that a new piano was required and that she had been able to purchase one, with the consent of the Archbishop, for £20.

CONFIRMED.

CHAIRMAN.

13 June, 1941.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

Report of Special Committee consisting of Mr. W. Duncan Baxter (chairman), Mr. A.G. Hill, Professor Snape, together with His Grace the Archbishop (ex officio) if required.

The Committee met at the School on 7th and 20th January; The architects being in attendance at the first meeting.

REPAIRS TO FLAT ROOF.

Alternative estimates were submitted :-

To put in a new roof in slate	£975.
" " " " " " iron	520.
To repair with ruberoid etc.	145.

It was resolved to accept the tender of Messrs. Scheltema & Co. for £145 for repairing the roof and that as a matter of urgency that this be affected immediately subject to the approval of the Archbishop. This was subsequently obtained and the work has been completed.

FINANCIAL POSITION.

The Committee considered estimates of Revenue and Expenditure for the current year and a Report from the Headmistress in regard to the staff.

HEADMISTRESS' SALARY.

It recorded the fact that Miss Robinson had completed nearly eight years as Headmistress and that her salary had never been increased. The success of the school in recent years had been largely due to Miss Robinson and the Committee proposed an increase of salary from £600 to £700.

STAFF SALARIES.

The Headmistress' recommendations in regard to the staff were adopted as follows:-

(1) That the Vice Principal be given an extra £40 per annum because of extra duties, and responsibility. This is usual in all schools. ..... £40.

(2) That Miss Willis, and Miss Hill be given an increase of £10 per annum up to £300 maximum. ..... 20.

(3) That Miss Taylor and Miss Sharp be given an increase of £10 this year ..... 20.

(4) That Miss Harsant be given a rise of £10 per annum .... 10.

(5) That Miss van der Merwe's salary be raised to £180 resident ... 20.

£110.

TREASURER.

The Committee considered the additional office work which devolved on the Treasurer from the time Miss Robinson took over due to various changes in the administrative work, apart from the increase in pupils from 58 to about 190. It was decided to recommend an increase from £150 to £220.

AUDIT FEE.

Owing to the increased work in this connection an increase from £12.12.0. to £21 was recommended.

PURIFICATION PLANT FOR SWIMMING BATH.

The estimated cost of this amounted to approximately £500 being Plant £380 and £120 for buildings, connected with drainage etc.

The Committee decided to obtain full details as to cost and provided it amounts to approximately £500 to recommend the Council to have the work carried out in the July holidays.

The fees for 1939 and 1940 respectively amounted to £71 and £98 and the cost of water (less 50% rebate) to £49 and £33 respectively. (Note. Since the Committee met the City Council has increased the rebate to 75% which would have further reduced the cost to £25 and £16 respectively, equal to a net cost of about £5 each time the bath is filled).

REPAIRS TO DRIVE, SURFACE STORMWATER DRAINAGE, TENNIS AND NETBALL COURTS.

After an inspection it was resolved to ask the Architects to report on the drainage and take levels and peg out the Tennis and Net Ball Court. After attending to the drainage, Repairs should be effected to the drive, the netball Court gravelled with rough gravel and a new tennis court constructed.

SURPLUS.

After making provision for all the above recommendations, with the exception of the purification plant for the Swimming Bath and the cost of the tennis court, it was estimated there would be a surplus for the current year sufficient to pay the £550 required for redemption of loan (future years £665) and to add to reserves.

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

Treasurer's Report - 7th March, 1941.

Numbers.

	Average 1939.	Average 1940.	1st Term 1941.
Boarders	27½	35	44
Day Girls	93	107½	110
Kindergarten	20¾	27¾	31
Domestic Science	½	2¾	-
	141½	172¾	185

Net Fees for the first term amount to £3,053.0.11. compared with £2,945.11.2. for the previous term.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY, 13TH JUNE, 1941.

PRESENT : His Grace the Archbishop (in the Chair), Mrs. Baxter, Lady Beattie, Miss Darbyshire, Mrs. Birt, W. Duncan Baxter, Professor Grant, A. G. Hill, Bishop Lavis, Canon le Mesurier, Professor Snape and Cecil Kilpin. The Headmistress was also present.

Mr. Hankey sent an apology for absence.

The Minutes of the previous meeting of 14th March were confirmed and signed.

The Treasurer's Report (attached) was laid on the table.

It was reported that there would be cash in hand at the end of June of approximately £3,500.

The question of a reduction of the Bond was referred to Mr. Baxter and the Treasurer with power to act.

The allowance to Miss Ralph of £60 per annum was renewed for a further period of twelve months as from 31st March, 1941.

The Headmistress reported :-

That Miss Gray (Science) had resigned from the beginning of next year and that she had appointed Miss V. Smith in her place at £200 per annum resident.

That Miss Taylor left on 2nd May to undergo a serious operation and Miss Van Lingen was acting as substitute.

That an additional sliding screen had been put in at a cost of £7.

That the school play had realized £90 for War Funds.

The Report was adopted and Miss Taylor was granted the usual sick leave during term time of one month full and two months half pay, which would give her, inclusive of holidays, two months full pay and two months half pay to the end of August when it was hoped she would be able to return.

Plans for surface drainage and a tender of £64 were submitted by the Architects (Captain Elsworth being in attendance). Resolved to refer the matter to a Committee consisting of Professor Snape, Mr. Baxter and the Headmistress with power to act.

CONFIRMED.

S. B. Lewis.

CHAIRMAN.

September, 1941.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

Treasurer's Report - 6th June, 1941.

Numbers.

	Average 1940.	1st Term 1941.	2nd Term 1941.
Boarders	35	44	47 (including 4 half term)
Day Girls	107½	109	108
Kindergarten	27½	30	33
Domestic Science	2½	-	-
	172½	183	188

Net Fees for the second term amount to £3041.8.8. compared with £3037.16.5. for the previous term.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCN. HELD AT CAPE TOWN ON FRIDAY 12TH SEPTEMBER, 1941.

PRESENT : Bishop Lavis (in the Chair), Mrs. Birt, W. Duncan Baxter, H.-A. Henkey, A. G. Hill, Professor Snape and Cecil Kilpin.

The Headmistress was also present.

Apologies for absence were sent by The Archbishop, Lady Beattie, Miss Darbyshire, Mrs. Baxter and Professor Grant.

The Minutes of the previous meeting of 13th June were confirmed and signed.

The Treasurer's Report (attached) was laid on the table. It was reported that notice had been given to repay £2,000 off the Mortgage Bond on 30th September.

It was reported that a tender for £98 for Surface Drains had been accepted and that, owing to an oversight, the final details had not been submitted to Professor Snape. Resolved to submit the details and further, that the same Committee (Professor Snape, Mr. Baxter and the Headmistress) be authorized to deal with the drive, with power to act.

The Headmistress reported :-

Staff. That Miss Taylor returned to work at the beginning of September. That Miss Sharpe had resigned from the end of this term to take up another appointment and Miss Pare, who was to be married, from the end of the year. She had appointed Miss I. Adderley vice Miss Sharpe at £180 resident and Miss Skeeles at £230 non-resident vice Miss Pare.

Matrons. That she recommended an increase of £1 per month in the Matron's salary.

Miss Eastwood. That Miss Eastwood, who had been working at the School since 1937 without pay, doing various work including the Petty Cash records of about £125 per month, ordering of Stationery and Text Books and keeping the records, supervising the garden etc. was leaving at the end of the year. It was

It was/.....

resolved that a suitable letter be written to her conveying the Council's appreciation of her work and sending a cheque for £50 as a small expression of it's gratitude. The appointment of a successor was left to the Headmistress in consultation with Mr. Baxter and Mr. Hill.

Measles. That there had been about 20 cases of Measles.

Leaks. That there were a number of leaks in the Library and Classroom below, to which she had constantly called the attention of the Architects and Builder. Resolved that the Secretary write to Messrs. Walgate and Elsworth pointing out the unsatisfactory position.

The Report was adopted.

It was reported :-

That the School was paying the Cost of Living Allowance recently put in force by the Government.

That the S. A. Mutual had suggested that the Council should take out a War Risk Policy. Resolved that no steps be taken.

A letter from Canon Le Mesurier was read tendering his resignation as Chaplain and as a member of the Council owing to his departure for Wellington. Resolved to convey to Canon Le Mesurier the Council's appreciation of his services and ask him to remain on the Council for the time being.

CONFIRMED

John. Coffin

CHAIRMAN.

DECEMBER, 1941.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

Treasurer's Report - 5th September, 1941.

Numbers.

	Average 1940.	1st Term. 1941.	2nd Term 1941.	3rd Term 1941.
Boarders.	35	44	47 (including 4 half term)	48
Day Girls.	107	109	108	115 (incl 1 in lieu of notice)
Kindergarten.	28	30	33	35
Domestic Science.	3	-	-	-
	173	183	188	198

Net Fees for the third term amount to £3,270.5s.11d. compared with £3,041. 8s. 8d. for the previous term.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 12TH DECEMBER, 1941.

PRESENT: His Grace the Archbishop (in the Chair) Professor Grant, Professor Gnape, Lady Beattie, Mrs. Baxter, A. G. Hill, W. Duncan Baxter, H.A. Hankey and Cecil Kilpin.
The Headmistress was also present.
An apology for absence was sent by Miss Darbyshire.

The Minutes of the previous meeting of 12th September were confirmed and signed.

The Special Committee previously appointed reported that it had accepted a tender for £245 for making a new Tennis Court , levelling ground etc.

The annual Report and Accounts signed by the Auditors were adopted.

The Headmistress reported :-

That she proposed to appoint Miss Goodacre, the present Housekeeper, to do the work which had, up till now, been done by Miss Eastwood, and that she proposed to appoint Miss Frogley as Housekeeper at £9 per month.

That she proposed to appoint ~~Miss~~ Mrs Morrison who had being doing half time work, to full time in charge of the First Kindergarten year, at a salary of £10 per month instead of £6.

That Miss Willis and Miss Hill were due for increases and that she recommended increases of £10 per annum to Miss Bailey, Miss van der Merwe and Miss Lansdale.

That the Fête recently held at the School realised £258; this had been paid over to war funds, and that other entertainments had also been held in aid of war funds.

That Founders Day would fall on the 20th February, 1942, and that she recommended that Lord Harlech be asked to speak and Lady Harlech to distribute the prizes.

The report was adopted and ~~Miss~~ Mrs Morrison's salary left in the hands of Mr. Baxter and the Headmistress.

John Cape Town
CHAIRMAN.

12 March, 1942.

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 12TH DECEMBER, 1941.

PRESENT: His Grace the Archbishop (in the Chair) Professor Grant, Professor Snape, Lady Beattie, Mrs. Baxter, Mr. Hill, W. Duncan Baxter, H.A. Hankey, and Cecil Kilpin.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1941 were submitted and adopted.

His Grace the Archbishop nominated Archdeacon Gibbs to fill one of the vacancies on the Council.

The retiring Auditors, Messrs. E. R. Syfret & Co. were re-elected and the fee for the past audit was left to the Council to fix.

A true record of the proceedings.

John. Capetown

CHAIRMAN.

12 March, 1942.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 13TH. MARCH, 1942.

PRESENT: His Grace the Archbishop (in the Chair) Mrs. Baxter, Miss Darbyshire, W. Duncan Baxter, H. A. Hankey, A. G. Hill, Rev. M.M.Gibs, Canon le Mesurier and Cecil Kilpin.

The Headmistress was also present.

Apologies for absence were received from Lady Beattie, Mrs. Birt and Professor Snape.

The Minutes of the previous meeting of 12th December were confirmed and signed.

An application from Mrs. Stansbury, who applied for a 33⅓% reduction off fees in terms of a recommendation of a Conference of Headmasters in 1934, was referred to the Archbishop to deal with after reference to the Council's minute on the recommendation of the conference.

The Headmistress reported :-

1). That Miss Smith (Science Mistress) had resigned and Miss Bright (French) was leaving for the duration of the War to join the Naval Intelligence Department. Advertisements had been inserted and she had appointed Miss Ellis in the place of Miss Bright and was considering two applications for the Science Post.

2). That she recommended an increase in Mrs. Abernethy's Salary from £230 to £250 per annum.

3). That Mr. Thorbecke had withdrawn his two children without notice and refused to pay the term's fees in lieu of notice - full details in regard to the case being given.

4). That the School Board Authorities with their Architect had visited the School in connection with Air raid protection precautions and that our own Architects had reported on the question some time ago.

The Report was adopted and arising therefrom -

Fees Thorbecke. The Archbishop reported that Mr. Thorbecke

Mr. Thorbecke/.....

had been to see him on the subject. During discussion the feeling was expressed that no remission of fees should be made except possibly on the grounds of Mr. Thorbecke's financial position. The Archbishop Agreed to make enquiries in regard to this and the matter was referred to the Headmistress, Mr. Baxter and the Secretary for decision.

Air Raid Precautions. The question was raised as to the authority of the School Board in dealing with the question. The Archbishop and members expressed the view that localities such as Herschel were quite different to congested areas and probably safer than most. It was decided to await the Report from the School Board and Mr. Baxter and Mr. Gibbs were appointed to help Miss Robinson and if necessary consider a conference with other Schools. It was further resolved not to take out a War Risk Policy at present, but a Committee consisting of the Archbishop, Mr. Baxter and the Secretary were authorized to do so if they thought it necessary - any two of the Committee being authorized to sign the necessary papers.

CONFIRMED

John Capetown

CHAIRMAN.

June, 1942.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH-CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 12TH. JUNE, 1942.

PRESENT: His Grace the Archbishop (in the Chair), Miss Darbyshire, Mrs. Baxter, Lady Beattie, Professor Grant, Rev. M.M.Gibbs, W. Duncan Baxter, H. A. Hankey, A.G.Hill, Bishop Lavis and Cecil Kilpin.
The Headmistress was also present.
An apology for absence was received from Professor Snape.

Before proceeding with the Meeting the Archbishop referred to the death of Mrs. Birt who had been a member of the Council since 1929 and to the loss suffered by the Council and the School.

A vote of sympathy with Canon Birt was passed - the members rising.

Arising out of the minutes it was reported -

That Mrs. Stansbury's application for a reduction of fees had been refused.

That Mr. Thorbecke's application of a rebate of fees had been refused, but subsequently it had been agreed not to press the claim in view of his financial position.

That Mrs. Abernethy had asked that her thanks for her increase in salary be conveyed to the Council.

Mr. Baxter reported that the Committee appointed to deal with Air-raid precautions had been asked by Mr. Stuart Horne, the local air-warden, to meet him when he had produced plans drawn up by the Civil Protective Services for two shelters in the basement. Mr. Brinton had advised him that they had no compulsory powers and that the scheme might be discussed with the City Hall Authorities. The Committee had decided to ask for the Architects' advice in conjunction with Professor Snape, but Capt. Elsworth was absent on Active Service and Mr. Walgate felt he had not sufficient knowledge of the subject to advise - the cost he stated would probably be £150 to £200. Professor Snape had kindly undertaken, in conjunction with Mr. George Stewart, who had had experience in England and had given lectures locally, to look into the matter.

Miss Robinson reported that Professor Snape and Mr. Stewart had inspected the buildings and had expressed the view that

the view that/.....
it was a mistake to assemble so many children in the two proposed small shelters and proposed an alternative scheme for scattering the girls in small numbers of 10 to 15 in the buildings. Mr. Stewart had said he would, in conjunction with Professor Snape, give any assistance he could, and they had said they would require the plans of the buildings before they could make a detailed report.

After a full discussion the whole question was referred to the Committee appointed (Mr. Baxter, Mr. Gibbs and Miss Robinson) with the addition of Professor Snape with power to incur any expenditure necessary and that Professor Snape and Mr. Stewart be asked to give a detailed report. The view was expressed that it was important to know definitely what the proposals are and that thereafter the Committee might interview the Authorities and inform them of the proposed alternative scheme favoured by the Council.

An application was submitted for a rebate of fees for absence for one of the Stutchbury children who had been absent for the whole term.

It was reported that it had been the practice in the past to make a rebate for the period of absence if this extended to half a term. The Head-mistress and Secretary were authorised to apply the following rule without requiring further authority:-

> "In cases of absence through illness of half a term or more a reduction of fees should be made proportionate to the periods of absence. If the period of absence extends a full term, no fees and if more than 1 term, no fees for the first term and 50% for each additional term or portion of term".

It was reported that the cost of living allowances had been increased from £7.15.0d. per month to £31.10.6d.

The Headmistress' Report (attached) was submitted.

Arising out of the Report -

Staff Play Reading Reported that this had realised £23.5.0d. for War Funds.

Drive That the original Committee appointed by authorized to carry out the necessary repairs to the drive.

CONFIRMED.

John Snape

September, 1942. CHAIRMAN.

REPORT FOR COUNCIL MEETING.
2ND TERM, 1942.

Term began Wednesday April 8th, 4 pupils left at the end of the 1st Term. There were 13 new pupils at the beginning and during the present Term.

STAFF.

Miss Bright left at the end of March for the duration of the War. Mme. Ellis came to us/French Specialist in Miss Bright's place, and seems to be doing very good work. The girls have confidence in her and are working very well.

Miss Smith the Science Mistress leaves at the end of the present Term. She wishes to live in Pretoria. Her successor is Miss Esther Taylor, M.Sc., whom I appointed at the same salary as Miss Smith; £200 per annum resident. She is a graduate at the Witwatersrand University, and has recently been on the staff of Wykeham School, Pietermaritzburg.

DOMESTIC.

With the increasing difficulty of obtaining Paraffin for the extra stove in the kitchen it became necessary to make some other arrangement and to do it as quickly as possible. (We have a mid-day meal for between 180 and 200 persons). After discussing the matter with Mrs. Baxter and His Grace the Archbishop it was thought advisable to accept the quotation of the Gas Company for putting in a gas stove. The total cost was £34.10.0d.

New-World Bungalow Cooker	£15. 0. 0.
For supplying and fixing all necessary piping and connection	19.10. 0.

EVENTS.

On Friday May 8th, the Upper and Lower 11 gave a performance of two plays under the direction of Miss Willis and Miss Porter. The Hall was well filled. The collection taken during the interval amounted to £26., this was sent to "Speed the Planes Fund".

On Friday June 5th., the staff are giving a Play reading - "Tons of Money".

GROUNDS.

Now that the drainage is completed it is high time that the drive be repaired. The bad condition of the drive was reported on about a year ago.

REPAIRS TO NEW BUILDINGS.

Mr. Cowley's men were attending to various repairs during the Easter Holidays, whether these are satisfactory or not I cannot at present say.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

Treasurer's Report - 1st Term, 1942.

	Average 1941.	1st Term 1942.
Boarders	47.	46.
Day Girls	112.	119. (including two for half a term)
Kindergarten	35.	40. (including two for half a term)

The Net Fees for 1st Term amount to £3302. 8. 6d.

compared with £3373.15. 7d. for the previous term.

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net fees £3429. 13. 6

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 11TH SEPTEMBER, 1942.

PRESENT: His Grace the Archbishop (in the Chair), Mrs. Baxter, Rev. M.M.Gibbs, W. Duncan Baxter, H. A. Hankey, Bishop Lavis and Cecil Kilpin.

The Headmistress was also present.

Apologies for absence were received from Lady Beattie, Miss Derbyshire, Professor Grant, Mr. Hill and Professor Snape.

The Minutes of the previous meeting of the 12th June were confirmed and signed.

Arising out of the minutes it was reported that the drive had been regravelled at a cost of £145.

The Statistical Report for the 2nd Term was laid on the table and the Secretary reported that there were some surplus funds in hand. The question of a reduction of the Bond was left to Mr. Baxter and the Secretary to consider, and they were also appointed to look into the question of the terms of the Bond and consider whether an application might be made for a reduction in the rate of interest.

A letter dated 24th August was read from Mr. E.D. Jooste stating that he had formed a Trust under which a donation would accrue to the School in annual instalments over the next 12 years of approximately £1,075 to £1,175. Mr. Jooste desired that the name of the donor should not be disclosed. The Archbishop stated that he had written to thank Mr. Jooste personally and it was resolved that the very warm thanks of the Council be conveyed to the generous donor of this anonymous gift.

It was further resolved to invest the £100 already received in the Union Government 12 year Loan at 3½%, and include on the Agenda for the next meeting the purposes to which the fund should be devoted.

Mr. Gibbs raised the question of starting a fund for a chapel at the School, and the Archbishop stated his views in favour of the proposal. It was decided to put the matter on the agenda for the next meeting.

The Headmistress' Report was submitted. Arising out of the Report it was resolved

1. That authority be given to buy an additional Piano and trade in one of the old ones for a better one.

2. That Miss Robinson consult Broadcasting House in regard to a sound proof door between the Music Rooms and that she be authorized to carry out whatever she considers the best means of deadening the sound.

3. That the Councils thanks be conveyed to Professor Snape and Mr. G. Stewart for their help and advice in regard to air-raid precautions, and that a cheque be sent to Mr. Stewart for £5 .5s. Od. to cover his expenses.

