

ENGLISH CHURCH SCHOOLS ASSOCIATED (INC.)

MINUTES OF COUNCIL MEETINGS IN

1947

with Reports of

GENERAL PURPOSES COMMITTEE

and

MINUTES OF ANNUAL GENERAL MEETING

1947

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY
14TH MARCH 1947

PRESENT: His Grace the Archbishop, in the Chair.
Miss Darbyshire.
Mr. W. Duncan Baxter, Mr. H. Alers Hankey.
Mr. G. D. Jooste, Mr. A. Hone, Mr. H. E. Hockly.
Mr. G. H. Starck, Mr. F. Robb.
Miss Elcome - Headmistress.
Mr. Bertram Baker - Secretary and Treasurer.
Apologies for absence :-
Mrs. Grant, Bishop Lavis and Canon Gibbs.

MINUTES

The Minutes of the :

Meeting of the Council - 12th December 1946.
Annual Meeting of
Association - 12th December 1946.
Special Meeting of the
Council - 6th February 1947.

copies of which had been sent to the Members of the Council, were taken as read and were signed by the Chairman as a true record of the proceedings.

Arising out of the Minutes of Special Meeting of Council - 6th February 1947 :-

ACCOMMODATION FOR
HEADMISTRESS

It was reported that a house opposite the School, the property of a Mr. Louw, might become available for £18 a month. Referred back to General Purposes Committee with power to act.

SECRETARY AND
TREASURER

It was reported that Mr. Bertram Baker and Mr. R.S. Donald, partners in the firm of Dalgleish & Baker, Chartered Accountants (S.A.), had been appointed Secretaries and Treasurers at a fee of £350 per annum, in the place of Mr. Cecil Kilpin.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of Meetings held on 5th February and 5th March, 1947, were submitted.

Arising out of the Reports :-

SECRETARY to
HEADMISTRESS

The recommendation that the Secretary should be in attendance at the School for at least some part of the day for most of the holidays was discussed. As the conditions of Miss Nel's appointment restricted her attendance to four hours a day during term only, and as she was in any case leaving, the recommendation meant a new appointment with new conditions. Referred back to General Purposes Committee.

MUSIC DEPARTMENT

The recommendations as to the appointment of a full time Music Mistress were approved.

FIRE EXTINGUISHERS

It was reported that these had been re-charged and were now in good condition.

BUILDING

Payments of £675.12. 3. to Cowley & Company and of £40.13. 3. to the Architects were approved. A report on the walls of the Headmistresses' bedroom to be made at the next Meeting of the General Purposes Committee.

GYMNASIUM EQUIPMENT

It was reported that the cost of the new Equipment was £64.

INSURANCE - Public Liability

It was reported that the Policy had been taken out and the Premium paid.

SELECTION COMMITTEE Headmistress

The Archbishop read letters from Miss Ogden and Lady Buxton. Miss Ogden said that the publication of advertisements in the Times Educational Supplement had been stopped by the fuel economy measures. Lady Buxton had nothing to report.

LADY BEATTIE Letter of Resignation

The Archbishop reported that he had written asking Lady Beattie to re-consider her resignation. He had no reply and would write again accepting her resignation.

VACANCIES in Council

It was decided that the two vacancies in the Council need not, for the time being, be filled.

REPORT of HEAD-MISTRESS

The Report was submitted.

STAFF

Miss Elcome reported that she had now appointed Miss Botha-Reid to the Kindergarten Department.

REPORT OF SECRETARY AND TREASURER

The Report was submitted.

SOUTH AFRICAN PERMANENT MUTUAL

It was Resolved that Bertram Baker and R. S. Donald practising as Dalgleish & Baker, Chartered Accountants, (S.A.), be authorised in their capacity as Treasurers respectively to sign documents in connection with the withdrawal of any monies from the Accounts standing in the name of :-

English Church Schools Association (Incd.)

Extension Trust Fund and

No. 2. Account

in the books of the South African Permanent Mutual Building and Investment Society.

CASH POSITION

Mr. Baker reported that the balance on hand was £1,250.

ASSOCIATED SCHOOLS

It was agreed that the Council should support the aim of this Association.

TENNIS COURTS

At the outset, it was recorded that Mrs. Grant was against the felling of trees.

The Archbishop explained that the cost of making the extra Courts would be met by the Jooste Trust but that the Trust felt that its object could not be achieved unless the Oak trees bordering the existing Courts were felled.