An agreement between the City Council and the School in regard to the arrangement to pay 1/- per pupil per annum for specific services rendered was approved.

Miss Robinson raised the question of the advisability of acquiring more land, and the view was expressed that unofficial enquiries might be made as to the possibility of acquiring any from Mr. Wilks adjoining the School

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CONFIRMED.

CHAIRMAN.

11 DECEMBER, 1942.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

Treasurer's Report - 2nd Term, 1942.

	Average 1941	1st Term. 1942	2nd Term. 1942.
Boarders	47.	46.	49.
Day Girls	112.	119. (incl. 2 for ½ term)	119. (incl 2 for 7/10 term).
Kindergarten	35.	40. (incl 2 for ½ term)	41.

The Nett Fees for 2nd Term amount to £3429.13.6d. compared with £3302. 8. 6d. for the previous term.

REPORT FOR SEPTEMBER COUNCIL MEETING.

The 3rd Term began on Tuesday July 21. 22 new pupils, 7 children left at the end of June.

Number of Boarders at the beginning of the new Term 50, then 49 (one boarder left for England after 10 days of the Term). From September 1, the number is 51.

Music Pupils There were 10 new music pupils, 9 taking Piano, 1 Cello. The increase in piano pupils necessitated the appointment of an extra Music Staff. On the strong recommendation of Professor Eric Grant I appointed Miss Adelaide Newman. She is a pupil of Tobias Matthay and was for some years in London on the Staff of the Matthay School.

We are so short of Pianos that Miss Newman has to use Miss Willis' and my piano in the Drawing Room. There are now 94 Music pupils (81 piano) 9 Violin, 4 Cello).

There are 41 children practising at School each day, 16 day-girls and 25 boarders. Many of these are Seniors, some taking Music for Matriculation and requiring at least an hour's practice per day. The Cello and Violin pupils also have to practice in a room where there is a piano. Because Music Lessons and practice cannot take place during ordinary lesson periods there is a great demand for pianos in the afternoon and evenings. With the increase in the number of music pupils we are short of Pianos.

Pianos. There are in the school 9 pianos (of these 1 is lent by Mrs. St. Leger). Only 8 of these pianos are available for lessons and practice. The piano in the hall cannot be used because the Hall is in constant use for gymnastic lessons, singing classes, dancing classes, games etc.

This Term the shortage is so great that my Piano in the Drawing Room is being used. We badly need an extra piano, and if possible, one of our very old ones should in addition, be "traded in" for a better one.

Baize door. There is an inter-leading door between the two smaller music rooms. This was arranged for work with 2 pianos and is proving most useful, but with the increase in number of pupils both rooms are in use much more frequently for lessons, and the mistress on either side of the door complains about the noise! They have asked for a baize door to deaden the sound. I should be glad if I might ask Mr. Cooley (the builder) to tender for this.

Air Raid Precautions. Our Air Raid Wardens have visited the School and expressed their satisfaction with our new arrangements. We have had instructions in fire-fighting. A demonstration by a fire-fighting squad is to be given on Saturday September 12th. Practices in School are being arranged.

Plays were given on August 28th by the Junior School and extra Speech Training Pupils. It was a very successful evening. The collection taken during the Interval amounted to £22.8.0d. This has been sent to the Red Cross Society.

A School Concert will be given in the Hall on the evening of September 22nd. There will be a collection in aid of War Funds.

The repairs to the drive have been effected. The work was done well, is a very great improvement in the appearance of the School.

A debate with Bishops was held in our Library on September 4th.

There were several cases of Germam Measles at the beginning of the term, 5 amongst the boarders, 4 of these were nursed at School. The other cases were confined to one Senior Form. There have been no futher cases during the last 2 weeks and we hope it has been checked.

(Sgd.) M. Robinson.

The Boarding House is full from February 1943, and I have already had to refuse a number of applications for Boarders.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 11TH DECEMBER, 1942.

PRESENT: His Grace the Archbishop (in the Chair), Miss Derbyshire, Mrs. Baxter, W. Duncan Baxter, Rev. M.M.Gibbs, H.A. Hankey, A. J. Hill, Bishop Lavis and Cecil Kilpin. The Headmistress was also present. Apologies for absence were received from Lady Beattie and Professor Snape.

The Minutes of the previous meeting of the 11th September were confirmed and signed.

It was reported:-

.1. That the South African Mutual had reduced the interest on the Bond from 5% to 4½%.

.2. That the subscriptions to the 3½% Union Loan were closed and the £100 (Jooste Donation) had been invested in War Loan 3%.

The question of allocation of the Jooste Donation and the commencing of a Chapel Building Fund were further discussed. In this connection the question of the possibility of acquiring more land was again discussed. It was reported that Mr. Wilks had been laid up and it was decided that on his recovery the Archbishop and Miss Robinson should approach him on the subject and if necessary call a special meeting of the Council to report, and that allocation of the Jooste Donation be left over in the meantime.

The Report and Audited Accounts to 30th September, 1942 were adopted.

The Headmistress' Report (attached) was submitted and the recommendations adopted.

In regard to the door in the music room the Archbishop and Miss Robinson were given power to act after consultation with Professor Snape.

It was also decided that the Administrator be asked to speak on Founders Day, 19th February.

Mrs. Baxter raised the question of whether it would not be advisable to lay down a scale of salaries and annual increases, and the question was referred to Mrs. Baxter and MissRobinson for report to the next meeting.

Mr. Kilpin retired from the meeting and the Archbishop raised the question of an increase in the Secretary's fee owing to the large increase in numbers at the School.

It was resolved that the fee be increased to £250 per annum as from 1st January, 1943, during which period the matter be reviewed.

CONFIRMED.

John, Cantuar

CHAIRMAN.

11 June ~~MARCH~~, 1943.

Report for Council Meeting.
Dec 11. 1942.

Staff. Two staff have resigned since the last Council Meeting. Miss Barlow who has been a member of the Staff for 5½ yrs felt it her duty for domestic reasons to return to England at the end of the year.

Miss Taylor. I was not satisfied with the way the work was going in the Science Department and after talk with Miss Taylor we decided that it would be best for her to leave at the end of the year.

Both posts were advertised in the principal papers in this Union.

For the K.G. post I appointed Miss Ethel Ford. She trained Durban + Miss Middleton - the present Head of the Girls College interviewed her for me, + liked her v. much. Trained at Ambleside + teaches her own Preparatory School in Colombo.

Salary £300 rising by the extra cost of living allowance.

For the Sci. post I appointed Mrs Tessa Harris B.Sc. She has her own house in the Claremont neighbourhood + prefers not to be rented. Her salary is £250 per annum non-rising including the extra cost of living allowance.

Miss Parker has taken for one month in Salary. She has been with us for 7 yrs. at a salary of £300 per annum - non-rising. She says that she has +

cannot have an increase in the Extra Cost of Living Allowance, but that this she expects will stop at the end of the year.

Miss Porter is a v. valuable staff & I refuse to move be moved impossible. I recommend that she be given an increase of £20 per annum, making her salary £200 per annum non-resident & the extra cost of living allowance.

Pianos. At the Meeting on Sept 11. I was given permission to buy, our extra pianos & to have in one of our rooms in exchange for another one. After we got all the stores we required in the walls to have Grace who gave us permission to make the following purchases:—

A Chopin piano (made in the Bechstein studio) slightly used, from Pelbach's for £86.

From Messrs Boltons, a Chappell Piano, (slightly used, priced at £125, 15% was allowed on this & they allowed us £36 on one of our old pianos so that the cost of this piano amounted to £71. 6. 0.

Interleading door between two music rooms. It was suggested at the last Council Meeting that I should get the Board's Surveyor here to see what doors they have here & make the doors sound proof. Before going there I wrote for quotes from several reputable firms who have put fireproof doors up but none of them were sound proof. Since I have done nothing in the matter, & the music staff have had to put up with the annoyance about which spoke on Sept 11th.

Painting . . Range from £1·6·3 to £1·11·6 per quadrant.

Founder's Day.

Fitting &c

Speaker the next Administrator
The Architect to write him.

[redacted]

[redacted]

MINUTES OF ANNUAL GENERAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 11TH DECEMBER, 1942.

PRESENT: His Grace the Archbishop (in the Chair), Miss Darbyshire, Mrs. Baxter, W. Duncan Baxter, Rev. M. M. Gibbs, H. A. Hankey, A. J. Hill, Bishop Lavis and Cecil Kilpin.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1942 were submitted and adopted.

His Grace the Archbishop nominated the retiring members Miss Darbyshire and Bishop Lavis and Mr. Gibbs seconded by Mr. Hankey nominated Mr. and Mrs. Duncan Baxter who also retired, and were unanimously re-elected.

The fee of the Auditors, Messrs. E. R. Syfret & Co., was fixed at the same figure as for 1941.

A true record of the proceedings.

John, Cape Town

CHAIRMAN.

11th ~~MARCH~~ June, 1943.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 11TH JUNE, 1943.

PRESENT:- His Grace the Archbishop (in the Chair), Mrs. Baxter, Lady Beattie, Miss Derbyshire, W. Duncan Baxter, Rev. M.M.Gibbs, A.J.Hill, Bishop Lavis, Professor Snape and Cecil Kilpin.

The Headmistress was also present.

Apologies for absence were received from Professor Grant and Mr. Hankey.

The Minutes of the previous meeting of the 11th December were confirmed and signed.

Arising out of the Minutes the Archbishop reported that Miss Robinson and he had interviewed Mr. Wilks. Mr. Wilks had stated that eventually his property would come into the market, but that it would probably be subdivided and be necessary to construct a road through the piece required by the School. Miss Robinson and Mr. Hankey (who was unable to be present today) had since raised the question as to whether a fund might be started with a view to the eventual acquisition of the whole property.

It was reported that the late Mr. W.J.Thorne had bequeathed £100 to the School. The Archbishop stated that he had written to Mrs. Thorne acknowledging the bequest.

The Statistical Report for 1st and 2nd Terms of 1943 were laid on the table.

The Headmistress' Report was submitted and the recommendations adopted, and sympathy expressed with the Headmistress in having such exceptional difficulties in regard to the Staff.

Arising out of the Report:-

Wall Swimming Bath. This was referred to the Architects to take the necessary action, in consultation with the Headmistress.

Suggested Scheme for Staff Salaries. Referred to Committee consisting of the Headmistress, Mr. Baxter, Professor Snape and Mr. Kilpin.

The Secretary having left the meeting the Archbishop raised the question of the Secretarial Fee and it was resolved that this be increased to £300 per annum as from 1st July subject to reconsideration should the financial position of the School necessitate revision.

CONFIRMED.

A. B. Davis B/f.

CHAIRMAN.

SEPTEMBER, 1943.

ENGLISH CHURCH SCHOOLS ASS. (INCD.)

TREASURER'S REPORT - 1ST TERM 1943.

	Average 1942.	1st Term 1943.
Boarders	49	51
Day Girls	122	127
Kindergarten	44	40
Domestic Science	1	--

The Net Fees for the 1st Term amount to £3,640: 7: 3 as compared with £3,669:11:10 for the previous term.

ENGLISH CHURCH SCHOOLS ASS. (INCD).

TREASURER'S REPORT) 2ND TERM, 1943.

	Average 1942.	1st Term. 1943.	2nd Term. 1943.
Boarders	49	51	52
Day Girls	122	127	125
Kindergarten	44	40	40
Domestic Science	1	-	-
	216	218	217

The Net Fees for the 2nd Term amount to £3,692. 2. 0d.

as compared with £3,640. 7s. 3d. for the previous term

Report for Council Meeting
June 11. 1943

Your Grace, Ladies + Gentlemen. The main subject of my Report for the past 3 months is Staff.

[redacted] Miss Ford who joined the Staff in January as Kindergarten Mistress became seriously ill at the end of February + though she did her utmost to carry on it was obvious to all that she was really an invalid + that she should never have taken the post. She is suffering from some obscure + rare disease for which the doctors have no cure. In March she went into Hospital for treatment - largely experimental.

Sorry though we were for her, as the doctors could hold out no hope of her ever being fit for full time work + in addition advised her not to return whatever should do soon be possible, the only course was for her give up her post at the end of the term. This Miss Ford was quite glad to do. She remained in Hospital for treatment + for the remainder of the 1st Term Mrs Morrison + Miss Hoare carried

as in the Kindergarten, & I engaged Miss J. M Fraser temporarily to do Mrs Ford's Middle School English

In March also Miss Peter who had not been well for some weeks & was trying to ward off an operation till the July holidays, quite suddenly became ill & had to undergo a major operation. The operation was quite successful. It however necessitated Miss Peter's absence for the last part of Term 1, & the whole of Term 2. I quickly got first a substitute & appointed a Miss V Saurbier for the 1st Term.

Miss Hill - the Mathematics Mistress who has worked with us for 13½ yrs - here & in Durban, left us in March that she wished to be married & I do not find a Mathematics Mistress that she would like to give up her work at the end of June, thus wd. suit us. Miss Hill is an excellent teacher & has done very good work in every way for the

school. I accepted her resignation with sincere regret.

Miss Adderley the Froebel trained Staff in charge of Form I, expressed a wish to change to the Kindergarten & Junior course for her 2nd appointment. Then I was very glad to do

I then advertised for a Mathematics Mistress for July & for a Junior School Mistress for April; I also took [redacted] for a substitute for Miss Potts for the 2nd Term.

I am glad to be able to report that we have a very good Mathematics to succeed Miss Hill Mrs E. Rowe she is a graduate of Liverpool University & has had a great deal of experience in teaching Mathematics. She was 5 years at Roedean. She applied to me for work in 1938 when her husband came home to the Cape to do research work. She cannot of course be regarded I appointed her at the salary of

£275 per annum non-resident
(then I include the overseas Ctl + living allowance)

M/s Kerr Hughes comment on
M/s Rose.

Mrs T. Brooks
+ M/s Rose's papers

placed on the Table for
members to read

From the Lowveld I [illegible] Miss T. Bruce
[illegible] at present on the staff of the Voortrekker
Girls' High School. Durban has to give a
tennis match she was not free to come down
till the beginning of the 3rd Term. I [illegible] that
the Committee to stay, but we [illegible] for the 2nd
Term. She agreed to do.
Miss J.M. Fry is entered for Miss
Perlin's Pianoforte Course Grade II.
Miss v. der Merwe left us at the end of March
to teach for a time in the Afrikaans
medium school at Stellenbosch. She
left entirely for domestic reasons, &
will return to us as soon as she is able.
She has got [illegible] for us to be very sad
and [illegible] Miss van Niekerk - some
Sub. is Miss v. d. Merwe.
Miss Perlin - with regret - [illegible]
work at her own studio
compelled to give up the work here
at the end of the 1st Term, also Miss
Primrose Stevens of the College of Music.
[illegible] compelled to give up her work
at Heidelberg. Her sister Primrose who
is [illegible] at the Wesleyan School of Art & Science
Johannesburg, for several yrs. was awarded
one of Cape Town where her parents have
lived [illegible]. I [illegible] Miss P. Stevens

16 Lake view Mrs Robins Cottage, & Mrs P. Stevenson's Cottage.

In spite of these complications the work of the school has gone on satisfactorily.

Sewing Basket would be very much easier & Books difficult to keep coloured on a large form already ruled over.

Increase in salaries from 1st July 1943

Miss Lovelock £220. ✓ agreed & raised to £210

Miss Taylor £210 ✓ Yes agreed.

Miss Harcourt £80 - has received £96 ha

Miss Adeley £190. ✓ Yes agreed

Miss G. Hill. £200. ✓ Yes agreed

Matron £12 - increase for 1942 ✓
£12 increase for 1943. -

Increase in Cost of Living Allowance in all above & remain as at present.

Suggested Scheme for Salaries

A/ Preparatory School Staff - non graduates, with Teachers Certificates.

	Initial	Annual Incr.	Maximum
Resident	£150	£10 - - -	£220
Non Resident	£180 - -	" - - -	£270

B/ Secondary School Staff Degree or equivalent

	Initial.	Annual Incr.	Maximum
Resident -	£180 - - -	£10 - -	£300
Non-Res. -	£220 - -	£10	£360

Special Subjects e.g. Games Dom. Sci. Handicraft

Resident.	£170 - - -	£10 - - -	£250.

Staff with no qualifying Certificates to be considered individually

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 10TH SEPTEMBER, 1943.

PRESENT:- Bishop Lavis (in the Chair),

Miss Darbyshire, W. Duncan Baxter, Rev. M.Gibbs,

H. Alers Hankey, A. G. Hill and C. Kilpin.

The Headmistress was also present.

Apologies were received from the Archbishop,

Lady Beattie, Canon le Mesurier, Professor Grant

and Professor Snape.

The Minutes of the previous meeting of the 11th June were confirmed and signed.

Professor Grant in his letter apologising for his absence stated that he felt in view of his repeated absences from meetings that he should resign his membership of the Council. It was decided to ask Professor Grant to continue to act as a member even though he was not always able to attend the meetings.

The Secretary was asked to convey a message of sympathy from the Council to Lady Beattie in the long illness of Sir Carruthers Beattie.

The Secretary reported the receipt of £100 from the Estate of late Mr. W.J.Thorne and a further £100 from the Jooste Trust. Resolved to invest these sums in Government Stock.

The Statistical Report was laid on the table.

The Headmistress reported

That Mrs. Abernethy was leaving at the end of the year for war work, and that she had appointed Miss Kisch in her place at £220 per annum resident inclusive of cost of living allowance

That the Matron was leaving and she had appointed Miss Maunder in her place at £10 per month plus cost of living allowance

That Miss Frogley the Housekeeper had asked for an increase in salary

That the Tennis Courts would have to be done up

The Report was adopted and the Headmistress authorized to arrange a suitable increase in the Housekeeper's salary.

The Headmistress also reported that she had not been consulted about the wall round the Swimming bath and that what had been done was not satisfactory. The Secretary was asked to write to the Architects on the subject. The raising of the wall was also authorized.

Mr. Hankey submitted a letter written by the Archbishop to Captain Wilks dated 13th August in regard to the possible ultimate acquisition of the property "The Hill" for the school. Mr. Hankey also indicated the nature of Captain Wilks reply (both letters are attached to these Minutes).

A general discussion followed as to the desirability and financial possibility of such a purchase and whether any further steps should be taken at the present time. During the discussion Mr. Gibbs raised the question of a Chapel for the school. It was felt that at this stage it was impossible for the Council to come to any decision and a committee consisting of the Archbishop, Mr. Hankey, Mr. Baxter, Mr. Gibbs and the Headmistress was appointed to discuss the whole question.

CONFIRMED.

John. Canton

CHAIRMAN.

Dec 10 1943.

ANGLICAN CHURCH SCHOOLS ASSN. (INCD.)

Treasurer's Report 3rd Term, 1943.

	Average 1942.	1st Term 1943.	2nd Term 1943.	3rd Term 1943.
Boarders	49	51	52	52
Day Girls	122	127	125	120
Kindergarten	44	40	40	47
Domestic Science	1	—	—	—
	216	218	217	219

The Net Fees for the 3rd Term amount to £3,641: 6: 9 compared with £3,692: 2: 0 for the previous term.

C O P Y

August 13th 1943.

Dear Captain Wilks,

Mr. Alers Hankey has reported to me his further conversation with you on the matter of the possible ultimate acquisition of the property "The Hill" for Greater Herschel.

The project as now conceived is, of course, much larger than that which Miss Robinson and I placed before you when you kindly received us last year, but it appears to be more satisfactory as well as more audacious in that it would mean the preservation of the property as an entity and would give Herschel School the means of securing a really magnificent site.

It cannot be said that the Council of Herschel has as yet seriously considered whether it would be possible to embark on such an extensive project, but I am sure that the kind and generous way you met Mr. Hankey when he spoke to you will encourage the Council to consider such a proposal favourably and to make an effort to bring it ultimately into being. More particularly I would express - as Chairman of the Council - our thanks to you for the three points on which you immediately met so sympathetically Mr. Hankey's suggestion - viz:

1. To at once prepare a memorandum signifying your wish that the Council should have the first refusal of the whole property.

2. To place this memo. among your other papers, will etc. for the guidance of your Executors in the event of your death meantime.

3. To deduct from the total agreed purchase price, the cost which would have been incurred for surveying the property for sub-division.

and I hope I may have your permission to report this to the Council at the next meeting in order that any necessary steps may be taken to think out and work out an Extension Scheme.

I remain,

With kind regards and rich appreciation of your sympathetic interest,

Yours sincerely,

Captain J. M. Wilks,
The Hill,
CLAREMONT.

"The Hill",
Claremont,
Cape Province,
August 16th, 1943.

COPY OF MEMORANDUM TO BE ATTACHED TO MY LAST WILL AND TESTAMENT AS AN INSTRUCTION TO MY EXECUTORS.

Inasmuch has I have entered into a verbal agreement with certain members of the Council of Herschel School, whereby I have promised not to dispose of my property "The Hill", at Claremont, Cape, or any portion of it, without giving the said Council an opportunity of acquiring it, I hereby place on record that it is my desire that should my death necessitate the sale of the said property or any portion of it, outside my immediate family, that it be offered to the said Council at the current Market Price. Furthermore, as it is not my intention that my heirs should derive any extra benefit from such sale, I desire that any saving of expenses be deducted from the purchase price. For instance, should it be necessary to subdivide the property for sale otherwise, the cost of such sub-division shall be deducted and the same shall apply to auctioneers' and agents' fees.

A copy of this Memorandum has been furnished to His Grace, the Archbishop of Cape Town, as Chairman of the Council of Herschel School.

(Signed) J. M. Silks.

MINUTES OF MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 10TH DECEMBER, 1943.

PRESENT:- His Grace the Archbishop,
Mrs. Baxter, Lady Beattie, Miss Darbyshire,
Mr. Duncan Baxter, Rev. M. Gibbs, Mr. Hankey,
Bishop Lavis, Professor Snape and Cecil Kilpin.
The Headmistress was also present.
Canon le Mesurier and Mr. A. G. Hill sent apologies for absence.

The Minutes of the previous meeting of the 10th September were confirmed and signed.

Arising out of the Minutes:-

The Archbishop reported that the Committee appointed at the last meeting to consider the question of extension had held a short meeting, and he reported:

1. That correspondence (attached to these Minutes) between Mr. Hankey and Captain Wilks had been submitted obtaining confirmation of a first refusal of the property, even if it should be sold during Captain Wilk's lifetime.

2. That the Secretary had obtained details of the municipal valuation of the property, which was approximately 13 acres and valued at £21150 (Site 10660 Buildings £10490), but that Mr. Kilpin's estimate of the present market-value of the property if subdivided based on recent sales in the neighbourhood was £50,000. Mr. Hankey concurred in this but thought that if the property was acquired by Herschel the owner would take less - he thought possibly £25,000.

3. The Committee thought that if at any time the Council decided to endeavour to raise a fund the scheme should definitely include a Chapel. J.C.

4. That if proceeded with the special donation and bequest to the Council which would eventually probably amount to £1,100 should be set aside to inaugurate the fund.

The Archbishop said the original intention of the founders of the Association was to establish schools in various centres, and he thought the Council should first decide whether to endeavour to do this first or concentrate for the present on the enlargement of Herschel. It was resolved that the Council concentrate in the first place on the needs of Herschel, and attention was drawn to the need of larger playing fields. During the discussion which followed, apart from the general financial aspect, the difficulty of endeavouring to raise funds was appreciated, especially as no definite object for such an appeal could be referred to, and it was eventually resolved that Miss Robinson should write an article for the School Magazine giving her views of the objective which the Council should keep in view in regard to the future of the School, including the desirability of building its own Chapel.

It was further resolved that the Jooste donation and Thorne bequest be set aside as a special fund for extension of Herschel.

Further arising out of the Minutes Mr. Hankey said he did not think the minute relating to the Architects was sufficiently strong, and it was recorded that in future Messrs. Walgate & Elsworth do not work until they have consulted the Headmistress and the specifications have been accepted by her.

The Archbishop read a letter from Miss Robinson resigning her post as Headmistress from the end of 1944. He stated that he had received the letter with very deep regret, but felt it was impossible to ask Miss Robinson to reconsider her decision as it was taken entirely for family reasons. The Archbishop, Mr. Duncan Baxter and all the members of the Council referred to the services Miss Robinson had rendered, and the remarkable progress of the School under her management, and expressed their concern and great regret at her decision.

A Committee consisting of Mrs. Baxter, Miss Darbyshire, Lady Beattie and Miss Robinson was appointed to consider the appointment of a successor, and that a Special Meeting of the Council be held if the Committee considered it desirable.

It was decided not to announce Miss Robinson's resignation, and to treat it for the present in the strictest confidence.

The Headmistress reported:

That Mrs. Rowe (Domestic Science) and Miss Fowkes (Science) had resigned from the end of term and she had appointed Mrs. F.J.D. Hodgson and Mrs. Rowan to fill their places, both at £250 per annum plus cost of living allowance.

That Miss Goodacre had applied for an increase, and she suggested an increase of £1 per month. Approved.

That the sports were held on 20th November and a stall of cakes and Xmas gifts realised £30: 3: 3 which had been sent to the Governor General's Fund.

That Miss Willis arranged a very successful Pageant of Carols on 3rd and 4th December. That toys which the children brought were given to the Janet Bourhill Institute and to Bishop Lavis for the Xmas dinner at the Service Dining Room, and a collection amounted to £39: 4: 0 was being given to two Charities and to War funds.

That the Swimming Bath Wall was now satisfactory but owing to the weather it had not been used.

That Founders Day would fall on 18th February, and she suggested that Mr. F. D. Hugo, Secretary of Education, be asked to speak and Mrs. Hugo to distribute the prizes. Miss Robinson's suggestion was approved, and failing him the matter was left to the Archbishop and Miss Robinson to arrange.

The Draft Report of the Council and audited Accounts to 30th September, 1943 were submitted and adopted, and satisfaction was expressed at the state of the finances.

Mr. Hankey considered that a reduction in the rate of interest on the Bond from 4½ to 4% should be obtained.

A Committee consisting of Mr. Baxter, Mr. Hankey and Mr. Kilpin was appointed with power to act to consider a further payment in reduction of the capital of the Bond and the question of the rate of interest.

CONFIRMED.

John. Copeman

CHAIRMAN.

10th March, 1944.

MINUTES OF ANNUAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 10TH DECEMBER, 1943.

PRESENT:- His Grace the Archbishop,

Mrs. Baxter, Lady Beattie, Miss Derbyshire,

Mr. Duncan Baxter, Rev. M. Gibbs, Mr. Hankey,

Bishop Lavis, Professor Snape and Cecil Kilpin.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1943 were submitted and adopted.

His Grace the Archbishop nominated the retiring member Canon le Mesurier, and Mr. A. G. Hill and Mr. C.Kilpin were re-elected by members.

It was reported that there were 4 vacancies on the Council - one to be nominated by members and three by the Archbishop.

It was unanimously resolved to elect Mr. H.E. Hockly to fill the vacancy of the members nomination. The Archbishop stated that he would consider the question of the remaining vacancies before the next Council Meeting.

The fee of the Auditors, Messrs. E. R.Syfret & Co., was fixed at the same figure as for 1942.

A true record of the proceedings.

John. Capetown

CHAIRMAN.

10th March, 1944.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 10TH MARCH, 1944.

PRESENT:- His Grace the Archbishop,

Mrs. Baxter, Lady Beattie, Mr. Duncan Baxter,

Messrs. A. G. Hill, H. E. Hockly, Canon le

Mesurier and Mr. Cecil Kilpin.

The Headmistress was also present.

Miss Darbyshire, Revd. M. Gibbs and Mr. Hankey

sent apologies for absence.

The Minutes of the previous meeting of the 10th December, 1943 were confirmed and signed.

The Archbishop nominated Mr. Arthur Hone to fill one of the vacancies on the Council, and welcomed Mr. Hockly as a member of the Council.

The Report of the Committee appointed at the last meeting to consider the question of the Mortgage Bond (attached) was submitted. The Archbishop stated that Mr. Hankey did not press his proposal and recorded that the Council was obliged to him for making the enquiries.

After discussion Lady Beattie seconded by Canon le Mesurier moved that the S. A. Mutual Society be asked if it would reduce the rate of interest from 4½% to 4%, but that in the event of a refusal no further action be taken. The motion was lost and the majority report of the Committee adopted.

The Statistical Report was laid on the table.

The Headmistress reported that Miss v. d. Merwe had resigned and that she had appointed Mrs. Steyn in her place from the end of this term at a salary of £200 per annum resident plus cost of living allowance.

Miss Robinson stated that she was convening a meeting of the Committee to consider the appointment of a new Headmistress.

CONFIRMED.

Jun. Capetown

June 9 1944

CHAIRMAN.

June, 1944.

ENGLISH CHURCH SCHOOLS ASSOCIATION (CONTD.)

TREASURER'S REPORT 1ST TERM 1944.

	Average 1943.	1st Term 1944.
Boarders	52	52
Day Girls	122	116
Kindergarten	42	45
	216	~~207~~ 213

Net Fees for the 1st Term amount to £3,529:18: 7 as compared with £3,585: 2: 4 for the previous term.

The Special Committee (Mr. Baxter, Mr. Hankey and Mr. Kilpin) appointed to consider a reduction in the Bond with the S. A. Mutual and the rate of interest, met on 17th December, 1943.

It was recorded that the amount on Mortgage was

Original Bond	8,000	
less repaid from 1940	4,200	3,800
Bond 1939/40	14,000	
less repaid	676:17: 7	13,323: 2: 5
Outstanding		£ 17,123: 2: 5

at 4½% - a reduction from 5% having been agreed to from 1st January, 1943.

The Committee agreed to give 3 months notice to repay £1,500, but disagreed in regard to the interest.

Mr. Hankey stated that more than one financial institution would advance the money fixed for 4 years at 4% and he thought that the Mutual should be asked to reduce the interest to 4% or that the money should be raised elsewhere. He knew of no reason to suppose that other Institutions would wish to drive a harder bargain with the Council, than the South African Mutual, when interest prices rose and the continuation of the loan came up for consideration.

Mr. Baxter and Mr. Kilpin took the view that the Mutual had been surprisingly liberal in agreeing to advance an additional £15,000 (£14,000 of which was taken up) on security of this description making a total of £23,000 at a time when the school was not making profits, and that, but for this, the new buildings could not have been erected and the school developed as it had been, and that, in recognition of this, it would be ungenerous to press now for a further reduction of interest. Further, that, although a lower rate might be had temporarily from another source, there was no guarantee that the loan would be continued when interest rates rose and it was in the best interests of the school to continue with the S. A. Mutual.

Copy

The Sanctuary,
Milnerton,
C a p e

October 9th.1943.

My dear Jerrold,

Herschel School

Will you please drop me a line unofficially, telling me whether it is your wish & intention that the Memorandum you most kindly sent to the Archbishop (who is away in Johannesburg) should apply, not only if your property were to be sold in consequence of your death, but also if you were to decide to sell it one day for any other reason. I am not, of course, referring to a sale to members of your own family.

My reason for asking this question is that it is bound to be raised when the matter comes before the Council, and I should like to be able to reply to it.

My own feeling is that provided you realized the market price, you would sooner that your beautiful property went to the School.

Yours ever,

(signed) H. Alers Hankey

Major J.M.Wilks,
The Hill, Claremont,
C a p e.

Copy

The Hill,
Claremont, C.P.
October 10/43.

Dear Mr. Hankey,

When the Archbishop of Cape Town and Miss Robinson called upon me in the first instance, I gave them a verbal undertaking that I would not alienate this property or any part of it without advising the Council of Herschel School and giving it every opportunity of making the purchase itself.

I confirm this arrangement and hope that this will meet with your requirements.

Yours sincerely,

(Signed) Jerrold

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 9TH JUNE, 1944.

PRESENT:- His Grace the Archbishop (in the Chair),
Lady Harding, Mrs. Baxter, Lady Beattie,
Miss Derbyshire, Mr. W. Duncan Baxter,
Mr. H. Alers. Hankey, Mr. H. E. Hockly,
Bishop Lavis, Canon le Mesurier,
Professor Snape and Cecil Kilpin.
The Headmistress was also present.
Apologies for absence were received from
Revd. M. Gibbs and Mr. A. Hone.

The Minutes of the previous meeting of 10th March were confirmed and signed.

The Archbishop stated that he nominated Lady Harding to fill one of the vacancies on the Council and had asked her to be present, and welcomed her at this meeting.

Mr. Baxter stated that Mr. A. G. Hill, who had been a very good friend of the School for many years, had asked him to convey his resignation from the Council owing to ill-health. The Archbishop referred to Mr. Hill's valuable services to the Council and its sincere regret that he should find it necessary to resign, particularly as it was for reasons of health, and the Secretary was asked to convey to Mr. Hill this expression of the Council's deep regret.

The filling of the vacancy was left over to the next meeting.

It was reported that the Fire Insurance had been increased by 40%, involving approximately £20 per annum, owing to increased building costs due to the war.

Miss Robinson reported that the Special Committee appointed to deal with the appointment of a new Headmistress had met on 17th March, and had communicated with the S.O.S.B.W. and appointed a committee in England, consisting of Lady Buxton, Miss Baird and Miss Wolsley Lewis, and had sent a draft advertisement for publication.

She also reported further communications including a letter from Miss Wolsley Lewis forwarding an application from Miss Elcome and from the S.O.S.B.W. stating the Committee would meet in the first week of May. She had been asked if there was any pension fund and had replied giving details of the Retiring Allowance.

The Council was asked to decide whether to advertise in South Africa and if so, when.

Mr. Baxter raised the question of the Retiring Allowance which was inoperative - the only two contributors left being Miss Robinson and Miss Willis, and also whether steps should be taken to consider some other more satisfactory scheme for the whole staff.

After discussion resolved:

That advertisements should be inserted in South Africa as soon as possible

That if an appointment is made from overseas the passage be paid on the usual 3 years basis

That the Retiring Allowance Rules which were inoperative for new Members of the Staff should be applied in the case of the new Headmistress, should she so wish, but that no general scheme of Pension or Retiring Allowance be considered till after her appointment.

The Headmistress reported that Mrs. Morrison (non-resident) had resigned from the end of the term, and that she had appointed Miss M. Wilkinson in her place at £170 per annum resident, plus cost of living allowance, and that Miss Bruce will become non-resident.

That there had been some leaks during the recent rains.

That some of the hedge on the Park side had been burnt.

The Report was adopted, and resolved that the Architects report on the leaks; a sapling fence to be put up where the hedge was burnt, and a hedge planted. The Secretary mentioned that demands had been made by the City Council at various times to cut back the hedge at the upper end of Herschel Walk, and the planting of a hedge inside the present one was authorized, if practicable.

The Statistical Report was laid on the table and the Secretary reported that on the basis of the figures for the half year he estimated the surplus for the financial year at approximately £1,800, compared with £3,000 for the previous year.

CONFIRMED.

W Duncan Leckie

CHAIRMAN.

8/9/ 1944.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

TREASURER'S REPORT 2nd TERM, 1944.

	Average 1943.	1st Term 1944.	2nd Term 1944.
Boarders	52	52	52
Day Girls	122	116	111
Kindergarten	42	45	46
	216	213	209

Net Fees for the 2nd Term amount to £3,563: 6: 2 as compared with £3,561: 8: 1 for the previous term.

SPECIAL MEETING OF THE COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON TUESDAY, 13TH JUNE, 1944.

PRESENT:- Bishop Lavis (in the Chair),

Mr. Duncan Baxter, Mr. H. A. Hankey,

Rev. M. Gibbs, Professor W. F. Grant

and Mr. Cecil Kilpin.

The Headmistress was also present.

Apologies for absence were received from His Grace the Archbishop, Miss Darbyshire, Mrs. Duncan Baxter, Lady Harding, Lady Beattie, Professor Snape, Canon le Mesurier, Mr. Hockly and Mr. Hone.

The following Cable received from Lady Buxton which had been circularised to the Council was submitted:-

To the Chairman, Herschel School, Claremont:

On shortlist of four Wolseley Lewis and Committee unreservedly recommend Miss Barbara Elcome age thirtyfour BSc honours economics specialising geography diploma institute education eleven years experience now senior mistress Maynard School Exeter well poised personality attractive voice appearance confirmation of satisfactory churchmanship received from Canon Hall Maynard Governor stop sending papers but fear delay might lose excellent candidate stop alternative candidate Stoner suitable on paper qualifications but considered insufficiently poised in character for headship.

Buxton.

Mr. Baxter read a letter he had received from the Archbishop regretting that he would be unable to be present, and expressing his views.

Miss Robinson submitted Miss Elcome's recommendations which had been previously sent by Miss Wolseley Lewis, and also a copy of the advertisement which had been advertised in England. It was unanimously resolved that Miss Elcome be appointed Headmistress, and a Committee was appointed consisting of Miss Robinson, Mr. Baxter and Mr. Cecil Kilpin to draft and send a cable to the Committee, and a letter to Miss Elcome.

It was decided that no form of agreement should be sent, but that the terms of appointment be recorded in the letter to Miss Elcome. The salary to be £600 inclusive of cost of living allowance, the appointment subject to six months notice on either side, and the passage to be paid subject to the usual basis of refund should she leave within a period of 3 years.

It was further resolved that the post having now been filled that no advertisements be inserted in South Africa.

CONFIRMED.

W Duncan Baxter

CHAIRMAN.

8/9/44

Rough notes for

Report for Council Meeting Sept 8 1939

Mrs Morrison left at the end of August, having been on the Staff since April 1936.

Miss Wilkinson whose appointment I reported at the last Meeting, Mrs Morrison's successor has begun her work with us. A very nice girl & will be I think a great success.

Madame Ecklin whose resignation I reported at our last Meeting will be leaving at the end of this term. I have appointed as her successor Mlle E. Darley (a French woman) at the salary of £260 per annum non-resident & the Secretary to C. Law Abroad.

Miss Wilkes wishes to give up her work at the end of the 1st Term in order to return to England. A very difficult post to fill. Miss Wilkes for the past eleven years has devoted herself wholeheartedly to the development of the Music Department, which now is held in high repute all over the Union.

Quite impossible to find anyone in S.A. with the training & qualifications which our a post requires & necessary to obtain someone from overseas & to see about the matter in time to prevent

I discussed the matter with the Chairman & he gave me permission to ask Miss Eberle, Secretary of the S.D.S.B.W. to advertise the post in Engla-

+ I make the appointment. Dean Mrs Elaine very full details of the work of the Music Department + what I thought she required from this point of view + training + experience in the person appointed.

Miss Wallis has asked to become Non-resident at the end of this year for the one term that she will be with Mrs Elsmore. This is I think advisable from my point of view.

Miss Fripp has been on extension for seven years + retires + England will leave Hereford at the end of December.

Piel attends to retire at about Xmas. Report letter from Mr Rolt [illegible] Report Pupil.

School Concert. Sept 22. Called for Next week.

At Home and Nov 1st to meet as we have before the visit. Exhibition. I work in Art Dep Sci + KG Department. Also an opportunity for all the parents + so I got [illegible] to me.

Mothers Meeting. Nov 11.

Preparation of my Queries for my successor

Prepare the house for my successor. Painting + cleaning as soon as I am [illegible]

Small Advisory Committee to help my successor. Mr + Mrs Bayliss, Mrs Pritchard, Mrs Bennett, Mr Rolt

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 8TH SEPTEMBER, 1944.

PRESENT:- Mr. W. Duncan Baxter, in the Chair,
Lady Beattie, Miss Darbyshire, Mrs. Baxter,
Mr. H. Alers Hankey, Mr. H. E. Hockly,
Mr. A. Hone, Canon le Mesurier and Mr.
C. Kilpin.
The Headmistress was also present.
An apology for absence was sent by His Grace the Archbishop.

The Minutes of the previous meeting of 9th June, and Special Meeting of 13th June were confirmed and signed.

The Chairman welcomed Mr. Hone on the Council.

Mr. G. D. Jooste was unanimously elected to fill the vacancy caused by the resignation of Mr. Hill. The Chairman stated that he had spoken to Mr. Jooste, who had kindly consented to join the Council.

It was reported that Miss Elcome had accepted the appointment as Headmistress from 1st January next at £600 per annum.

Correspondence with Miss Elcome was read and it was agreed that as suggested by Miss Elcome a ~~final~~ formal agreement be entered into.

It was reported that the Archbishop had written to Lady Buxton thanking the Committee for its services and a letter of thanks had been sent to the S.O.S.B.W. A circular letter had also been sent to all parents from the Archbishop, informing them of the appointment.

The Headmistress reported:

That Madame Ellis had resigned from the end of this term and that she had appointed Mdlle. E. Dartey in her place at £250 per annum non-resident, plus cost of living allowance.

That Miss Willis wished to give up her work at the end of 1st Term 1945, and become non-resident from 1st January. Miss Willis had devoted herself wholeheartedly for the past 11 years to the development of the Music Department. It was impossible to find anyone in South Africa to fill her place and that, with the Archbishop's permission, Miss Elcome had been asked in conjunction with the S.O.S.B.W. to advertise the post in England, and to make the appointment. The appointment would not carry with it the position of Senior Mistress.

That Miss Frogley had resigned from the end of the year, and that she would advertise the post.

That in response to a suggestion that Dean Rolt should be commemorated Mrs. Rolt had offered a portrait painted by her son.

That it was proposed to hold an At Home and Exhibition of work in Art and Domestic Science and Kindergaten Department at the end of November, which would give Miss Robinson an opportunity of saying good-bye to parents.