A suggestion that arrangements might be made with a Club adjoining the School, for the use of their Courts, was considered neither practicable nor desirable.

TENNIS COURTS
Continued

The Members of the Council present then inspected the site.

On the motion of Mr. H. E. Hockly, seconded by Mr. G. D. Jooste, it was Resolved :-

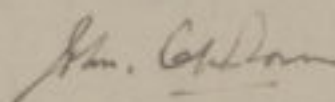
That the Oak trees bordering the existing Tennis Courts be felled in order to make the best use of the Trust money.

This was carried unanimously.

TREES

The trimming of Oak trees between the School Building and Park Boundary, to the height of the School, was referred to the General Purposes Committee.

CONFIRMED



CHAIRMAN.

DATE

June 13 1947

1 Broadway
The Cotswolds
Kenilworth

6th Feb 1947

To The Secretary
Herschel School Council
Cape Town.

Dear Sir, I beg the Council to
accept my resignation as a member.
I feel sure the time has
come when in the best interests
of the School a younger woman
should be appointed.

I have enjoyed being
associated with the Council and
the School Staff; and I retire
with every good wish for the
future welfare of the School.

I am yours faithfully,
Elizabeth Beattie.
(Lady Beattie)

7th February, 1947.

Lady Beattie,
1, Broadway,
The Cotswolds,
KENILWORTH.

Dear Lady Beattie,

I am sending a copy of your letter of
resignation to the Archbishop. It will come up at the Meeting
next month, and I hope it will be the new Secretary's business
to write and thank you for all you have done.

Yours sincerely,

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL
ON WEDNESDAY, 5TH FEBRUARY, 1947.

PRESENT:- Mr. W. Duncan Baxter in the Chair.
Miss Darbyshire, Mrs. Grant, Mr. G. D. Jooste,
Mr. C. Kilpin and the Headmistress.

The Headmistress reported on the holiday arrangements and mentioned that she found that the boys had been cooking their meals in the school kitchen and had been using the telephone. She thought her Secretary should be at the School for at least some part of the day for most of the holidays to see Parents and attend to correspondence and generally supervise matters. Agreed.

That Miss Bruce, Miss Pennell and the temporary Matron had resigned from the end of the term.

That there was some borer beetle in the dining room chairs. Resolved to try treating them.

That the native boy had completed 25 years at the School. Resolved that the Headmistress present him with a watch up to the value of £5 and to ask the Archbishop if he would write a short letter to him.

That two applications for reduction of fees had been received but, with the information before the Committee, were refused.

That the Music Staff had made representation for shorter hours and re-arrangements of their teaching duties. Owing to the large number of pupils which could not all be taught at the School, it was decided to ascertain the cost of dividing the music rooms into two with a view to obtaining a part time teacher to take the surplus pupils.

That the Fire Extinguishers should be examined. Resolved to obtain a report on their condition.

That her bedroom required new curtains etc., for the new Headmistress. Resolved that Mrs. Grant make some enquiries.

That the new Gymnasium Mistress required new equipment at a cost of £33. Approved.

It was resolved to take out an insurance policy with the Ocean Accident to cover legal liability to pay compensation for personal injury, or damage to property of Scholars, or other persons for £500 for any one claimant, and £1,000 any one accident. Premium £7:10:0.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON
WEDNESDAY, 5TH MARCH 1947.

PRESENT: Miss W. Duncan Baxter in the Chair.
Miss Darbyshire, Mrs. Grant, Mr. G. D. Jooste,
Mr. Bertram Baker and Miss Elcome.

STAFF Miss Elcome reported that she had
appointed Miss Walden Smith to the Resident
Staff.

Miss Elcome was authorised to
advertise again for a Kindergarten Mistress.

MUSIC DEPARTMENT Proposals submitted by Miss Elcome
for the re-organisation of this Department
were approved. It was agreed that a Music
Mistress, fully qualified to teach the Violin,
be appointed to take Class work and extra
pupils as allocated to her by the Headmistress.

TENNIS COURTS Miss Elcome said that two more
Tennis Courts were needed but that full
benefit of the site could only be obtained
by felling trees.

It was decided that the opinion
of the Council should be sought.

LIBRARY Miss Elcome asked for a Grant of
£15 to buy books for the Science Section of
the Library.