That it would be necessary to prepare Miss Robinson's quarters for Miss Elcome, and purchase the necessary furniture etc. She suggested that a small Standing Committee be formed which would meet at short notice for this purpose, and also to assist Miss Elcome generally on matters which would arise, with authority to act and report to the Council.

The Report was adopted and a Committee consisting of Mr. and Mrs. Baxter, Miss Darbyshire, Lady Beattie and Mr. Kilpin was appointed as a General Purposes and Advisory Committee. Appreciation was expressed of Mrs. Rolt's offer of a portrait of Dean Rolt.

It was reported that the Cost of Living Allowances had been increased from 1st September, which would involve an additional amount of about £25 per month - a total of approximately £50 per month.

It was reported that the Accounts for the financial year to 30th September would be available for the next meeting, when the question of an increase of fees could be considered.

CONFIRMED.

T. B. Lane

CHAIRMAN.

8th December, 1944.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

TREASURER'S REPORT 3RD TERM.

	Average 1943.	1st Term 1944.	2nd Term 1944.	3rd Term 1944.
	52	52	52	52
	122	116	111	110 112
rten	42	45	46	45
	216	213	209	207 209

Nett fees for the 3rd Term amount to £3,539: 6: 1 as
red with £3,563: 6: 2 for the previous Term.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 8TH DECEMBER, 1944.

PRESENT:- Bishop Lavis, in the Chair,

Lady Beattie, Mrs. Baxter, Miss Darbyshire,

Lady Harding, W. Duncan Baxter, Rev. M. Gibbs,

Professor Grant, H. Alers Hankey, H.E.Hockly,

A. Hone, G. D. Jooste, Professor Snape and

Cecil Kilpin.

The Headmistress was also present.

The Chairman welcomed Mr. Jooste on the Council.

A letter from the Archbishop was read regretting his inability to attend owing to absence from Cape Town, and asking to be associated with any expression of regret that may be made at Miss Robinson's departure and thanks for all she has done.

The Minutes of the previous meeting of 8th September, were confirmed and signed.

Miss Darbyshire reported that a sum of £60 had been subscribed by members of the Council as a parting gift to Miss Robinson and read a letter from the Archbishop to Miss Robinson, and her reply. It was resolved to record the letters in the Minutes as an expression of the Council's regret.

The letters were as follows:-

"The Council desires to offer a parting gift in appreciation of all that you have done for the School, and of your personal character which has made it so pleasant and easy to work with you, and in token of our hearty good wishes for your happiness in the years to come.

The Committee we appointed to think out what gift would be most welcome felt that at this juncture in world affairs to buy something you might not really care for was mot injudicious; so I have now the pleasure of enclosing a cheque for £60, to which all the members of the Council most willingly contributed. I am to request you to spend not less than £10 on some personal article which you may like to possess as a tangible remembrance of our years of work together for Herschel - anything that you would like to have - a jewel, books or anything, and the rest we hope will be useful to meet such expenses as such a change in your life must involve.

The gift comes with our hearty thanks and deep regrets that we are losing you from Herschel, but you will never be forgotten by us, and we trust that we may always be numbered among your friends."

and Miss Robinson's reply:

"I feel quite incapable of expressing at all adequately my gratitude to the Council for their most generous gift. When I read your very kind letter and saw the cheque, I felt very humble and entirely unworthy of either. I have loved by work at Herschel so much and it has all been so happy and simple and ordinary, that it does not seem worthy of any reward.

However, I was thrilled with your letter and with the cheque. It is indeed overwhelmingly kind of the Council to have shown in such a generous manner their appreciation of my work.

Will you please accept my sincere thanks and express my gratitude to the members of the Council."

A letter was read from Miss Willis thanking the Council for its expression of appreciation of her work at the School.

It was reported that it was proposed to invest a further donation from the Jooste Trust of £100 in P. O. Savings Certificates. Resolved that a Post Office Savings Account be opened and that Mr. Baxter and Mr. Hone be authorised to sign on the account, together with the Treasurer.

The Headmistress' Report (attached) was submitted and adopted.

Arising out of the Report it was resolved:

Miss Porter: That Miss Porter's salary be increased by £10 as from 1st October last and that she receive annual increases of £10 up to £250.

Stove: That a report be obtained from the Plumber and the matter referred to the G.P.Committee with power to act.

Miss Willis' Successor: That a cable be sent to Miss Elcome as follows - "No substitute available please urge new music mistress to leave in April after terms notice."

Founders Day: That the Admiral or the New High Commissioner be asked to distribute the prizes. Mr. Gibbs was asked to consult the Archbishop in regard to the morning service.

It was reported that the General Purposes Committee had authorised the purchase of furniture from Miss Robinson and Miss Willis amounting to £85:17: 6.

The Annual Report and audited Accounts to 30th September, 1944 were submitted and adopted.

Mr. Baxter referred to the fact that Revenue had decreased and Expenditure increased, and that there would be further increases in Expenditure in the current year. He referred to the fact that other Schools had increased their fees since the war started, but that Herschel had not done so - Resolved to refer the question of an increase in fees to the General Purposes Committee to consider after the arrival of the new Headmistress.

CONFIRMED.

John. Cape Town

CHAIRMAN.

9th March 1945.

HEADMISTRESS' REPORT FOR COUNCIL MEETING 8TH DECEMBER, 1944.

STAFF. I reported at the last Council Meeting Miss Guise Hill the Physical Culture Mistress would be leaving at the end of the year, also Miss Frogley the Housekeeper, both in order to return to England. Also that Mrs. Johnston the Kindergarten Mistress would be leaving in December. The Council gave me permission to advertise these posts.

We advertised in all the leading papers of the Union. For the Games and Gymnastics post one application only was received.

For the Kindergarten post not a single one. I had expected a difficulty in obtaining a Gymnastics Mistress because I knew that several schools in Johannesburg were sharing a Mistress. There was no time to ask Miss Elcome to bring one out with her from England. I interviewed the one applicant - Mrs. Millicent Fischer. - She is a South African girl, trained in Physical Culture at the Cape Town Training College, i.e. in her 1st year she took the Primary Teacher's Physical Education. She left the T.C. in 1936 and has since been teaching. The testimonials are good, and I liked the girl herself.

The post is a resident one, but having a home of her own Mrs. Fischer did not wish to be resident. However, as part of her work she was willing to come in to do residential duties until we again got our full quota of resident staff. Salary £240 per annum non-resident and the increase in Cost of Living Allowance.

Having had no applications for the Kindergarten post I wrote to the Sister Frances Mary the Principal of the Grahamstown Training College. She strongly recommended a Miss Jean Duthie. I awaited Miss Duthie's application with anxiety and finding it very satisfactory appointed her. Salary £170 per annum resident plus the Cost of Living Allowance.

To fill the position of Housekeeper was an even greater difficulty, and I finally appointed Mrs. E. C. Mourant at a salary of £11 per month resident plus Cost of Living Allowance, plus a 2nd class fare to Cape Town of approximately £7.

There is still one resident Staff short. (Miss Willis is to become non-resident). Mdlle. Dartey asked to become resident and I agreed to this for one term only. The arrangement can continue or not as my successor wishes. Mdlle Dartey's salary from 1st January to end of March will be at the rate of £180 per annum plus Cost of Living Allowance.

Miss Porter. Miss Porter heard that at the beginning of October some members of the Staff had received an increase of salary and had asked why she had not. She joined the Staff in 1936 at a salary of £200 and was now receiving £220. The scale of a certificated teacher was £180 - £10 - £270.

Miss Maunder. (Matron) July 1943 - Salary £10. I recommend an increase to £11.

The Kitchen Stove: May go on for several months. Miss Frogley advised us to put in for one - or else get a gas stove.

Miss Willis' successor. Miss Elcome had appointed Miss Collyer who would not be able to arrive till after July, 1945, and had asked me to appoint substitute temporarily.

Founders Day would be on February 16th 1945.

Re-decorating has been put in the hands of Messrs. Cowley at a cost of £58.

There is a great demand for places in the House for January, 1945.

MINUTES OF ANNUAL MEETING OF ENGLISH CHURCH SCHOOLS ASSOCIATION

HELD AT CAPE TOWN ON FRIDAY 8TH DECEMBER, 1944.

PRESENT:- Bishop Lavis, in the Chair.

Lady Beattie, Mrs. Baxter, Miss Darbyshire,

Lady Harding, W. Duncan Baxter, Rev. M. Gibbs,

Professor Grant, H. Alers Hankey, H.E.Hockly,

A. Hone, G. D. Jooste, Professor Snape and

Cecil Kilpin.

The notice convening the meeting was submitted.

The report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1944 were submitted and adopted.

Mr. Hankey (nominated by the Archbishop) and Professor Snape (by Members) were re-elected, and the election of Lady Harding, Mr. Hone, Mr. Hockly and Mr. Jooste during the year were confirmed.

It was recorded that there were two vacancies on the Council - one of the Archbishop's nominees and one to be elected by Members.

The fee of the Auditors, Messrs. E. R. Syfret & Co., was fixed at the same figure as for 1943.

Lady Beattie and Mr. Baxter expressed very great regret at Miss Robinson's departure, and referred to the great progress the School had made under her guidance and wished her all happiness in the future.

Miss Robinson thanked all the Members of the Council for all the kindness shown her and for the support which had always been given her ever since her appointment.

A true record of the proceedings.

John, Cape Town

CHAIRMAN.

9th March 1945.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 9TH FEBRUARY, 1945.

PRESENT:- His Grace the Archbishop, in the Chair.

Mrs. Baxter, Lady Beattie, Lady Harding, W. Duncan Baxter, Rev. M. Gibbs, H. Alers Hankey, H. E. Hockly, A. Hone, G. D. Jooste, Bishop Lavis and C. Kilpin.

The Headmistress (Miss Elcome), was also present.

Miss Darbyshire, Professor Grant and Canon le Mesurier sent apologies for absence.

The Minutes of the previos meeting of 8th December were confirmed and signed.

The Report of the G. P. Committee of 23rd February was submitted and adopted.

Arising out of the Report:

Equipment - Referred back to Committee with power to act.

Domestic Arrangements.

Lady Beattie reported on the Kitchen Stove, Storage arrangements and upstairs servants accommodation and Hot water system. The Sub-Committee (Lady Beattie and Mrs. Baxter) were authorised to consult the Architects in regard to storage and servants accommodation, and the Plumber in regard to the Stove and Hot water system, and report to the General Purposes Committee, which was given power to act.

Pension Fund and Agreements with Headmistress and other members of the Staff.

A Committee consisting of Mr. Baxter, Mr. Hockly, Mr. Jooste and Mr. Kilpin was appointed to get expert advice and report.

The Headmistress' Report was submitted and adopted.

Arising out of the Report:

Staff.

Resolved that the Senior Mistress be paid an amount of £40 per annum in addition to her teaching salary - as at present paid to Miss Willis. That any additional furniture required be referred to Lady Beattie and Mrs. Baxter with power to act, and that new mistresses be appointed in South Africa, if possible.

Food.

Mr. Jooste was asked to make enquiries as to whether any special privileges in obtaining supplies could be obtained.

The Headmistress suggested temporary chapel accommodation in the garden basement. The Archbishop, Lady Harding, Mr. Gibbs and Miss Elcome were appointed to deal with the suggestion, with power to act.

The Headmistress was asked to consult Professor Snape on the question of making use of the Swimming Bath water on the playing field.

The Statistical Report was laid on the table.

CONFIRMED.

H D McLaren Baker

CHAIRMAN.

15/6/ 1945.

MINUTES OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL SCHOOL ON FRIDAY 23RD FEBRUARY, 1945.

PRESENT:- Mr. W. Duncan Baxter.

Mrs. Baxter, Lady Beattie and C. Kilpin.

Miss Bloome was also present.

Miss Derbyshire sent an apology for absence.

CHAIRMAN. Mr. Baxter was elected Chairman.

STAFF. Miss Bloome reported on various matters in connection with the staff which it was agreed she would set out in her report to the Council.

Her suggestions would involve an increase in staff, which the Committee resolved to recommend.

EQUIPMENT. Miss Bloome also asked for authority to purchase more equipment for the Geography room which was recommended in principle - enquiries to be made as to the cost, particularly of a projector.

DOMESTIC ARRANGEMENTS. A report from the Housekeeper on the kitchen arrangements and storage of fruit and vegetables was considered and referred to Lady Beattie and Mrs. Baxter.

PENSION FUND ETC.. Miss Bloome submitted papers referring to Pension granted to Teachers in schools in England, Scales of Salaries etc., also forms of agreement entered into with Teachers.

Resolved to refer the papers to Mr. Baxter and Mr. Kilpin for consideration.

It was pointed out that the inauguration of a Pension Scheme and an additional member of the Staff would probably involve an increase in the fees.

HEADMISTRESS' REPORT.

STAFF. With reference to the staff, I should like to place on record my appreciation of the tremendous help they have given me during the past month. Unfortunately I have to report the resignation of Mrs. Young as from next June. She has been married for three years and is anxious to start a home life. I must, therefore, ask your permission to advertise for a History and Latin specialist. On Miss Robinson's strong recommendation I have appointed Miss Geiler, B.Sc (Birmingham) as Science mistress. Miss Lewis has filled this position on a temporary basis. I have seen Miss Geiler and believe her to be competent. She has been teaching in the Rhodesian service, but has been very ill with rheumatic fever and must work here. I have insisted on a warrant from her specialist permitting her to start work with us both for her sake and for ours. She is having this examination on March 13th. You will remember that Mlle. Dartey was appointed French mistress on a residential basis. That she is a cultured woman, I fully appreciate but I have grave doubts as to her ability as a teacher and am deeply concerned with regard to her complete inability to handle children. Events have occurred which have forced me to refuse to allow her to continue as a residential mistress as from April 30th.

I am concerned further that there is no mistress whose responsibility is the welfare and the interests of the boarders, a house mistress in the public school sense of the term. I do not feel that it is a good policy for me to fill that position on disciplinary grounds, for the Head should always be the last instead of the first contact in this respect. Further I feel that I shall have insufficient freedom from administrative duties to give the children that human contact which they need - so many of them have abnormal home backgrounds. With your approval, I should like to ask Miss Lansdale to be Senior mistress and House mistress. Although I have known her for so short a time, I have already great respect for her control of and interest in the children. This means, of course, that we must free Miss Lansdale from her heavy academic duties and in view of the fact that her paper qualifications are in Geography, I should suggest that she continue with her specialist teaching in this subject, and that we appoint a mistress, fully qualified as an English Specialist to take charge of the subject throughout the School, together with the development of the Library, Dramatic, Debating societies etc. There is, of course, the possibility that Miss Lansdale may prefer her academic work, in which case I feel that I must ask you to consider the appointment of a House Mistress, but I hope that this will not be necessary. A house mistress must, of course, have a drawing room in which to receive parents and girls, and I suggest that I give up my dining room to be used as an office so that the present office may be furnished as a drawing room.

HEALTH. The health record of the School is good, there have been no epidemics and the sick rooms have been practically unused.

FOOD SITUATION. The food situation is not good, and the Housekeeper complains of the difficulty of obtaining supplies regularly, of increased prices and of maintaining a balanced diet. But this I understand is a situation we must accept, though we would welcome any concessions which might be obtained.

DUAL MEDIUM. There is in the School no experiment in the Dual Medium. Afrikaans is taught all through the School but not to all pupils. In order to obtain any degree of fluency among the girls, much more time would have to be devoted to it in the Junior School, which cannot be done at present as the Afrikaans specialist, Mrs. Steyn, has already a full time-table. If the Council would like us to attempt some experiment here it would necessitate some such action as appointing an Afrikaans speaking woman as History and Latin specialist, so that History for example could be taught in this language. This, however, is not possible at present for many of the girls have no knowledge of Afrikaans.

EXAMINATION RESULTS. The examination results were satisfactory. In the Junior Certificate, ten candidates obtained 1st class standard, four 2nd class and one 3rd class. In Matriculation, there were three girls with first class results, four with second class, and five with third class. One girl in the Junior examination achieved A standard in every subject except in English.

ENTRANCE. I am having to refuse entrance to possible boarders constantly and am being forced to close entrance to day girls in certain parts of the School. I have accepted names of girls for entrance as far ahead as 1948.

ENGLISH CHURCH SCHOOLS ASSN. (INCD.)

TREASURER'S REPORT, 1ST TERM.

	Average 1944.	1st Term, 1945.
Boarders	52	52
Day Girls	113	132
Kindergarten	45	33
	210	217

Net fees for 1st Term, 1945 amount to £3,247:15: 1 compared with £3,074:13: 5 for the previous Term.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 15TH JUNE, 1945.

PRESENT:- His Grace the Archbishop, in the Chair.

Mrs. Baxter, Miss Darbyshire, Lady Harding, W. Duncan Baxter, Rev. M. Gibbs, Professor Grant, H. E. Hockly, G. D. Jooste, Canon le Mesurier, Professor Snape and C. Kilpin.

The Headmistress was also present.

Apologies for absence were received from Mr. H. Alers Hankey and Mr. Hone.

The Minutes of the previous Meeting were confirmed and signed by Mr. Baxter who took the Chair until the arrival of the Archbishop.

The Statistical Report was laid on the table and the Report of the G. P. Committee was adopted.

The Report of the Special Committee appointed at the last Meeting was submitted and adopted.

Arising out of the Report:-

Retiral Fund. Mr. Hockly was appointed as the nominee of the Council as one of the Manager.

Interest on Bond. It was reported that the S. A. Mutual had agreed to reduce the interest on the Bond from 4½ to 4% from 25th August - the loan to be fixed for one year and thereafter subject to 3 months notice on either side. The question of whether to continue repayments on a half-yearly fixed basis was referred to Mr. Baxter and the Treasurer to decide.

Increase in Fees. Resolved that a Special Meeting of the Council be held as soon as the Committee was in a position to report.

Constitution of G.P.Committee. Mr. Baxter stated that the Special Committee had performed very useful work, and he suggested that the G. P. Committee be strengthened so that it could act as an Executive Committee and take more responsibility in urgent matters and report to the Council. Mr. Hockly and Mr. Jooste were elected to the Committee which would now consist of Mr. and Mrs. Baxter, Lady Beattie, Miss Darbyshire, Mr. Hockly, Mr. Jooste and Mr. Kilpin.

The Headmistress' Report was submitted and adopted.

Arising out of the Report:-

Games Field. Reported that a games fund from the proceeds of displays etc., was being started for improvements to the field.

Dramatics. It was reported that the School's share of the proceeds of the performance of "Murder in the Cathedral" was £48: 8: 6.

Health. The installation of a drying room was approved and referred to the G.P.Committee to arrange.

Trees, Fence, Bicycles. Referred to G.P. Committee.

Boarders sitting room. Expenditure of approximately £100 was authorised.

A supplementary Report was submitted and adopted and the question of lighting was referred to the G.P.Committee - enquiries to be made regarding Neon lights - and the Secretary was asked to make enquiries regarding insurance when the School was closed in the holidays.

CONFIRMED.

Hon. Cash Down

CHAIRMAN.

Sep 14 1945.

ENGLISH CHURCH SCHOOLS ASSN. (INCD.)

TREASURER'S REPORT 2ND TERM.

	1st Term 1945.	2nd Term 1945.
Boarders	52	51
Day Girls	132	131
Kindergarten	33	39
	217	221

Net fees for the 2nd Term, 1945 amount to £3,279:12: 6 compared with £3,243: 2: 6 for the previous Term.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

Report of General Purposes Committee for Council Meeting

8th June, 1945.

The Committee and a sub-Committee have considered various domestic arrangements.

It has deferred for the time being the question of the purchase of a new stove, but has authorised the purchase of a small gas stove for £30 as a temporary measure.

It has purchased some additional furniture for House Mistress's room and is considering further purchases for Common Room.

It has not completed its investigation in regard to the other matters referred to it in regard to servants accomodations and Hot water system.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

The Special Committee (Mr. Baxter, Mr. Hockly, Mr. Jooste and Mr. Kilpin) report that it has had three meetings and report:

PENSION FUND. It has considered this matter in all its aspects and has drawn up a scheme for Retired Fund (attached) which is based on that in force at the Diocesan College. It has discussed this scheme with the Headmistress who approves of it, and it is considered that it will be satisfactory. It was decided to await the Council's approval before submitting it to the Staff.

If all the present staff join the fund it is calculated that the Council's contribution for back pay on its behalf will amount to £554:19: 7. The Annual cost will be approximately £300.

The General Purposes Committee pointed out to the Council at its last meeting that the inauguration of a Pension Scheme and increased staff and other items of increased expenditure would probably mean an increase in the fees. The Committee, therefore, dealt with the following other matters in regard to expenditure:

SALARIES: The Headmistress submitted to it a statement of Staff Salaries and the adjustments which would follow if the present scale was applied for past services of the previous staff. It was decided not to recommend this, but the following special increases in basic salaries were recommended as from 1st July next:-

Miss Goodacre	from £132 to £144.
Miss Thorne	from £ 96 to £102.
Miss Wilkinson	Additional £20 as Head of Preparatory.
Miss Stevenson	from £~~175~~ 194 to £~~200~~ 220 provided she takes 20 pupils and becomes Form Mistress.

AGREEMENT WITH HEADMISTRESS. Miss Kloome informed the Committee that since taking up her appointment she did not now think any formal agreement was necessary and withdrew the draft proposals she had submitted.

SICK LEAVE AND LONG LEAVE. It was recommended that no definite rule be laid down and that each case be treated on its merits, but sick leave without any special resolution be granted of 1 month on full pay and 2 months on half pay as at present.

SALARY INCREMENTS. It was recommended that the salary scale formerly adopted remain in force for the present and that the Headmistress be allowed discretion in fixing the salary to take previous service into account.

INTEREST ON BOND. It was decided that as interest rates on well secured mortgage Bonds in Cape Town would appear to have been recently stabilized at 4% the South African Mutual be now asked to consider a reduction from 4½% to 4%.

INCREASE IN FEES. It was recommended that consideration be held over till August when more information will be available as to the finances and that this Committee then make recommendations to the Council so that if the fees are increased it can be done from the beginning of 1946.

FEES FOR TEMPORARY ABSENCE. The Headmistress consulted the Committee in regard to fees for pupils temporarily absent owing to going overseas as she had been asked the position by a parent.

It was recommended that in such cases 75% of the fees be charged, but that if the places can be temporarily filled no charge be made.

HEADMISTRESS' REPORT.

REPORT TO THE COUNCIL.

STAFF. Miss Lansdale's appointment is proving a very happy one, and I am finding her ready help and advice invaluable, the boarders are already a happier and busier group of girls.

School work has proceeded smoothly with the exception of the French classes but this will, of course, be quickly remedied. Mrs. Livingstone has established her position and the teaching of English is proceeding satisfactorily. I was unsuccessful in my efforts to obtain a successor to Mrs. Young so I have made two part time appointments: Miss Wightman B.A. Cape Town for History and Miss Duhm for Junior Afrikaans. Mrs. Steyn, who has been teaching Afrikaans throughout the School, has kindly agreed to teach Senior Latin and Senior Afrikaans for which she is highly qualified. This involves a new school time-table, which is extremely inconvenient in the middle of the year but inevitable under the circumstances. On the strong recommendation of Miss Hanshilwood, Headmistress of Ellerslie Girls High School, I have appointed without interview, Miss Hund, B.A. Cape Town as French mistress. She is a naturalised German, who arrived here with her family in 1935. Her father is on the staff at the Christian Brothers College, Green Point and the family have a name for integrity and hard work. I hope that this will prove a successful appointment for there is no doubt that she will have a hard task to organise the teaching on a proper basis. We are sorry to lose the services of Miss Walsh, who has taught piano. She has been appointed to the University staff, but I have been fortunate in securing the services of Miss Murray, for many years Senior Music Mistress at the Girl's High School in Pretoria.

Officially we shall be losing Miss Willis this term, though I know that I can count on her continuance in the event of Miss Collier's delayed arrival while Miss Willis is still here. I wish to place on record my personal appreciation of all that she has done for me. I have never sought her advice in vain. You will know more of her valuable services to the School; as a newcomer I am very conscious of the results of her work in the very high standard of musical performance of the Herschel girls. It will not be an easy task for Miss Collier to fill Miss Willis's place.

SCHOOL ACTIVITIES.

GAMES. The standard of summer games is a very good one, and although the girls are playing well and with keen enjoyment, the match results of the winter games leave much to be desired. Girls are handicapped by a small hockey field, which makes them play offside when they are on a full sized field in another school.

DRAMATICS. In collaboration with the boys of the Diocesan College, the senior girls gave a successful performance of "Murder in the Cathedral" by T. S. Eliot. We are grateful to Miss Ehrlich for the natural acting and the simplicity of the production. The total sum collected was £170 from which expenses have yet to be deducted.

EXCURSIONS. School parties have visited Art exhibitions, the Natural History Museum, French films, a Municipal concert, debates in the House of Assembly, the film of the life of President Wilson and the Merry Wives of Windsor.

CHARITIES. There is always a good response from the children to the various appeals. The prefects organised the writing of the word Victory in tickies which enabled me to write a cheque for 25 guineas to send to the Thanksgiving Fund. As you will know we have a tremendous number of appeals, and I dislike this constant collection of money in School. Accordingly I have decided to ask parents to urge children to save during the holidays and contribute about half a crown to the School Charities Fund each term. I am organising the School prefects as a body to consider appeals and recommend allocations. I shall be Treasurer of the body and safeguard wise procedure.

GIFTS TO THE SCHOOL. We are grateful to Mrs. Hunt for the Library clock, to Mrs. Steinberg for two honours boards in the Vestibule, to Mrs. Mechannick for xxx refrasing the old Cape picture in my drawing room and to Mr. Duncan Baxter for books to the Library.

HEALTH. Again there are no epidemics to report, but I notice many colds among the boarders. I am inclined to think that this is due to the dampness in the atmosphere in open air sleeping. There is no means of airing bedclothes after a damp day. If the children come in with wet clothes, there is no drying room and this I think is a serious deficiency and should be considered in the installation of new stove and new hot water system.

FOOD SITUATION. This has improved. Supplies are better although sometimes spasmodic, and as a result of reorganisation, hotter food is served. The cooking stove continues to be very difficult, but I have bought a gas oven which is helping the situation temporarily until we can have a new cooker put in. I have managed to obtain some mugs, so that at present the children are no longer drinking out of cracked and chipped cups.

THE SCHOOL GROUNDS. I am taking a deep interest in the School Grounds and have had experts from the Forestry Division to consider our oaks and pines. They have advised the taking down of the big pine to the south of the swimming bath as it is likely to fall at any time. It is possible that with a strong southeaster it will fall into the swimming bath and the men pointed out to me that it might be cheaper to repair the damage to the swimming bath in the event of a fall than to have it taken down, which would involve negotiation with the Park authorities and Major Wilkes. If it fell with a North West Gale it would damage the fencing of the park and damage Major Wilkes' garden. I was advised that many of the oaks need topping. Those in front of the School need it, for if they should fall, the old North West wing of the building would be extensively damaged; the oak to the North West of the library and the oaks to the North of that wing might fall and endanger that wing. The branches of these trees need lopping extensively. The line of oaks on the park boundary should be considered, they might fall in our direction and damage the new wing on the park side. Here we should, of course, negotiate with the Park authorities. The second line of oaks in our grounds have grown with weight towards our buildings and would fall, crashing where children are sleeping. I was advised to consider their removal which would be a grievous thing because of the shade they give us. After I had had this doleful advice I saw the Dowager Lady de Villiers who has had considerable experience of Cape oaks and she said firmly that the forestry men think in terms of gums and pines and that there is no need to fear the oaks falling and that to top them is likely to produce it, for they then rot downwards. She advises careful lopping of the branches. I have proceeded no further in this, needing your direction in the matter.

FENCE. I urge your consideration of the putting up of a fence, either of wood or wire, between us and the park. Anyone can enter our grounds unobserved from there and our children can easily slip into the park if they feel an impulse to break rules. This has been done in the past and the result might be serious.

BICYCLES. Many children bring their bicycles to School and all they can do with them is to prop them against each other in the garanges. This is harmful to the bicycles and difficult for the children who arrive early and leave early to regain their cycles. I know that you have plans for modern racks, but I would urge the making of simple wooden ones at this juncture.

ENTRANCE. Many enquiries are coming in and I have to refuse weekly boarders and some day girls for fear of making the forms too large. I am following a policy of allowing rather abnormally large forms for next January in view of the fact that many children may obtain passages to England. You will be interested that I admitted the other day, Richard Harris, who is at present six months old.

EXAMINATION. I am pondering on the merits of the Junior Certificate examination and would ask the Council to consider its abolition. I am sure that you will need some time to consider it and that no decision should be taken for at least six months during which time I should like to gain some idea of the attitude of staff and parents. I dislike the examination for I can see no useful purpose which it serves. It is a cramming examination which leads to the dropping of such subjects as Maths and Latin, History and Geography at the age of thirteen, and therefore narrows the education field. I should prefer the girls to aim at Matriculation, which although it too means cramming and early specialisation does result in it at a later stage in the child's development. It means two more years of good general education for the girls if we abolish the Junior Certificate. The fact that it is an impetus to work has to be faced, but I see no reason why school examinations should not have that effect, if remove is conditional on passing at a certain percentage. School examinations can then be set on more general lines and not in the narrow sphere of purely factual presentation.

PUBLIC HOLIDAYS. There are many requests that we should observe public holidays. Staff and boarders prefer the present arrangement. There is no need for a decision at the moment, but I have promised some parents to bring it to you for consideration at a later date.

FUTURE DEVELOPMENT. You asked me about the future development of the School and I have given much thought to this matter. As far as I am in a position to judge, I would suggest this, that our connections in Rhodesia and East Africa seem to be developing and that our boarding house is likely to be maintained at its present number and could possibly expand. We must recognise the fact that our boarding house is over-crowded and unattractive, and I would suggest that the School's future lies in a properly planned boarding house. I think we would do well to keep to our present total number of scholars but with an increase in the proportion of boarders.

At present our boarders' sitting room is hopelessly inadequate for fifty boarders and there is no play room for the Juniors. Too many children of varying age range are sleeping on one porch, so that when the Juniors are in bed, the next group coming to bed disturb them and so on with four age groups. This makes discipline very difficult. The sleeping porch may be healthy but I am inclined to doubt it in the wet weather and especially with no drying room. Sick room accomodation for three only is far too low a percentage, this means that often children with high temperatures have to stay out in the open all the time. Also the older girls have no privacy which makes them irritable with each other especially if news from home or troubles at School forces them to shed tears in public (South African girls seem to shed a lot of tears!). In a School of this type it is usual for the prefects to have study bedrooms, and the Senior girls here have no such privilege. Arising from this I would ask that the General Purposes Committee be empowered to spend a considerable sum of money on refurnishing the sitting room with furniture appropriate to the purpose of the room. There is no visitors room in the School where children may see parents who arrive unexpectedly from time from great distances. If my drawing room is being used as it is so often, I have no alternative but to let parents see their children in that room. I would like them to see a room which has some confort in it, although even then I shall not be able to light a fire when the wind is in the wrong direction; but the builder tells me nothing can be done to improve the chimney.

I am concerned about the rooms I have to offer Miss Collier and Miss Geiler. They are small, comfortless and cheerless. I have asked the builder for an estimate to whitewash the walls and I have bought two warm rugs and a wardrobe and ordered doors for an open dupboard so that at least one piece of furniture in each room will look. They badly need writing desks and comfortable chairs, but I hesitate to spend further without your sanction.

Yet another point I must bring forward for your consideration that is the appointment of a part time secretary. I hate to suggest further expenditure or that I am unwilling to shoulder my full burden of the work but there are many points to be considered. I can, of course, carry on as Miss Robinson has done, but she admitted to me that she xhx found the burden too heavy for her. As we work at the moment no record is kept of my letters or contracts and there is no adequate filing for reference, this might be serious in the event of a legal dispute.

As I see it there is no opportunity to develop or xxxxxxxxx experiment educationally. At the moment I want to improve the standard of new entrants and therefore that of general scholarship in the School. In order to do this I need a careful record of the work in each subject in every form to be assembled and reduplicated to send to new girls to have them coached to our standard, but I cannot do this because I have no one to undertake the large amount of secretarial work involved. Further I have an idea that if might be a good plan to form a parents association. Many parents have asked for it as an opportunity to meet the staff, to discuss problems of sex education, amount of pocket money etc. It would be an excellent way of gaining the co-operation of the parents and their interest in developing the School. I thihk that if I had a parents association at the moment one parent would enjoy making a gift of a projector to the School. All this would involve much secretarial work which I myself could not undertake. Some people have suggested to me that they would welcome a post matriculation course and I believe that it might be done if I could myself do more teaching. We might possibly devise a general finishing course where the girls would take Domestic Science or Secretarial training in addition to general subjects and especially language and training in citizenship on the lines of my experimental work in England. This may, of course, be a wild dream entirely unrelated to demand; I have had little possibility of investigating its practicability.

RULES AND REGULATIONS

OF THE

RETIRAL FUND OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

Definition of a Mistress.

1. These rules shall apply to every full time Teacher on the Permanent Staff at Herschel School, Claremont, who is resident in the School, or, with the Headmistress' permission, outside the School, and may at the request of the employee be applied by the Managers to any other employee of the Council engaged in other service of the School and receiving emoluments of the value of not less than £100 per annum.
In the following rules such employees shall be held to be included in the designation "Teacher" or "Mistress".

Definition of the Retiral Fund and Name.

2. A fund shall be formed as from 1st July, 1945, which shall be called and named the Retiral Fund of the English Church Schools Association (Incd.); it shall consist of the sums deducted in pursuance of these Rules from the monthly payments due to each Teacher and of the sums contributed to the Retiral Fund by the Council of the English Church Schools Association (Incd.), hereinafter referred to as "The Council", and of such other sums as are hereinafter directed to fall into and form part thereof. Whenever in any of these Rules and Regulations the words "Retiral Fund" are used the same shall mean and refer to the said Retiral Fund of the English Church Schools Association (Incd.) unless inconsistent with the context.

Deductions to be made from monthly payments.

3. There shall be deducted from the monthly payments of salary due to each Mistress a sum equivalent to 5% of the salary, reckoned on a non-resident basis. For the purpose of calculating the total salary, £75 per annum shall be added to the salary of resident Mistress as the value of residence.

Deductions and contributions to be paid to the Managers of the Retiral Fund.

4. Every sum deducted as in the previous section provided, together with an equal contribution by the Council, shall be immediately paid to the persons who shall for the time being be the Managers of the Retiral Fund (such persons being hereinafter referred to as "the Managers").

A separate account for each Teacher to be kept.

5. A separate account of each Teacher shall be kept to comprise all contributions made by such Teacher and the contributions of the Council for that month: also any Bonus awarded under Rule 6 of this Scheme. At the end of each year Interest shall be calculated upon the balance standing to the credit of the Mistress' account on the 1st January of that year, and the amount of the interest added thereto.
Provided always that a Mistress shall be entitled to have paid to her money from the Fund only upon her leaving the School, and in accordance with the Regulations respecting the apportionment of the Fund set out in Rule 7.

Reserve Fund.

6. A Reserve Fund shall be formed consisting of:-

(a) Any interest earned over and above that required to meet the obligation referred to in Rule 5.

(b) The sums falling - in to the Fund owing to the departure of Teachers before they have completed 20 years' service (see Rule 7).

This Fund shall be used to cover expenses of management, auditor's fees, etc., and for such other purposes as the Managers may decide, and to be divided so that a first Bonus may be added 3½ years after the institution of the Fund and thereafter every four years to each member's account, such Bonus to be credited in proportion to the total amount standing to her credit at the date of the allocation of the Bonus.

Before any Bonus is declared, enough money must be retained in the Reserve Fund to meet any existing depreciation in the value of the Securities held, the whole of the remaining surplus to be allocated as a Bonus amongst the members.

Repayment of a Teacher's contributions to the Retiral Fund.

7. If a Teacher leaves the School

(a) before completing five years' service at the School, she shall receive her own contributions together with the interest accumulated thereon. The interest shall be added on 31st December of each year and shall be reckoned on the amount of her contributions together with any interest added which is standing to her credit on 1st January, in that year.

(b) after completing five years' service at the School she shall receive -

(1) her own contributions.
(2) any bonus that may have been allotted to her.
(3) out of the Council's contributions on her behalf, a portion equal to five per cent for each completed year of service at the School (i.e. after six years 30%, after seven years 35%, etc.), the maximum being reached in 20 years.

Together with interest on the amounts payable under (1), (2) and (3) the interest shall be added on 31st December, of each year and shall be calculated on the amount standing to her credit on 1st January, of that year.
Provided that if she leave at any time during any year she shall receive in addition to the amounts specified in Rule 7(a) or (b) interest for the completed portion of that year calculated as above on the amount that is standing to her credit on 1st January, in that year. In case of death or permanent disablement during service, the teacher, or in the former case her estate, shall receive the whole amount standing to her credit at the time.

Years of Service.

8. The years of a Teacher's service shall be counted from the beginning of the first Term in which her continuous employment by the School as a Teacher in full work began, and in the event of any doubt arising as to this date, the decision of the Managers shall be final.
Every Teacher of the Present Staff coming under this scheme at its inauguration shall be entitled for the purpose of calculating the proportion of the contributions of the Council receivable by her pursuant to Rule 7 of this Scheme, to reckon her actual years of service irrespective of the number of years during which she has contributed to the Retiral Fund.

Every Mistress to retire at the age of 55 unless requested to remain.

9. Every Teacher, unless requested by the Council to remain in office, shall resign her post at the end of the Calendar Year in which she attains the age of 55 years.

Deductions to be made from terminal payments after the age of 55.

10. It shall be optional for a Teacher who shall at the request of the Headmistress, remain in office after the age of 55 to contribute to the Retiral Fund.

Number of Managers: their election and Meetings.

11. The Retiral Fund shall be administered by three Managers, of whom the Headmistress for the time being shall be one, and the Secretary of the Council shall be another; and third shall be a nominee of the Council.

Rate of Interest.

12. In each year prior to the holding of the Annual Meeting, the Managers shall fix the rate of interest for the current financial year - 1st January to 31st December. Such rate shall not exceed a rate ½ per cent less than the rate earned by the Fund in the preceding year. Any interest to be reckoned, credited, calculated, added or paid for such year shall be at the rate so fixed.

Annual Meeting.

13. An Annual Meeting of all Teachers included in this Scheme shall be held not later than 31st March each year. Fourteen days' notice of such meeting shall be given by the Managers to all the Teachers. A quorum shall not be less than three members of the Fund.

Business of such Meeting.

14. The Managers shall present to the Meeting, a revenue account, balance sheet, and the schedule of investments, and shall at, or before, the time of the meeting, furnish a copy of such revenue accounts and balance sheet to the Council.

Auditors.

15. The Auditors (who shall be elected by the Council) shall audit the accounts once in every year, and shall certify the annual accounts and verify the assets as given in the balance sheet.

General Meeting.

16. A General Meeting may be convened during Term time by the Managers or by any three Teachers upon their giving fourteen days' notice to all the others specifying the objects of the meeting and the business to be transacted thereat. A quorum shall be as in Rule 13.

Expenses of Management.

17. The Managers may pay out of the Retirel Fund all expenses incidental to the management of the Fund.

Books of Account.

18. The Managers shall cause proper books of accounts to be kept showing the state of the Fund, and the amounts of the contributions, and additions and accumulations of interest thereon; and such books shall be open to inspection at all times upon reasonable notice by the Council. The accounts of the Fund shall be kept entirely distinct from the accounts of the Council.

Investments.

19. All funds or moneys of the said Fund as shall not in the opinion of the Managers for the time being be required to meet immediate obligations, may be invested by them in such manner as they in their absolute discretion may deem suitable and not necessarily in trustee securities.

Managers' Indemnity Clause.

20. PROVIDED ALWAYS, and it is hereby agreed that the Managers shall be respectively chargeable only for such moneys and securities as they shall respectively actually receive, notwithstanding their respectively signing any receipts for the sake of conformity, and shall respectively be answerable and responsible only for their respective acts, receipts, omissions, neglects and defaults, and not for those of each other, nor for any banker, broker, solicitor, auctioneer or other person with whom, or into whose hands, any trust moneys or securities shall be despatched or come, nor for the insufficiency in title, or deficiency in value of any investments, nor for any other loss unless the same shall happen through their own wilful default respectively.

Interpretation of Rules.

21. Any question or difference which may arise with reference to the construction or administration of this Scheme shall be determined by the Managers, and such determination shall be final.

Alteration of Rules.

22. These rules may not be altered or added to except at the Annual Meeting or at a General Meeting specially convened for that purpose (see Rule 16) and by at least two-thirds of the members present and voting; and no such alteration or addition shall take effect unless, and until, it has been submitted to and approved by the Council.

Right of The Principal retained.

23. Nothing in these rules shall interfere with any of the rights of the Headmistress, and particularly with her right to dismiss any Teacher included in the Scheme or to call upon her to resign.

24. All Teachers appointed on or after 1st July, 1945 shall be required to join the Fund but it shall be optional for Teachers on the staff previous to 1st July to do so. Should she elect to do so the Council will contribute 5% on her salary for previous years of service at the School, and the Teacher may contribute an equal or lesser amount should she wish to do so.

HERSCHEL SCHOOL,
CLAREMONT,
CAPE.

FOUNDED 1929
BY
JOHN W. JAGGER.