Mr. Duncan Baxter offered to pay
for the books and was warmly thanked for his
generous gift.

SELECTION COMMITTEE
Headmistress Miss Darbyshire conveyed a message
from the Archbishop saying that he had heard
from Miss Ogden and Lady Buxton.

BUILDING The Architects have issued a
Certificate for the payment of £675 to
Cowley & Company for Repairs, etc. The
Architects' fee is £40.

Mrs. Grant reported that she had
inspected the Headmistress' bedroom and
thought that little could be done until the
dampness of the walls had been remedied.
Miss Elcome will consult Mr. Cowley, Builder,
about this.

CASH POSITION Mr. Baker reported that the
Overdraft to date was £321, after paying all
ordinary accounts rendered down to the end
of January 1947.

HEADMISTRESS'S REPORT. MARCH 1947.

STAFF. The new staff are proving most satisfactory and it is a relief to me to know that discipline in classes is good. Mrs Clark (English) Mrs Alting Nees (French) Miss Mulliner (History) and Miss Hedditch (Gymnastics) are proving excellent appointments. As far as I know, the only weakness is that Mrs Pienaar (Mathematics) is finding Class discipline difficult in the middle school. I am trying to help her. I am fortunate in that Mrs Hodgson (Domestic Science) has not resigned - Her influence in the school is a valuable one. Mrs Bramley (Housekeeper) is settling down a little more now, but she does not like our Domestic Staff who seem to have been spoilt by the previous housekeeper. She feels the need of an office badly as she is unaccustomed to working in the kitchen. Miss Robertson (Junior Matron) is much better and hopes to resume work next term. Miss Bruce (Standard I and Junior Latin) has resigned because she is leaving Cape Town. I have succeeded in appointing in her place, Miss Walden-Smith who has been well recommended but whom it was impossible to interview. Miss Fennell (Head of the Kindergarten) has resigned in order to nurse her mother. I have appointed Miss Duthie as Head but I have had no satisfactory applications for her successor. I am re-advertising.

HEALTH. Good. One case of Scarlet Fever occurred on the second day of term, but no further cases.

BUILDING. All structural alterations are complete with the exception of some extra cupboards in staff room and in linen room. Although I have £350 towards the swimming bath cubicles, I have, as yet, no permit for their construction. The refrigerator given to us by the Trust has arrived and we are eagerly awaiting the electrician to put it in working order.

ENTRANCE PAPERS. As you know, I started setting Entrance papers for new candidates last year. The papers are set on a range of three years. And their object is to place a child accurately. They have proved satisfactory and have saved us from putting children into standards either above or below their capacity. Where a child's standard and age have shown a wide incompatibility, I have, in one case, refused entrance, and in another insisted on the child being coached in order to try the papers again. Two children (already in the School) have, on my recommendation, gone to Oakhurst Special School. Their parents are anxious that they should return to Herschel should they reach a satisfactory standard by special methods. I have agreed to consider their re-entrance.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

SECRETARY AND TREASURERS REPORT
14TH MARCH 1947

DEPOSIT ACCOUNTS

A Resolution is necessary to authorise
Mr. Bertram Baker to operate the following Accounts
in place of Mr. Cecil Kilpin :-

South African Permanent Mutual	-	No. 2 Account.
South African Permanent Mutual	-	Retiral Fund.
Cape of Good Hope Savings Bank	-	Retiral Fund.

NUMBER OF SCHOLARS

	<u>First Term</u> <u>1947</u>	<u>Average</u> <u>1946</u>
Boarders.	53	51
Day Girls.	146	135
Kindergarten.	46	47
	<u>245</u>	<u>233</u>

NET FEES

For the First Term 1947	-	£3,873.
For the Fourth Term 1946	-	£3,681.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF SPECIAL MEETING OF THE COUNCIL HELD AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET, CAPE TOWN, ON
MONDAY, 26TH MAY 1947, AT 5-0 P. M.

PRESENT: His Grace the Archbishop - in the Chair.
Bishop Lavis.
Miss Darbyshire, Mrs. Grant.
Mr. W. Duncan Baxter, Mr. H. Alers Hankey.
Professor Grant, Mr. F. Robb, Mr. H. E. Hockly.
Canon Gibbs, Mr. G. H. Starck, Mr. A. Hone.
Mr. Bertram Baker and Miss Elcome.