Other business

Omission from Headmistress's Report

1. Water piped to playing fields for cost of £120
2. Arrangements made for some interior decoration during coming holiday
3. Information that staff cottage will soon need interior decoration
4. Request permission to proceed with Chapel
5. Report on offer of projector which Mr Robb can secure for £75 Answer must be made today. Victory model - 16 mm talkie about three years old. If decide to accept, suggest doing so subject to favorable report from African Theatres.
6. Suggest statement in press that entry closed for 1946 for girls of Standard VII equivalent.
7. Inform Council of arrangements while Headmistress away during holidays
8. Children's eyesight and artificial lighting. Estimate expected.

MINUTES OF MEETING OF COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 14TH SEPTEMBER, 1945.

PRESENT:- His Grace the Archbishop, in the Chair.

Lady Beattie, Miss Darbyshire, Mr. W. Duncan Baxter, Professor Grant, Messrs. H. Alers Hankey, H. E. Hockly, A. Hone, G. D. Jooste, Professor Snape and Mr. C. Kilpin.

The Headmistress was also present.

Apologies for absence were received from Mrs. Baxter, Revd. M. Gibbs, Canon le Mesurier and Mr. F. Robb.

The Minutes of the previous meeting were confirmed and signed.

The Archbishop stated that he had nominated Mr. F. Robb to fill the vacancy in his nominees on the Council. Mr. Robb had expressed his regret at being unable to be present at this Meeting.

The Reports of the General Purposes Committee of 10th and 15th August were submitted and adopted.

Arising out of the Reports:

Fence. It was reported that representations had been made to the City Council who were considering the erection of a fence between the School and the Park.

Lighting. Resolved to refer the matter back to the Committee with power to act but that if possible the matter to be referred to the Council for decision.

Medical Officers. It was reported that Drs. Watermeyer and Owen-Smith agreed to visit the School twice a week and more often if necessary at a fee of £100 per annum. Approved. A charge of 10/6 to be made for Boarders.

Fees. The first proposal of the Committee for an increase in fees of £10:10: 0 p. a. for Boarders, £5: 5: 0 for Day Girls and £2: 2: 0 for Kindergarten was approved. The Archbishop agreed to write a circular letter to parents.

A letter from the Architects dated 14th September was submitted giving an estimate for Hot Water installation (if boiler purchased from Mr.Hill) 740

Drying space on roof 160

Sundry re-arrangements. Kitchen, Servants Dining room, Vegetable Storage 380

1,280

Total, say, £1,350.

The matter was referred to the General Purposes Committee for consideration.

It was reported that a Banking Account had been opened at Barclays Bank, Claremont for Petty Cash and donations to the School for special purposes on which Miss Elcome operated. The opening of the account was approved and the Archbishop was authorised to sign the necessary forms.

In regard to the account at Barclays Bank, Adderley Street, in the name of the Association it was resolved that anyone of the following be authorised to sign cheques - His Grace the Archbishop, Mr. Baxter, Professor Grant, Mr. Hone, Mr. Hockly or Mr. Robb and countersigned by Mr. Kilpin or Mr. V. H. Cooke. Further that Mr. Cecil Kilpin or Mr. V. H. Cooke be authorised to endorse cheques deposited to the credit of the account.

The Report of the Headmistress was submitted and adopted.

CONFIRMED.

John. Cant Town

CHAIRMAN.

Dec 14 1945.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MEETING OF GENERAL PURPOSES COMMITTEE HELD ON FRIDAY 10TH AUGUST, 1945.

PRESENT:- Mr. W. Duncan Baxter, in the Chair.

Mrs. Baxter, Lady Beattie, Miss Derbyshire, Mr. C. D. Jooste, Mr. C. Kilpin and the Headmistress.

TREES. The question of cutting down was considered and decided to get an estimate for cutting down a large pine tree. An inspection of all trees to be made by the Committee.

REPAIRS. The Headmistress reported that expenses for repairs would be more than the normal amount owing to repairs having been held over for the war period. The Staff Cottage, Maids rooms and Teak woodwork would all require attention in the holidays.

FENCE. The Headmistress reported that she would like a fence along the border of the Park. It was decided to obtain an estimate of the cost and it was suggested that a hedge might also be planted inside the proposed fence.

HEATING. An estimate from Messrs. H. A. Shaw of £45: 2: 6 for 8 power plugs was approved.

LIGHTING. An estimate of £609:12: 6 (£230: 2: 6 for fittings and £379:10: 0 for wiring) for alterations to Lighting was submitted. Resolved to obtain advice from the Municipality and the University.

MATTRESSES. Authority was given to purchase 12 spring mattresses for the resident staff, and to have the boarders coir mattresses renovated.

MATRON'S ROOM. Resolved that the Architects be asked to attend to the leak in the flat roof which made the Matron's room uninhabitable.

SALARIES. It was recommended that in view of Miss Taylor's long service and her low salary as compared with the other members of the staff her salary be increased by £30 per annum from 1st August, and that Miss Stevenson be put on the salary scale - an increment of £10 per annum to date from 1st May.

The Headmistress reported that the Matron and Housekeeper had resigned and that in the former case she had waived the usual notice. She had appointed Miss Thorne at an increased salary of £20 to £126 per annum as Senior Matron, and was endeavouring to find an assistant Matron. She had arranged to take Miss McKinlay without pay for a training course as under Housekeeper and Matron on 3 months probation.

Resolved that until an assistant Matron is appointed a nominal salary be paid.

The Headmistress stated that she would like to have a School Doctor to visit the School every day. Resolved to consult Dr. Watermeyer in regard to a fee for such a post and it was suggested that a fee of 10/6 per term for boarders might be charged.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD).

MINUTES OF GENERAL PURPOSES COMMITTEE HELD ON 15TH AUGUST, 1945.

PRESENT:- Mr. W. Duncan Baxter, in the Chair.

Miss Derbyshire, Mrs. Baxter, Lady Beattie,

Mr. H. E. Hockly, Mr. G. D. Jooste and

Mr. C. Kilpin and the Headmistress.

An approximate estimate was submitted of the surplus for the year to 30th September, 1945 of £1,000 less special contribution to Retiral Fund £450.

And of future surpluses so far as can be estimated of £750. Annual increments to staff amounted to £150 per annum.

Comparisons of fees of other Schools were also submitted.

The numbers in the School for the 2nd Term was 51 Boarders 131 Day Girls and 39 Kindergarten.

After fully discussion it was resolved to place before the Council the following alternative recommendations:

That the fees be raised as follows:-

			(Per Term)
Boarders.	Ten guineas p.a.	from 120 guineas to 130 guineas p.a. for Seniors	34: 2: 6
		from 115 guineas to 125 guineas p.a. for Juniors	31:10: 0
Day Girls.	Five guineas p.a.	from 50 guineas to 55 guineas p.a. for Seniors	14: 8: 9
		from 42 guineas to 47 guineas p.a. for Juniors	12: 6: 9
Kindergarten.	Two " p.a.	from 20 guineas to 22 guineas for Seniors (p.a.)	5:15: 6
		from 16 guineas to 18 guineas p.a. for Juniors	4:14: 6

This would result in an increase of £1,300.

Or alternatively:

Boarders £2: 2: 0 per term to 32 guineas for Seniors.
2: 7: 3 per term to 31 guineas for Juniors.
Day Girls 1:11: 6 per term to 14 guineas for Senior.
1:11: 6 per term to 12 guineas for Juniors.
Kinder-garten 10: 6 per term to 5½ guineas for Seniors.
10: 6 per term to 4½ guineas for Juniors.

This would result in an increase of £1,350.

The question of additional Bursaries to meet cases of hardship was also raised.

HEADMISTRESS' REPORT.

SEPTEMBER, 1945.

STAFF. The new staff are proving satisfactory. Mrs. Steyn is enjoying her Senior work in Afrikaans and Latin. Miss Geiler is a very efficient teacher, Miss Rund shows promise with more experience, of being all we wish. She has a difficult task to establish a hard working atmosphere in French classes. Miss Wightman is introducing modern methods into the teaching of history and Miss Kuhn is obviously enjoying every minute of her work. Miss Murray too, is proving a successful appointment for the teaching of piano. Mrs. Nel is undoubtedly a very competent acquisition and is throwing herself whole-heartedly into her work as secretary. Miss Collier is due to arrive this week from England. I was lucky to secure the services of Miss Grayson, a singer in transit for Australia, who has given the girls an interesting cultural experience until Miss Collier's arrival.

I have not been so fortunate on the domestic side. The Matron and Housekeeper resigned on account of age and while I was pleased to appoint Miss Thorne as Senior Matron, I have found it impossible to appoint any of the applicants I have seen, deeming them entirely unsatisfactory, to assist her. I have secured some temporary services and those of an old girl whom I have undertaken to train.

ENTRY. Many demands have come for vacancies in the boarding house for January 1946. My accommodation is taken. Mrs. Hodd of the Little People's School has three girls who are waiting to come. She will, of course, take more, but this cannot be satisfactory to parents. I feel I should suggest that you consider renting a house near the school if such is a possibility. On the other hand I am dubious if I could find suitable staff to run it. Of one thing I am very conscious; I should like a Junior boarding house so that the different routine and discipline suitable to different age groups could be established.

ACTIVITIES. This term the Junior School is producing short plays and there have been expeditions to Art Exhibitions, The Gondoliers, a film show in aid of the Red Cross, the Country Dancing Festival. The Senior girls will be going to the Observatory and the Juniors to a clothing factory. On the last day of Term the Seniors will be giving a School Dance. The Senior School enjoyed a recital by Mary Noble and a lecture on the Herschel family by Dr. Jackson. Four members of the VIth Form will be joining the other schools on a Social Science holiday course at St. Cyprians.

CHARITIES. Allocations have been made to various appeals and special collections taken for the stained glass memorial window in the Cathedral and for food parcels to British Children.

GIFTS have been gratefully received for the chapel. The Fund now stands at £198: 3: 6. The Crypt is now ready for the furniture which is being made according to the girl's designs.

FOOD. Food supplies are better and I hope soon to have a more scientifically planned menu in operation. I wish to record my gratitude to Miss Goodacre who is doing the double work of bursar and housekeeper until I can find a satisfactory housekeeper.

HEALTH continues to be good with the exception of colds and coughs.

BUILDINGS. I have authorised the architect to put in an extra cistern to ensure a double hot water supply which we sadly needed, and to erect some cupboards along a wall which is heated by the chimney. Leaks have been a troublesome feature during the winter rains and much of the interior wall surfaces has suffered. The Matron's room is gradually drying out but is quite unusable. The General Purposes Committee has plans in hand for securing the kitchen alterations.

STUDENT. I have been requested to accept a student for her practical training. This is, I believe, a new departure but one I am anxious to initiate for I consider this an essential function of a School. This first student is an old girl of the School.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCOR.)

TREASURER'S REPORT 3RD TERM, 1945.

	Average 1944.	3rd Term, 1945.
Boarders	52	52
Day Girls	110	122
Kindergarten	45	38
	207	212

Net Fees for the 3rd Term amount to £3,176: 6: 7 compared with £3,344: 6: 6 for the previous Term.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

MEETING OF GENERAL PURPOSES COMMITTEE HELD ON MONDAY

17TH SEPTEMBER, 1945.

PRESENT:- Mr. W. Duncan Baxter, in the Chair.

Mrs. Baxter, Lady Beattie, Mr. G. D. Jooste,

Mr. H. E. Hockly, Mr. C. Kilpin and the

Headmistress.

Captain Elsworth submitted details of the proposals in regard to Hot Water, Drying space and Kitchen re-arrangements estimated to cost approximately £1,350.

The Hot Water scheme was based on an estimate from Messrs. Albert Vaux who had been asked to dispose of an automatic oil fired boiler belonging to Mr. Hill.

After full discussion it was resolved

That the Architects be asked

1. To obtain an alternative quotation from Messrs. Jameson's Engineering Ltd.,

2. To prepare an estimate of the running costs.

3. To endeavour to obtain an option on the boiler from Messrs. Vaux.

4. To go into the question of servants quarters and report to a further Meeting of the Committee.

The Headmistress was authorised to have bicycle racks installed for day girls bicycles.

The Committee inspected the lighting of the class rooms and resolved to ask the British General Electric Company to carry out a test of two, three and four opalescent lights in one of the class rooms with the Headmistress and some of the Staff present.

ENGLISCH CHURCH SCHOOLS ASSOCIATION.

MEETING OF GENERAL PURPOSES COMMITTEE HELD ON MONDAY 8TH OCTOBER, 1945.

PRESENT:- Mr. W. Duncan Baxter, in the Chair.

Mrs. Baxter, Lady Beattie, Mr. G. D. Jooste,

Mr. H. E. Hockly, Mr. C. Kilpin and the

Headmistress.

A letter from Messrs. Walgate and Elsworth dated 4th October was read stating that tenders for the Hot Water Boiler had been received from

Jamesons Engineering Limited		450
Albert Vaux (Pty) Limited		
Dismantling and fixing Mr. Hill's plant	£ 266	
Cost of plant	120	386

and that the estimated cost of builders and plumbing work etc., was £350, and that the running cost would be about £20 per month.

Lady Beattie and Mrs. Baxter reported on enquiries they had made in regard to Oil, Cooking and that Jameson's estimated £425 running costs about £9 per month. Also that they had enquired into ordinary coal stoves.

After discussion it was resolved to ask the School's plumbers, Messrs. Hoare & Co., to report on both Hot Water and Cooking and that enquiries be made in regard to the possibility of purchasing a stove from the Military.

Applications from Mrs. Baker and Mrs. Rhodes for reduction of fees on the new scale were referred to the Headmistress for decision.

The Secretary was authorised to sign the necessary forms in regard to the Bathing Box at St. James, increasing the rent from £6 to £10 per annum.

Redecoration of Staff rooms and repairs to Gymnasium apparatus were authorised.

A letter from the City Treasurer dated 26th September was read stating that as "Seafield" was not a necessary adjunct to a building used exclusively for a public school the exemption granted in 1936 from payment of rates would be withdrawn from 1st January, 1946.

Resolved - That the Archbishop be asked to lead a small deputation to discuss the matter with the City Council authorities.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

MEETING OF GENERAL PURPOSES COMMITTEE AT HERSCHEL SCHOOL ON THURSDAY, 25TH OCTOBER, 1945.

PRESENT:- Mr. W. Duncan Baxter, in the Chair.

Mrs. Baxter, Lady Beattie, Miss Darbyshire,

Messrs. H. E. Hockly and C. Kilpin.

Mr. Jooste sent an apology for absence.

Captain Elsworth attended and submitted plans for servants quarters and submitted -

Estimates and tenders for Hot Water based on purchase of Mr. Hill's Boiler.	£ 911
Servants Quarters	1,593
Architects Fees etc.,	146
	£ 2,650

After full discussion it was resolved:

1. That the plans already approved for alteration to Kitchen arrangements estimated to cost approximately £400 be approved.

2. That Captain Elsworth consult with Messrs. Hoare & Co., - the school plumbers - in regard to the Hot Water.

3. That the plans for Servants quarters be referred to the Headmistress for consideration.

Resolved further that the Architects endeavour to obtain the necessary permit from the Building Controller and a tender for the work involved with a view to carrying out the work in the December holidays - particularly the alteration to Kitchens. If necessary a special meeting of the Council to be called for final approval.

It was reported that Mr. Frank Robb had been successful in purchasing a Bell and Howell Filmo Sound Projector with turn-table and screen for £130; the purchase of a typewriter for the School was authorised.

Mrs. Baxter reported that she and Mr. Jooste were endeavouring to purchase a Durbunia Coal Cooker stove from the War Stores Disposal Board at a cost of about £40.

Miss Elcome reported on another incident emphasising the necessity of a fence between the School grounds and the Park. She had discussed the matter with the Park Superintendent and a parent had written to the Mayor on the subject. No reply had been received to the letter written by the Secretary to the Town Clerk on 24th August last in regard to the necessity of such a Fence.

Mr. Hockly submitted a memorandum on the question of Rates on "Seafield". Miss Elcome's notes were also submitted. It was hoped the Archbishop would be able to accompany a deputation to the City Council when this could be arranged.

It was reported that the increase in the Cost of Living Allowances would amount to approximately £15 per month.

Miss Elcome stated that she had been approached by two part-time mistresses with a request that this allowance be made to them. It was pointed out that these allowances did not apply to part-time teachers, but Miss Elcome and the Secretary were asked to go into the position of part-time teachers and Mr. Baxter agreed to make enquiries from the College of Music as to their practice.

Miss Elcome also raised the question of caretaking in the holidays and was authorised to retain a maximum of two teachers (in addition to the Matron and Housekeeper if they wished to remain) for this purpose.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF MEETING OF GENERAL PURPOSES COMMITTEE HELD ON MONDAY,

10th DECEMBER, 1945.

PRESENT:- Mr. W. Duncan Baxter, Chairman.

Lady Beattie, Miss Elcome and Mr. C. Kilpin.

Mr. Baxter stated that a suggestion had been made to purchase Highbury which was being put up to auction on 14th instant. It had been ascertained that the Municipal valuation was £8,000 which put the matter out of the question.

Mr. Baxter further reported that a deputation consisting of Miss Elcome, Mr. Jooste, Mr. Kilpin and himself had interviewed the responsible Committee of the City Council in regard to the Council's decision to levy rates on "Seafield", and had unofficially informed that the Committee had agreed to the property being exempted.

The Headmistress reported that she had arranged for inside renovation of "Seafield" at a cost of £50.

The question of paying cost of living allowance to part-time teachers was further considered, but was not agreed to.

Lady Beattie reported that she and Mrs. Baxter had purchased a stove from Messrs. Ward and Blackburn for £85 less 5 and 5% discount and a boiler at the Park Hotel from the Military authorities for £25.

Tenders were submitted as follows:-

Messrs. Hoare & Co., Fixing Stove, Boiler and connections etc.,	£ 310: 0: 0
Messrs. Cowley & Co.,	
Kitchen alterations etc.,	370: 8: 0
Servants Quarters etc.,	2,003: 0: 0
	2,683: 8: 0
Add Architects Fees 6% on £2,370, say	150: 0: 0
Allow for contingencies, say	100: 0: 0
	2,933: 8: 0

It was resolved to recommend the acceptance of the tenders and, owing to the urgency of commencing work immediately, that the Archbishop be consulted and his authority asked to proceed with the work forthwith.

HERSCHEL SCHOOL, HEADMISTRESS'S REPORT, DECEMBER, 1945.

STAFF. It is with relief that I record no change of staff this term, though two of my present staff have said that they may not be able to continue for health reasons. Miss Anderson is proving a very successful Junior Matron and Mrs. Godsiff, most satisfactory as a housekeeper. It has been a great relief to receive no complaints about food, though our fare still lacks variety. This is due to the lack of good ovens and cooking utensils. Every effort is being made to procure some of these latter, but so far without success.

I record my gratitude to Miss Stevenson for carrying on the music department so splendidly until Miss Collier arrived, and to Miss Corston who acted so well as Junior Matron until Miss Anderson's arrival, and who still helps me in innumerable ways. Miss Kay proved a a most promising student and I hope that I have your approval for further acceptance of students from the University.

ENTRY. As far as I can estimate my numbers next year will be 235, which is more that I should take possibly. Ideally, we should run with a Form average number of 20 girls which means, with 10 forms, 200 pupils with perhaps 30 in the Kindergarten as well. Our form numbers should be more balanced next year but I may have made some mistakes in placing; for this reason I am anxious to set entrancepapers in the future. I shall have to buy more desks and am planning some specially constituted for a Geography room so that I can use those there at present to make up our deficiency.

ACTIVITIES. This term has been overshadowed by external examinations, but non-academic activities such as the Gym Display took place. We made £35 towards our Games Field Fund, with which we hope ultimately to level the field and gain more adequate provision for games. The VIth Form has visited the Observatory in the evening to observe a star nucleus and the surface of the Moon. Prefects attended with those of St. Cyprians, the Foundation Service at the Diocesan College, and also the Carol Service, on Sunday December 2nd. We sang carols with St. Cyprians in their Chapel and held our own Carol Service in the School Hall on December 6th. Visitors to the School have included the Bishop of Lobombo, Reverend Sitters and the Reverend Reindorp for prayers and addresses; Miss Ivy Angrove for violin recital and Mrs. Swartz for a talk and films on Holland.

EQUIPMENT. We are deeply grateful to the Council for the Talkie projector and especially to Mr. Robb and Mr. Sitters, who sent to so much trouble on our behalf to procure a good screen and place the projector. My personal thanks are due for the typewriter and filing cabinet which is going to make our office so much more efficient and our work systematic.

SWIMMING BATH. Mr. Starch, whose daughter is in our Fifth Form, has offered me £100 towards securing a filtration plant if I will approach other people who subscribed to the Bath. I have no record to guide me, but would prefer dressing subicles before the filtration plant.

CHARITIES. The Prefects have made allocations to the Reverend Hudson for District Six; Children's Day; Bishop Lavis's Holiday Camp and the Children of Holland.

CHAPEL. The Floor covering has been ordered, the furniture is in place and we are borrowing a harmonium experimentally. Mr. Mitford Barberton is carving Cross and Candlesticks and we hope that His Grace the Archbishop may dedicate the Chapel next term.

Financially I shall be slightly in debt, but hope that the parents of new girls will hemp me.

HEALTH - Has been exceptionally good this term.

BUILDING. I would record my gratitude to the General Purposes Committee for their kindness, patience and constant help. We are now in the happy position of iniating our building which will result, I hope, in our setting an example in Domestic matters to future housekeepers. I am staying in Herschel during the holiday in the hope of urging on the work.

As you know, I feel a duty to future generations to investigate all property in the area, as it comes on the market with a view to providing more boarding house accommodation. My views I have stated already. I must reiterate that the demand at present is constantly for places in the boarding house.

FENCE. There have been further unpleasant cases from the Park, upsetting to the girls. The Park authorities have agreed to patrol that boundary and a letter has gone from one parent to the Mayor, pointing out the Park's responsibility with regard to a fence.

BICYCLES. I have ordered racks as designed, but so far they have not been made.

FOUNDER'S DAY. May I request the guidance of the Council with reference to the main guest and speaker?

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 14TH DECEMBER, 1945.

PRESENT:- His Grace the Archbishop, in the Chair.

Lady Beattie, Miss Darbyshire, Mr. W. Duncan Baxter, Revd. M. Gibbs, Professor Grant, Mr. H. Alers Hankey, Mr. H. E. Hockly, Mr. A. Hone, Bishop Lavis, Mr. F. Robb, Professor Snape and Mr. C. Kilpin.

The Headmistress was also present.

The Minutes of the previous Meeting were confirmed and signed.

The Archbishop welcomed Mr. Robb on the Council.

The Reports of the General Purposes Committee of 17th September, 8th and 25th October and 10th December were submitted and adopted.

Arising out of the Reports:

Rates Seafield. The Council expressed its thanks to the members of the deputation and its satisfaction at the result.

Lighting. The Headmistress reported that the experiments were not yet completed.

Fence. Resolved that the Mayor be asked to discuss the matter with the Archbishop and Miss Elcome.

The Headmistress' Report was submitted and adopted.

Arising out of the Report - it was resolved

Projector. That the thanks of the Council be conveyed to Revd. P. H. S. Sitters for the time he had devoted to the installation.

Swimming Bath. That Miss Elcome should discuss the matter with Mr. Starke and suggest that cubicles be built in the space provided if sufficient funds could be raised.

Founders Day 15th February. That the Admiral be asked to address the children and Mrs. Burnett to distribute the prizes.

The Archbishop read a letter from Canon le Mesurier stating that he felt he was out of touch with the School and consequently resigning from the Council. The resignation was accepted with regret and the Archbishop undertook to convey the thanks of the Council for his long service and valuable services to the School.

The Report and audited Annual Accounts to 30th September, 1945 were submitted and adopted.

March 9. 1946. CONFIRMED. H. Cape Town CHAIRMAN.

MINUTES OF ANNUAL MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 14TH DECEMBER, 1945.

PRESENT:- His Grace the Archbishop, in the Chair.
Lady Beattie, Miss Darbyshire, Mr. W. Duncan Baxter, Revd. M. Gibbs, Professor Grant, Mr. H. Alers Hankey, Mr. H. E. Hockly, Mr. A. Hone, Bishop Lavis, Mr. F. Robb, Professor Snape and Mr. C. Kilpin.

The notice convening the meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1945 were submitted and adopted.

Revd. M. Gibbs nominated by the Archbishop was re-elected and the appointment of Mr. F. Robb (also nominated by the Archbishop) was confirmed.

The fee of the Auditors, Messrs. E. R. Syfret & Co., was fixed at the same figure as for 1944.

A true record of the proceedings.

Jas. Cape Town

CHAIRMAN.

9th March 1946.

MINUTES OF MEETING OF COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY 8TH MARCH, 1946.

PRESENT:- His Grace the Archbishop, in the Chair.

Lady Beattie, Miss Darbyshire, Messrs. W. Duncan Baxter, H. Alers Hankey, H. E. Hockly, H. B. Hone, G. D. Jooste, F. Robb and C. Kilpin.

The Headmistress was also present,

The Revd. M. Gibbs and Professor Grant sent apologies for absence.

The Minutes of the previous Meeting were confirmed and signed.

A letter from the City Council was read stating that it regretted that the application for exemption from rates on "Seafield" could not be acceded to.

A donation of £250 from Mr. E. L. Reilly (which he wished to remain anonymous) was reported. Mr. Reilly donated the amount to Miss Elcome and approved her suggestion to place it towards the erection of cubicles for the Swimming Bath. This sum, together with the donation from Mr. Starck of £100, made £350 in hand against an estimated cost of £575.

The Report of the Headmistress was submitted and adopted. All items involving expenditure were referred to the General Purposes Committee to deal with.

The Headmistress also reported:

1. That for the remainder of the year 1946 she had agreed to Miss Lansdale doing some teaching at the Diocesan College to help that School out of a difficulty.

2. That she would like the Council's views on the question of a Post Matriculation Class which she considered educationally desirable, but stated that it would involve expenditure in excess of any revenue accruing. Resolved that the matter be deferred for the present.

3. That she would like authority to purchase two violins at a cost of £9: 9: 0 each for which a charge would be made for practise. Resolved that the Council does not adopt the principle of buying musical instruments other than pianos. Mr. Hankey and Mr. Jooste offered to donate the violins which the Headmistress asked for and the Archbishop conveyed the thanks of the Council to them.

CONFIRMED.

John. Capetown

CHAIRMAN.

14 JUNE, 1946.

HEADMISTRESSES REPORT. March 1946.

Staff.

Mrs Kuhn, who teaches Junior Afrikaans must leave us at the end of this term because her health has broken down.
Miss Geiler has been ill and I succeeded in obtaining a substitute for the first three weeks of term. Her Doctor allows her to teach only three periods a day at present.

Children.

Health is good. Parents of a new child sent her from Mafeking with Whooping cough. Matron isolated her immediately and we hope to have avoided the spread of infection.

Entry.

Our present numbers are 237. My waiting list for boarders to enter in 1947 is 37, for, as yet, 9 vacancies.

Equipment

We still need urgently, cooking pots and pans and must begin to buy plates and table dishes. We have managed as long as is reasonably possible but with increased numbers and the normal rate of breakages, this need is increasingly urgent.

Pianos.

We have at present 83 pupils taking piano lessons. This is 14 more than last year. Thirteen day girls and 25 boarders practise every day. Four pianos are used continually for teaching and four for practising. The two grand pianos are reserved for lessons for advanced pupils and for concerts. We feel the need for two new pianos to make all this possible. It has been suggested that we increase our piano fees.

Library.

We have no books in the Afrikaans Section of the Library and I should like to spend about £25 on starting this section.
I bought 24 new desks at the cost of £124 approximately, as you authorised, and have now succeeded in obtaining the services of a carpenter to make panels to darken the Hall for use for films and to make the bicycle racks. The British General Electric Company, have not yet put in the fluorescent lighting. I request your sanction to order furniture to be made to put easy chairs in the day staff room and new staff retiring rooms and to use present basket furniture for domestic staff rooms. I will report verbally on the position reached regarding the fence between us and the Park.

Swimming Bath.

£350 has been subscribed towards cubicles. The estimate for them is £5?5

Building.

Staff cottage has been colour-washed and painted, but we are still waiting for this to be done in the staff rooms in the main school building. I have asked that the windows of the cottage be burglar-proofed in view of the present circumstances.

The kitchen alteration has been completed and we are very pleased with the result, although certain points could have been better - such as the material for floors. The new stove is proving a good cooking unit but does not heat water satisfactorily for kitchen use. The new boiler is excellent and I have authorised Mr Hoare to bring some of its supply of hot water into the kitchen. The peak demands from the kitchen and the children's bathrooms are at different times so I do not think we shall thereby constitute too heavy a dgmand on the new boiler. The hot plate is so far unsuccessful, but I think this is due to a miscalculation in pressure.

The work on the third storey is held up because the timber has been landed in Durban. As you know the term started a week late because the builders were forced by the Municipality to remove the existing roof. We started with no light in the bathrooms and with the paint wet. The new stove would not draw but we quickly discovered that it had been installed without the chimney being swept. When I look back, I am surprised we managed so smoothly; which is a tribute to my Staff.

Holiday arrangements.

My Matron and her sister have kindly undertaken the responsibility of the building during the short holiday, but I forsee that I shall have to close it completely during most of the June holiday.

I should like to raise the question of accomodation for Native Servants.

MINUTES OF MEETING OF THE COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 14TH JUNE, 1946.

PRESENT:- His Grace the Archbishop, in the Chair.

Miss Darbyshire, Mr. H. Alers Hankey,

Mr. H. E. Hockly, Bishop Lavis, Mr. F. Robb,

Mr. C. Kilpin and later Mr. G. D. Jooste.

The Headmistress was also present.

Lady Beattie, The Revd. M. Gibbs and Mr.

Hone sent apologies for absence.

Before proceeding with the Meeting the Archbishop expressed the Council's deep regret at the death of Mrs. Baxter, and referred to the keen interest Mrs. Baxter had taken in the School since its inception, and the immense amount of time and thought she had devoted to its welfare.

A vote of sympathy with Mr. Baxter and the family was passed - the members rising.

The Minutes of the previous Meeting were confirmed and signed.

The Reports of the General Purposes Committee of 19th March and 22nd May were submitted and adopted.

Arising out of the Reports:-

Jooste Family Trust. The Council recorded its very great appreciation of the donation to the School which the Archbishop had already conveyed to Mr. Jooste. The Headmistress reported on suggestions she had made to the Trust, particularly in regard to a games field.

Hedge. The question of planting a hedge inside the present one on Herschel Road was referred back to the Committee with power to act.

Lawn Mower. The Headmistress reported that the City Council informed her that stables were necessary to house a donkey, and she was making enquiries from Mrs. Wilks as to whether she could temporarily lend a stable.

Music Fees. It was reported that the Committee recommended an increase from £3: 3: 0 to £4: 4: 0 per term (omitted from the Minutes), as from 1st Term 1947. Approved.

Furniture ~~Headmistress~~ staff J.C. sitting room. On the suggestion of a member expenditure for additional expenditure was approved.

The Headmistress' Report was submitted and adopted.

Arising out of the Report the Headmistress reported -

Games Mistress. That she hoped to appoint Miss Hebditch as from the beginning of 1947. Miss Hebditch would forfeit part of her passage money from England, and resolved that this sum be refunded her on the usual conditions.

Salaries. That she was finding increasing difficulty in obtaining teachers, owing to the low salary scale and accommodation. Resolved that the General Purposes Committee consider and report on the position.

Holidays. That she would like the Council to consider the present practice of not keeping public holidays.

Lady Baring. That she had had an enquiry from Lady Baring regarding fees for those Public Servants who spent half the term in Cape Town and half in Pretoria. It was resolved that the Council cannot agree to any concessions being granted.

Hon. Capetown

CONFIRMED.

CHAIRMAN.

Sept 13. 1946.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

TREASURER'S REPORT -- 2ND TERM, 1946.

	Average 1945.	1st Term 1946.	2nd Term 1946.
Boarders	51½	51	51
Day Girls	126½	143	136
Kindergarten	38	43	44
	216	237	231

Net Fees for the 2nd Term amount to £3,715:18: 2 compared with £3,785: 7: 1 for the previous Term.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

MEETING OF GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL ON

TUESDAY, 19TH MARCH, 1946 at 5 p.m.

PRESENT:- Mr. W. Duncan Baxter (Chairman).

Mrs. Baxter, Miss Derbyshire and C. Kilpin.

The Headmistress was also present.

Mr. Jooste and Mr. Nockly sent apologies for absence.

A letter from Hyfrets Trust dated 18th March was read stating that the Jooste Family Trust provided for a donation of £4000 to Herschel spread over a period of approximately 2 years. The amount was to be spent on additional improvements or amenities of an educational, sporting or domestic nature which are dissociated from the primary object of enlarging the School for the accommodation of new pupils - the proposal for expenditure to be submitted by the Headmistress for the approval of the Trustees. The idea the donor had in mind was the money was to be expended on additional improvements and amenities which will constitute something "extra" which in the ordinary way would not be provided by the Governing Body. The donor wished as little publicity as possible.

The Committee expressed its appreciation, which Miss Bloome had already conveyed. A formal acknowledgment to be made to the Trustees and a copy of the letter to be sent to the Archbishop.

The following expenditure was authorised:

Pianos. Miss Bloom to make enquiries regarding the purchase of two pianos, and if necessary advertise. The Headmistress and the Chairman were given power to act.

Afrikaans Books. Authority given to spend £10.

Furniture. Expenditure of up to £100 authorised. (Staff Room)

Crockery etc.. The Headmistress was given authority with the assistance of Lady Beattie to make the necessary purchases.

The quotation for Swimming Bath cubicles amounting to £599 exclusive of Architects fees was submitted. Towards this £350 had been donated - Mr. Jooste had written stating that the idea of the donor of the previous Jooste Trust (about £1,100 approximately £100 p.a. of which £400 had been received and invested) was that it should be spent annually on small improvements, and that the Council might now allocate sufficient from this fund to meet the shortage on the cubicles. Resolved to ask the Architects if they considered it advisable to obtain another quotation, and also apply for a permit from the Building Controller.

In order to assist in re-arrangement of domestic staff it was resolved to build an additional room adjoining the boy's cottage - the cost being estimated at about £60.

The Headmistress brought up the question of some part time assistance for the Games Mistress, and she was given authority to make enquiries.

The Headmistress reported that she had made arrangements with Miss Stevenson to teach harmony. Her present salary was £210 and she was allowed to take 8 private pupils. Under the new arrangement she could only take 6 private pupils, and her salary was increased to £220.

Miss Harvent's salary was increased by £20 p.a. as from 1st January.

Miss Risch was authorised to live in the cottage during the June holidays

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It was also decided to instal burglar proof wiring in the cottage at a cost of about £25, and an additional lavatory in the staff room.

The Committee made an inspection of the boundary adjoining the Park.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

MINUTES OF GENERAL PURPOSES COMMITTEE HELD ON

WEDNESDAY, 22ND MAY, 1946.

PRESENT:- Mr. W. Duncan Baxter, in the Chair.

Mrs. Baxter, Miss Derbyshire, Mr. Jooste,

Mr. Kilpin and the Headmistress.

The Headmistress consulted the Committee on various matters in connection with the Staff.

The Headmistress reported:

That there had been delays on the Buildings owing to a shortage of tiles.

That she had obtained an estimate of £105 for a staff lavatory, £110 for converting 2 showers into lavatories, £74 for a covered way at the back and £121 for an addition to the boys room. Resolved that the Committee recommends the expenditure be approved, with the exception of the £74 for covered way. It is recommended that concrete slabs on the ground would be better, and in regard to the boys room that the Architects be consulted in regard to the flooring.

That a permit for the cubicles in the Swimming Bath had been refused.

That the Jooste Trust had approved expenditure on a Refrigerator. Expenditure on the necessary housing was approved.

That a Committee of the City Council had interviewed some of the Members of the General Purposes Committee and had agreed to plant shrubs on their side of the fence and hedge on the School side.

That an objection had again been raised to the Hedge on the road over-lapping the pavement.

That Thurstons had tendered £32 to repair wall bars in the Gymnasium, but that Cowley & Co., could do them for less. Approved.

That the field was in a bad state, and the Headmistress suggested the purchase of a heavy mower and a donkey. Resolved that enquiries be made in regard to the mower and from the Municipality as to any regulations regarding the keeping of a donkey.

Authority was given to spend £55 on repairs to Piano, Domestic Service Stools at 18/9d each, Sewing Machine £9: 7: 6 and Hymn Books £4:16: 0.

HEADMISTRESS' REPORT, JUNE, 1946.

Details of building and equipment will appear in the Minutes of the General Purposes Committee. It remains for me to report on the Staff position.

SCIENCE. Miss Geiler has resigned because she has not liked a residential post. We are losing an excellent teacher. Through the Society for Settlement of British Women Overseas I have appointed Miss Millward who is at present teaching at Louth, Lincolnshire. I have seen her sister and Miss Ogden recommends her. She will pay her own passage out and will be non-resident. Miss Ogden hopes to expedite her passage so that she will arrive in time for the October term. Meanwhile I have secured the services of Miss Metcalfe for next Term. She is a fully qualified Scientist, but has had no teaching experience.

FRENCH. Miss Rund is under Doctor's orders to take a Term's Sick Leave. She is a young teacher who has worked hard, but has found discipline difficult. I have been fortunate in securing the services of Mrs. Rolle for one Term.

MATHEMATICS. Mrs. Roux gave Miss Robinson provisional notice which she repeated to me when I arrived. It is now possible for her to obtain a passage to England, and she leaves at the end of this Term. Her mother is old and ill. I have advertised in South African papers and have asked Miss Ogden to advertise in England. I hope to make a temporary appointment until January. If a good candidate presents herself here, which I am told is impossible, I will cable Miss Ogden immediately.

MUSIC. Miss Collier is proving herself a competent teacher, but she has found residence an unhappy experience, particularly in terms of returning at night after Concerts. Miss Wightman, my Senior History Mistress (part-time) has experienced a break-up of her home in Rondebosch. Miss Collier has requested permission to perform her residential duties here, but to live with Miss Wightman. It is an unusual case and I have granted permission on the understanding that Miss Collier will return to residence here should I need her.

GAMES. I will make a verbal report.

MINUTES OF MEETING OF THE COUNCIL OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON FRIDAY, 13TH SEPTEMBER, 1946.

PRESENT:- His Grace the Archbishop, in the Chair.
Miss Darbyshire, Professor Grant, Canon Gibbs, Mr. H. E. Hockly, Mr. A. Hone, Mr. G. D. Jooste, Bishop Lavis, Mr. F. Robb and Mr. C. Kilpin.
The Headmistress was also present.
Mr. Baxter and Mr. Hankey sent apologies for absence.

Before proceeding with the Meeting the Archbishop expressed the Council's deep regret at the death of Sir Carruthers Beattie, who he felt had been long connected with the School through Lady Beattie.

A vote of sympathy with Lady Beattie was passed - the members rising.

The Minutes of the previous Meeting were confirmed and signed.

The Report of the General Purposes Committee of 16th August was submitted and adopted.

Arising out of the Report:-

Buildings and Grounds. The Headmistress reported that the Building Controller had now approved of the additions to the boys room, plans for which were now before the City Council.

Mr. Hockly reported that he had received tenders for

150 yards of sapling fencing	£ 66
6ft.6in diamond mesh fence	180
and he estimated the removal of trees, hedge and planting a new hedge at approximately	104
	£ 350

The expenditure was approved, but a tender for a 3 ft. wire fence to be obtained and erected in place of the 6ft. 6 in. fence if the saving warranted it.

The Headmistress reported that the Jooste Trustees were willing to level, enlarge, plough up and replant the games field provided the Council undertook to properly maintain it, which involved the purchase of an electric mower and employing an additional boy. The Council expressed its gratitude and authorised the necessary expenditure.

Public Holidays. The question of Public Holidays was fully discussed and it was resolved that as from 1947 public holidays be observed, and that the present practice of not keeping public holidays and adding them to the School holidays be discontinued.

Piano. It was reported that satisfactory arrangements had been made in regard to re-conditioning the pianos.

The Headmistress' Report was submitted and adopted.

Arising out of the Report the Headmistress reported:-

Entrance Hall. Mrs. Fiddian-Green's offer to complete the main entrance hall in memory of Mrs. Baxter was accepted with grateful thanks.

Founders Day. Resolved that this be held on Friday 21st February and that Sir Alfred Beit be asked to address the School, and his wife to distribute the prizes, or failing him Colonel Marquard and his wife.

CONFIRMED.

John Carr Dow

CHAIRMAN.

Jan 12 1946.

ENGLISH CHURCH SCHOOLS ASSOCIATION.

TREASURER'S REPORT 3RD TERM, 1946.

	Average 1945.	1st Term 1946.	2nd Term 1946.	3rd Term 1946.
Boarders	51½	51	51	51
Day Girls	126⅔	143	136	133
Kindergarten	38	43	44	51
	216	237	231	235

Net Fees for the 3rd Term amount to £3,696:10: 8 compared with £3,715:18: 2 for the previous Term.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF GENERAL PURPOSES COMMITTEE MEETING OF 16TH AUGUST, 1946.

PRESENT:- Mr. W. Duncan Baxter, Chairman.

Miss Derbyshire, Lady Beattie, H. N. Hockly

and the Headmistress.

STAFF. The Headmistress' routine report was submitted. Permission was granted to engage Mrs. Fisher as part-time Games Coach next year and to advertise in England for Miss Kay's successor.

BUILDING. The Headmistress reported on the Buildings and grounds. Resolved that the Building Controller be again approached for a permit to add to the boys room.