APPOINTMENT New
Headmistress

The Archbishop reported that the General Purposes Committee had this day interviewed Miss McLean and that the Committee recommends the appointment of Miss McLean to the post of Headmistress.

As to the date when Miss McLean could take over, the Archbishop said she was owed six months leave and wished to visit England by air but that she could undertake to be available on October 1st.

Miss Elcome said that the Second Mistress, Miss Lansdale, was fully capable of acting as Headmistress for the Third Term.

After the Archbishop had given a summary of Miss McLean's history, Miss McLean joined the Meeting and was introduced to the Members of the Council.

Miss McLean replied to questions asked by Members and then retired.

After further discussion it was decided to offer the appointment to Miss McLean at £600 per annum resident, plus Cost of Living Allowance.

Miss McLean re-joined the Meeting and was offered the appointment, her duties to begin on 1st October 1947.

Miss McLean was asked if she wished to have time to consider the offer, but replied that she was satisfied and accepted the appointment if the question of accommodation was in hand.

It is recorded that the following letter was sent to Miss McLean by the Secretary :-

We are writing to confirm your appointment to the Headship of Herschel School as from 1st October 1947.

The Salary is £600 per annum resident plus Cost of Living Allowance, and the post is held subject to six months notice on either side, such notice to expire at the end of a school half-year.

You will be required to join the Retiral Fund. We enclose a copy of the Rules of the Fund.

We shall be glad if you will confirm your acceptance of the post by letter.

CONFIRMED

John. G. D. M.

CHAIRMAN.

DATE *June 13 1947.*

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF QUARTERLY MEETING OF THE CHURCH COUNCIL HELD
AT THE CHURCH HOUSE, QUEEN VICTORIA STREET, AT 4-0 P.M.
ON FRIDAY, 13TH JUNE 1947.

PRESENT:- His Grace the Archbishop, in the Chair.
Mr. W. Duncan Baxter.
Miss Darbyshire.
Canon Gibbs, Mr. A. Hone, Mr. H.E. Hockly.
Mr. Bertram Baker - Secretary and Treasurer.
Miss Elcome - Headmistress.

Apologies for absence :-

Mrs. Grant, Bishop Lavis.
Mr. G. H. Starck, Mr. A. Robb, Mr. H. Alers Hankey.

The Minutes of the :-

Quarterly Meeting of the Council - 14th March, 1947.

Special Meeting of Council - 26th May 1947.

copies of which had been sent to the Members of the Council, were taken as read and were signed by the Chairman as a true record of the proceedings.

The Reports of the following Meetings were submitted :-

Monthly Meeting - 2nd April 1947.
Monthly Meeting - 7th May 1947.
Special Meeting - 26th May 1947.
Monthly Meeting - 4th June 1947.

Arising out of the Reports :-

OFFICE FOR HOUSEKEEPER

It was reported that the job was satisfactorily finished.

TREES IN GROUNDS

It was reported that, in view of the advice of the Superintendent of Claremont Park, the work had been put in hand without delay. All the Pines were now down and the work, as a whole, practically finished.

TENNIS COURTS

It was reported that the General Purposes Committee had reconsidered the question of the oaks on the margin of the Tennis Court. Nothing was being done with the Oaks until the effect of the felling of the Pines could be seen.

LIGHTING

The question as to whether Fluorescent Lighting should be installed in Class Rooms only or in all Rooms was discussed in relation to the Statement of Cash Position submitted by the Treasurer and to the report that apparently no saving could be made by doing both sections together.

On the motion of Mr. Duncan Baxter, seconded by Miss Elcome:

It was Resolved that Fluorescent Lighting be installed in the Class Rooms only and that the Tender of £444.10. 0. for this work be accepted.

CLOCKS

It was decided to hold the subject in abeyance until the return of Mr. Jooste.

ACCOMMODATION for Headmistress ../

ACCOMMODATION for
Headmistress

It was reported that Mr. Louw declined to let his house to the Association.

APPOINTMENT - New
Headmistress

The Archbishop read a letter from Miss McLean, dated 4th June 1947, accepting appointment to the Headship as from 1st October 1947 under the conditions as set out in the Secretary's letter of 28th May 1947.

ACTING HEADMISTRESS

The Archbishop said that he had written to Miss Lansdale, and read her reply accepting the office of Acting Headmistress.

It was decided to pay Miss Lansdale extra remuneration at the rate of £15 a month for the three months July, August and September.

BANK ACCOUNT -
Herschel School

It was Resolved that Miss J. Lansdale, whilst she is Acting Headmistress, be authorised to sign cheques drawn on the Account standing in the name of Herschel School at the Claremont Branch of Barclays Bank (D.C. & O.).

HOLIDAYS

It was agreed that the Housekeeper and the Matron might occupy their rooms during their holidays in consideration of their acting as Caretakers and keeping a watch on the Garden Boys.

REPORT OF HEADMISTRESS

The Report was submitted.

REPORT OF TREASURER

The Report was submitted together with a Statement forecasting the Cash Position as at 15th August 1947.

RETIRAL FUND

The Balance Sheet as at 31st December 1946 was submitted and adopted.

PROPERTY - The Hill

A Report prepared by Miss Elcome was submitted.

It was decided to appoint a Special Committee, with power to interview the Owner, Mr. J. M. Wilks, to explore all possibilities and to report thereon to the Council.

The following Members of the Council were appointed :-

His Grace the Archbishop.
Mr. W. Duncan Baxter.
Mr. G. D. Jooste.
Mr. G. H. Starck.
Mr. H. E. Hockly.
Mr. H. Alers Hankey.

CONFIRMED

H. E. Hockly
CHAIRMAN.

DATE

Sept. 12. 1947

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT ON
WEDNESDAY, 2ND APRIL 1947.

PRESENT: Mr. W. Duncan Baxter - in the Chair.
Mrs. Grant, Mr. G. D. Jooste, Mr. H. E. Hockly.
Mr. Bertram Baker and Miss Elcome.

PROVINCIAL COUNCIL
AID

Miss Elcome read a letter from Kingswood College. The feeling of the Committee at the moment was against an approach to the Provincial Authorities and it was decided to convey this to the Archbishop.

OFFICE FOR HOUSE-
KEEPER

Miss Elcome reported that the Housekeeper has asked for an enclosed space or office for attending to Accounts, interviewing Tradesmen and the like. An inspection was made of the space at present used by the Housekeeper and it was decided to ask Cowley & Company to quote for the two plans discussed.

LIGHTING

Miss Elcome reported that she had received an estimate of £238 for the Fittings only for Fluorescent Lighting in essential Form Rooms. An estimate of the Wiring and Installation was still to come.

TREES in Grounds

Miss Elcome submitted a Report, appended to this Minute, of a consultation with the Superintendent of Claremont Park.

It was decided that :

- (a) The Pine trees at the Entrance Drive should be felled as a legal liability might attach to the School if damage or injury was suffered after an Expert had declared the trees dangerous.
- (b) The four Oak trees inside the School Boundary and the Pines over the Swimming Bath should be trimmed.
- (c) Tenders for this work be obtained.

TENNIS COURTS

It was decided to hold the question of the Oaks on the margin of the Tennis Courts in abeyance and to report to the Council this variation from its Resolution passed on 14th March 1947.

HERSCHEL SCHOOL CLAREMONT, CAPE.

24th March 1947.

REPORT ON THE TREES IN THE GROUNDS - MR. SKELTENS,
CLAREMONT PARK.

In response to my request, Mr. van Houten sent Mr. Skeltens who is in charge of Claremont Park, to advise me about the trees. He was interested to know that we were at last considering trimming the trees on our mutual boundary as he said that he had approached the school for many years but had always met with a refusal. He has kindly undertaken to trim the trees himself, between our boundaries, in the winter season. There are only four trees which are entirely within our boundary. With reference to these, he suggests that we get in touch with a coloured man - a Mr. February - whom he recommends.

Of his own accord, he brought up the subject of the pines at the entrance drive. He says that they are likely to fall at any time and constitute a real danger. He also recommends that when we have the four oaks trimmed, we should have the pines over the swimming bath done in the same way. He pointed out that if all the dead wood were cut away, the wind would blow through and they would not sway so much in a high gale.

Discussing the trees at the entrance drive further, he thought that we were wrong to want to cut down the eight oaks on the margin of the tennis courts. He thought that we should cut alternate trees and trim the remaining ones so that light would infiltrate through. He made the further suggestion that if the tall pines are to come down we should consider putting the tennis courts on the site of our present drive and planting pines at the new entrance to constitute again, the landmark made by those he has so completely condemned.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT ON
WEDNESDAY, MAY 7TH 1947.