That the Myrtle hedge on the road be removed and that estimates be obtained to put up a wire fence on the boundary, and to plant a pittisporum hedge, and inside the hedge a temporary sapling fence as a screen. Mr. Hockly undertook to enquire into the cost.

EQUIPMENT. The Committee recommended that the Headmistress should go into the possibility of relaying grass in the games field and approach the Trust with regard to this.

SALARIES. It was agreed that the School Secretary should receive £120 a year. The general question of increases in Salaries was discussed and resolved to defer consideration until the Accounts are available to 30th September.

PUBLIC HOLIDAYS. Decided that this matter be brought forward for discussion at the next Council Meeting.

MISCELLANEOUS. Resolved that there should be no increase in the elocution fees and that the estimate for reconditioning the pianos should be reconsidered with a view to recommendation.

HEADMISTRESS' REPORT.

SEPTEMBER, 1946.

STAFF. Since the last meeting of the Council, I have heard that Miss Millward, the new Science Mistress has secured a passage on the next voyage of the Carnarvon Castle. I have been fortunate in securing the services of Miss Grey, who used to teach at Herschel, until her arrival. Miss Grey runs a flower farm but promptly "downed tools" on my urgent request. Mrs. Hollo is most successful in the teaching of French and I fear we may find that Miss Hund will still be unable to gain the confidence of the children on her return. I have had no replies to my advertisement for a mathematics specialist either from the Union, the Rhodesias or England. I was lucky to appoint, a day before term started, a young married woman, Mrs. Pienaar, who had been teaching at St. Winifreds', George, for two years. She is, academically, well qualified but the fact that she is Afrikaans speaking may prove a difficulty, although she speaks English well.

Since our last meeting Mrs. Fisher, the games mistress has resigned in order to adopt a baby and I have appointed Miss Hebditch in her place as from next January. Miss Kay, who has been teaching English this year, has resigned in order to go to Oxford for further study if this proves possible. I am considering the application of a Mrs. Clark M.A., who has just arrived in this country. She has a first class honours degree from Trinity College, Dublin and is of charming personality with an Irish accent.

BUILDING. The maids' quarters which have been seen by the Members of the General Purposes Committee, are proving very successful. The maids like them and seem to be very happy. I am concerned about the remaining portion of the flat roof. The builder told me that some firm has had an income from them over a long period of years. There have been several conferences and the builder promises an estimate, but it is very annoying to find damp patches in the two new rooms which we are gaining from the old servants quarters. The paving at the back is satisfactory and so also is the coal bin. We have, I think, at last received a permit to go ahead with the additional room in the boys' hut. The difficulty over the myrtle hedge is reported in the General Purposes Committee minutes.

ENTRANCE HALL. I have received a letter from Mrs. Fiddian-Green (Mary Baxter) offering to complete the main entrance hall in memory of her mother. She asks if the Council would approve of the idea which would complete the left hand side on entrance with curved wall and pillars to correspond with that on the right, which holds the bronze of Mr. Jagger.

I have received a canvas in oils of Dean Holt which has been painted by his son.

EQUIPMENT. The Music Department is very happy with its new pianos and violins.

I am perturbed at the cost of furniture but am refurnishing the Staff rooms as economically as possible.

EVENTS. The Chapel was dedicated by His Grace the Archbishop of Cape Town on Tuesday, 13th August. It was a beautiful Service attended by representatives of the Council, Old Girls and present School. The attendance of so many past Head girls was very much appreciated.

On Saturday November 23rd we are holding a Christmas Fair. The Staff of the School together, suggested this and offered to undertake the work. The proceeds are to go to the Herschel Extension Fund.

In the January Term, Miss Shenck is undertaking the production of a School Play. Although she has been with us for seven years as Elocution Mistress, this is her first attempt. The play chosen is "The Lady with the Lamp" - the life story of Florence Nightingale.

We are holding several "At Homes" between now and Christmas in order that Staff and parents may meet each other to discuss common problems.

I should draw attention of Council to the fact that next Founder's Day will be a celebration of the twenty-fifth birthday of the School. I am wondering if it is an occasion for an appeal for funds for the School's extension.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT THE SCHOOL ON TUESDAY, 5TH NOVEMBER, 1946.

PRESENT:- Mr. W. Duncan Baxter.

Miss Darbyshire, Lady Beattie, Mr. C. D. Jooste and Mr. H. E. Hockly.

The Headmistress was also present.

The Headmistress reported on the following points -

STAFF. - The position with regard to salaries, and length of notice with reference to various members of the staff. It was agreed that a Housekeeper might be brought out from Scotland - the cost of passage money to be borne by the School.

ADMISSION. Why it was impossible to take in children in various Forms. Overcrowding was coming at different stages in the School.

BUILDING. The position with regard to:-

1. Entrance Hall.
2. Staff Room.
3. Boy's Hut.
4. Extra lavatories.
5. Refrigerator.

GAMES FIELD. The present position with regard to the steps taken to secure the maintenance of the games field.

HEDGE. It was agreed not to cut down the Oak trees and to try and grow a hedge in spite of them. It was further agreed that further expense should be avoided in connection with the wire netting since this would become unnecessary when the Pittisporum grew.

EPIDEMIC. The position with regard to infectious diseases and the need for better accommodation, but had no suggestion to make as to where this could be found.

ESCORT. A request from parents had been received that children from Rhodesia should be escorted on the train journey. It was agreed that this was entirely the responsibility of the parents, but that the School should do what it could to provide an escort when possible, at the expense of the parents concerned.

GESTETNER. A quotation for a new machine from "Gestetner" had been received. This was accepted and will cost £73, less the trade-in value of the present machine £18 and less 5% for cash - a nett amount of £52.

SALARIES. Miss Elcome was asked to get detailed figures on the position at which staff should be on the correct school salary scale.

CHRISTMAS FAIR. Mrs. Waterson was asked to open the Fair and has agreed to do so.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT THE SCHOOL ON WEDNESDAY, 13TH NOVEMBER, 1946.

PRESENT:- Mr. W. Duncan Baxter.

Mr. G. D. Jooste, Mr. V. H. Cooke (representing Mr. Cecil Kilpin).

The Headmistress was also present.

Apologies for absence were received from Lady Beattie and Miss Darbyshire.

MEETINGS. On a suggestion from Lady Beattie it was resolved that in future monthly meetings of the Committee would be held on the First Tuesday of each month at 5 p.m. Notices of meetings would be sent out as usual.

ACCOUNTS. An account from F. W. Hoare & Co., for Plumbing and laying on of ~~extr~~ water supply to Hockey Field etc., amounting to £170: 3: 0 was approved.
An account from H. J. Terlein for repairs and tuning of pianos amounting to £83:15: 0 was approved.

VACANCIES ON COUNCIL. It was reported that there were two vacancies on the Council.
It was decided to approach Mrs. Roy Grant and Mr. G. H. Starck.

OUTSTANDING FEES. A copy of a letter to Mr. J. E. Baker of 4th November, 1946 was read, regarding his School Fees which were in arrear to an amount of £111:14:11, and requesting payment by return of post of £78: 5: 1, and the balance of £33: 9:10 by the end of the month.
It was noted that in reply Mr. Baker had forwarded a cheque for £25 without any comment.
Resolved to place the matter in the hands of the School's Solicitors.

CASH POSITION. It was reported that the School would have an overdraft of approximately £400 as at 31st December, 1946 and approximately £1,500 at the 31st January, 1947.
Resolved that if necessary the Bond with the S. A. Mutual should be increased to meet the cost of the capital expenditure and that current expenses should be met by arranging an overdraft with the Bank.

SALARIES. The Headmistress submitted a provisinal draft of increases in salaries.
The question was discussed and referred to a Special Meeting of the G. P. Committee to be held on Wednesday ~~21st~~ 20th instant.

In order to meet the proposed increase in Salaries the question of increasing Fees was discussed and it was decided to recommend that the following increases in fees be adopted.

Boarders.	Under 12: £32:16: 3 - £38 per Term	increase of	£5: 3: 9.
	Over 12: £34: 2: 6 - £40 per Term	increase of	£5:17: 6.
Day Girls.	Under 12: £12: 6: 9 - £14 per Term	increase of	£1:13: 3.
	Over 12: £14: 8: 9 - £16 per Term	increase of	£1:11: 3.
Kinder-garten.	Senior £ 5:16: 6 - £6:10: 0 per Term	increase of	13/6d.
	Junior £ 4:14: 6 - £5:10: 0 per Term	increase of	15/6d.

The largest increase would be in Boarding Fees which was felt to be fair, in view of the big increase in the costs of provisions.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING HELD AT THE SCHOOL ON WEDNESDAY, 20TH NOVEMBER, 1946.

PRESENT:- Mr. W. Duncan Baxter.

Lady Beattie, Mr. C. D. Jooste, Mr. H.E.Hockly, and Mr. V. H. Cooke (representing Mr. Cecil Kilpin).

The Headmistress was also present.

Miss Derbyshire sent an apology for absence.

MONTHLY MEETING. It was resolved, that as the First Tuesday was inconvenient, that monthly meetings should be held on the First Wednesday of each month at 5 p.m.

HEADMISTRESS' CONFERENCE AT ~~XXXXXXXX~~ PIETERMARITZBURG. It was resolved that the Headmistress should attend and that her train fare be paid.

ANNUAL MEETING. As the Headmistress would be leaving on the day fixed for the Annual Meeting (Friday, 13th December), it was decided to approach the Archbishop to ascertain whether or not Thursday, 12th December would be suitable.

CLOSE SCHOOL. The Headmistress requested permission to close the School from the 18th December to 18th January and reported that three of the Native employees would be on the premises during that time.

Decided to approach the Nightwatchmans Association and ascertain the cost of appointing a nightwatchman during that period, and also to inform the Police.

STAFF. The Headmistress reported that she had been unsuccessful as yet in obtaining a Housekeeper, Relief Matron and a French Specialist.

ESCORT TO RHODESIA. The Headmistress reported that she had been unable to arrange anybody to act as escort.

SALARIES AND FEES. The Headmistress submitted the following proposed salary scale, as per annexure.

The proposed New Scale represents an increase of £1,356 over the present scale.

The amount of Cost of Living payable will remain practically the same as at present.

The amount of the Council's contribution to the Retiral Fund will be increased by 5% of £1,356 = say £70.

The total extra cost will, therefore, be approx. £1,430.

It was resolved to recommend that the proposed salary scale be adopted.

ANNEXURE. A

A. Preparatory Staff - Non graduate with Teacher's Certificate.

	Initial.			Annual Increment.			Maximum.		
	Present Salary.	Govt. New Scale equivalent.	New Herschel Scale.	Present Salary.	Govt. New Scale equivalent.	New Herschel Scale.	Present Salary.	Govt. New Scale equivalent.	New Herschel Scale.
Resident	150	170	160	10	20	12	220	390	280
Non-Resident	180	220	200	10	20	12	270	440	320
B. Secondary Staff - Degree and training equivalent.									
Resident	180	270	220	10	20	12	300	590	340
Non-Resident	220	320	260	10	20	12	360	640	380
C. Special Subjects e.g. Games, Domestic Science, Art, Music.									
Resident	180	?	180	10	20	12	250	?	300
Non-Resident	220	?	220	10	20	12	290	?	340
D. Staff with no qualifying certificate.									
Matron	122	~~156~~	156						
Asst. Matron	106	~~132~~	132						
House	144	~~156~~	156						
Bursar	154	~~180~~	180						

Salary on New Herschel Scale is computed in terms of numberos of years experience e.g. Miss Bruce with Degree and Teacher's Diploma and six years experience receives 6 x 12 over the initial non-resident graduate scale - 260 + 72 = £332.

Rec. 7/5

ANNEXURE B.

	Years of Training.	Years of Experience.	Present Salary.	Government Scale.	New Scale.		
Miss Collier	3	14	240	365	300	Resident	Unilingual
Mrs. Pienaar	4	2½	240	300	296	Non-Resident	Married
Mrs. Hofgson	3	14	260	330	340	Non-Resident	Married
Miss Millward	4	12	260	335	330	Non-Resident	Unilingual
Miss Bruce	4	6	270	340	332	Non-Resident	
French Mistress			280		332 -		
History & Junior Afr.			235		332 -		
Miss Hebditch	3	7	250	300	264	Resident	Unilingual
Miss Porter	-	30	240	400	320	Non-Resident	
Miss Taylor	2	20	270	400	320	Non-Resident	Unilingual
Miss Lanedale	5	13	280	330	380	Resident	Unilingual
Mrs. Steyn	5½	6	220	340	292	Resident	Married
Miss Stevenson	5	11	235	330	300	Resident	Unilingual
Miss Kisch	5	22	214	365	300	Resident	Unilingual
Miss Pennell	3	4	200	190	228	Resident	
Miss Duthie	3	1	180	165	184	Resident	
Miss Clark	4	9	220	385	368	Non-Resident	Unilingual
Miss Harsant	-	10½	126	250	200	Non-Resident	Unilingual
Miss Thorn			132		156	Resident	
Miss Robertson			106		132	Resident	
Mrs. Godsiff			132		156 -	Resident	
Miss Goodacre			144		180	Resident	
Mrs. Bel			120		120		
			4,854		6,212		

Attention is drawn to the following special cases:-

Miss Porter should be put on her ceiling in view of excellent work done and long experience.

Miss Stevenson who teaches piano harmony and is responsible for a form should be put on full time basis (20 pupils) at scale for Resident music mistress. Extra pupils may only be taken voluntarily if demand exceeds what the four present staff can undertake.

Miss Harsant, who is a Herschel trained person, should be put on to scale for preparatory staff in view of the fact that her experience already makes her of equal importance with trained people, and her permanence is a valuable stabilising unit in the School.

MINUTES OF THE MEETING OF THE COUNCIL OF THE ENGLISH CHURCH SCHOOLS-ASSOCIATION (INCD) HELD AT CAPE TOWN ON THURSDAY, 12TH DECEMBER, 1946.

PRESENT:- His Grace the Archbishop, in the Chair.

Lady Beattie, Miss Darbyshire, Professor Grant, Mr. W. Duncan Baxter, Mr. H. Alers Hankey, Mr. A. Hone, Mr. H. E. Hockly and Mr. F. Robb.

The Headmistress was also present.

Canon M. Gibbs sent an apology for absence.

Before proceeding with the Meeting the Archbishop expressed the Council's deep regret at the death of Professor Snape who had been a Member of the Council since its inception.

A vote of sympathy with Mrs. Snape was passed - the Members rising.

The Minutes of the previous Meeting were confirmed and signed.

It was resolved that Mr. Vernon Harle Cooke be appointed Acting Secretary and Treasurer during the absence of Mr. Cecil Kilpin.

The Archbishop expressed the Council's pleasure at the news that Mr. Kilpin was making such good progress.

The Reports of the General Purposes Committee of 5th, 13th, 20th November and 4th December, 1946 were submitted and adopted.

Arising out of the Reports:-

Salaries: The proposed salary scale contained in the Annexures to the Report of 20th November, 1946 was approved, and it was decided to give effect to the new Salary Scale as from 1st January, 1947.

Fees: The proposed increases in Fees as stated in the Report of 20th November, 1946 was amended, in so far as the Kindergarten was concerned, by raising the proposed scale of the Seniors from £6:10: 0 to £7:10: 0 per Term, and the Juniors from £5:10: 0 to £6 per Term.

It was resolved that the following scale of fees should come into effect as from the beginning of 2nd Term of 1947 to enable a Term's notice to be given: the Archbishop undertook to draft a suitable letter to parents.

Boarders:

Under 12 £38 per Term.
Over 12 £40 per Term.

Day Girls:

Under 12 £14 per Term.
Over 12 £16 per Term.

Kindergarten:

Senior £7:10: 0 per Term.
Junior £6: 0: 0 per Term.

Financial Position: It was reported that the School would have a cash deficit of approximately £2,000 at 31st January, 1947.

Resolved to arrange a floating overdraft for £2,000 at Barclays Bank, Cape Town.

It was further reported that Mr. Jooste had very kindly consented to allow the £500 that had accumulated out of the £100 a year that he gave the School for special expenditure, to be used to meet the heavy capital expenditure that had been incurred.

Outstanding Fees: It was reported that the School's Solicitors had advised that Mr. Baker would be protected by the Moratorium Act until one year after his discharge from the Army.

Resolved that Mr. Baker should be informed that unless his outstanding fees are paid, his daughter will not be permitted to return to the School next year.

Christmas Fair: Attention was drawn to the great success that this function had been, the proceeds of which amounted to £1,111: 1: 1.

The Archbishop undertook to convey to the Staff the appreciation of the Council for this very fine effort.

The Headmistress' Report was submitted and adopted.

Miss Elcome retired from the Meeting and the Archbishop raised the question of an increase in the Principal's salary which was felt to be equitable in view of the increases given to the Staff and the excellent work done by Miss Elcome.

It was resolved that the Principal's Salary be increased to £720 per annum as from 1st January, 1947.

CONFIRMED.

Abp. Cape Town

CHAIRMAN.

14. March. 1947.

MINUTES OF THE ANNUAL MEETING OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD) HELD AT CAPE TOWN ON THURSDAY, 12TH DECEMBER, 1946.

PRESENT:- His Grace the Archbishop, in the Chair. Lady Beattie, Miss Darbyshire, Professor Grant, Messrs. W. Duncan Baxter, H. E. Hockly, A. Hone, F. Robb, H. Alers Hankey and V. H. Cooke (representing Mr. Cecil Kilpin).

The Notice convening the Meeting was submitted.

The Report of the Council together with the Balance Sheet and Profit and Loss Account to 30th September, 1946 was submitted and adopted.

Bishop Lavis and Miss Darbyshire nominated by the Archbishop, and Mr. Baxter nominated by Members were re-elected.

Mrs. Philippa Grant and Mr. G. H. Starck were elected to fill two of the vacancies and the remaining one vacancy was left over with authority to the Council to fill.

Mrs. Philippa Grant was elected a Member of the General Purposes Committee.

The Fee of the Auditors, Messrs. E. R. Syfret & Co., was fixed at the same figure as for 1945.

A true record of the proceedings.

Jas. Cape Town

CHAIRMAN.

14. March. 1947.

SPECIAL MEETING OF THE COUNCIL OF ENGLISH CHURCH SCHOOLS ASSOCIATION HELD AT CAPE TOWN ON THURSDAY, 6TH FEBRUARY, 1947.

PRESENT:- His Grace the Archbishop, in the Chair.

Lady Beattie, Miss Darbyshire, Mrs. Grant, Canon Gibbs, Messrs. W. Duncan Baxter, H. Alers Hankey, H. E. Hockly, A. Hone, Professor Grant, G. D. Jooste, Bishop Lavis, F. Robb, G. H. Starck, and C. Kilpin.

The Headmistress was also present.

The Archbishop welcomed Mrs. Grant and Mr. Starck on the Council.

The Archbishop reported Miss Elcome's resignation as Headmistress owing to her approaching marriage, and stated that she wished to leave on 27th June. He congratulated her on her engagement and stated that he was speaking for all the Members of the Council in stating that they parted with her with very great regret, and thanked her for all she had done.

It was resolved to cable Miss Ogden asking her to insert an advertisement in the Times Educational Supplement, and that the Archbishop write to her stating

That Lady Buxton, Miss Wolseley and Lewis J.C. Miss Robinson and Miss Kemp had been appointed as a Selection Committee; that a commencing salary of £600 Resident plus Cost of Living Allowances was suggested, but the Committee was authorised to go to £700 if Committee finds it desirable.

That her passage out would be paid on the usual 3 year basis.

That the appointment would be subject to 6 months notice on either side, and a term's leave would be granted after 5 years service: that she would be required to contribute to the Retiral Fund(5% on non-resident basis) and that if required the Council would enter into a contract on her arrival here.

The Archbishop also agreed to write to Lady Buxton and Miss Robinson.

It was also resolved to advertise in the Cape Times, The Star and Natal Mercury.

The Question of the accommodation for the Headmistress was discussed, and referred to the General Purposes Committee for report.

The Archbishop also reported Mr. Kilpin's resignation as Secretary and Treasurer owing to ill health. He stated that he had held the post since the foundation of the School, and expressed the Council's great regret. It was decided that Mr. Baxter and Mr. Jooste interview Mr. Baker and Mr. Donald (partners in the firm of Dalgleish and Baker, Chartered Accountants(S.A.) with the power to appoint them in Mr. Kilpin's place, and to offer up to £350 per annum.

The following resolution required by the Revenue Department was passed:

That His Grace the Archbishop and Mr. W. Duncan Baxter be authorised to sign the necessary transfer form disposing of £300 of Government Stock as under

£100 3% 1957/64.

£200 3% 1958/68.

Miss Elcome withdrew and the Archbishop suggested that she be not required to refund the ¼ of her passage out which would normally be required under the 3 year arrangement.

CONFIRMED.

John. Cape Town

CHAIRMAN.

14. March. 1947.