PRESENT: Mr. W. Duncan Baxter - in the Chair.
His Grace the Archbishop.
Miss Darbyshire.
Mrs. Grant.
Mr. Bertram Baker and Miss Elcome.

LIGHTING

Miss Elcome submitted Estimates for Fluorescent Light Fittings and Installations, as follows :-

For Class Rooms only -

Fittings.	£238. 10. 0.
Installation.	£206. 0. 0.

For Library, Hall, Art Room,
Laboratory, Music Rooms -

Fittings.	£280. 0. 0.
Installation.	£118. 0. 0.

It was decided to ask the Council whether Fluorescent Lighting is to be installed in Class Rooms only or in all Rooms.

CLOCKS

Miss Elcome reported that she had, with the permission of Mr. Jooste on behalf of the Trust, got a quotation of £226 for installing Electric Clocks in Class Rooms, etc. Miss Elcome now sought the permission of the Committee for the installation of the Clocks. Miss Elcome was asked to find out if the installation of Fluorescent Lighting and of Clocks could advantageously be done at one time.

The Archbishop joined the Meeting at this stage.

BUILDING

Miss Elcome presented Estimates from Cowley & Company for :-

- (a) Correcting dampness on Outside Front Wall - £158. The Committee felt that the job would make no permanent cure.
- (b) Correcting dampness in Head Mistresses' Room - £10. This was agreed to, together with Colour Washing.
- (c) Housekeeper's Office - £29. This was approved.

SELECTION COMMITTEE
Headmistress

After reading letters from the Selection Committee it was decided that they had no suitable applicant.

APPLICATION - New Headmistress .../

APPLICATION - New
Headmistress

The Committee discussed the application of Miss Hylda McLean, at present at St. Anne's College, Hilton Road. The Secretary was instructed to write to Miss McLean, to tell her that the Committee would like to meet her on May 22nd, 23rd, 24th or 26th and to ask Miss McLean to telegraph the date she preferred.

ACCOMMODATION FOR
HEADMISTRESS

The Chairman reported that he had written to Mr. Louw but had got no reply. Miss Elcome said she believed Mr. Louw was now living in the house and undertook to ask him if his occupation was temporary only.

TREES in Grounds

Miss Elcome submitted three Tenders for the trimming and felling of trees. It was decided to accept the Tender of H. L. Jacobs & Sons. The Archbishop proposed that Mr. Jacobs met the Secretary to settle final details.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF SPECIAL MEETING OF GENERAL PURPOSES COMMITTEE
HELD AT THE CHURCH HOUSE, QUEEN VICTORIA STREET,
CAPE TOWN, ON MONDAY, 26TH MAY 1947, AT 11-45 A.M.

PRESENT: His Grace the Archbishop - in the Chair.
Miss Darbyshire.
Mr. W. Duncan Baxter.
Mrs. Grant.
Mr. H. E. Hockly.
Mr. Bertram Baker.

In attendance - Miss McLean.

APPOINTMENT New
Mistress

The Archbishop introduced Miss McLean to the Members of the Committee present, who addressed questions to her.

The Archbishop said that the salary for the post was £600 per annum resident, plus Cost of Living Allowance.

Miss McLean, on the invitation of the Archbishop, asked various questions.

On the subject of accommodation for the Headmistress the Archbishop said that this, although not in hand, was in mind.

On the sub-ject of increases in Salary, the Archbishop said that the case of the Headmistress was usually subject to special consideration and not governed by the scale applied to the Staff generally.

Miss McLean said that she had six months leave due to her and wished to visit England by air in July. She could undertake to be available by October 1st.

Miss Darbyshire and Miss McLean then left the Meeting.

After a short discussion the Committee decided to recommend to the Council the appointment of Miss McLean as Headmistress from 1st October 1947.

TELEPHONE
17 HILTON ROAD

ST. ANNE'S DIOCESAN COLLEGE,
HILTON ROAD, NATAL.

4. 6. 47.

Dear Sir.

I am writing to
confirm my acceptance of
my appointment to the Head-
ship of Herschel School as
from October 1st 1947, under
the conditions as set out
in your letter of May
28th 1947.

Yours faithfully

H. C. McLean.

Received in Cape Town.

12 June 1947

~~12~~

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HERSCHEL SCHOOL, CLAREMONT

BARCLAY'S BANK BUILDINGS.

ADDERLEY STREET.

CAPE TOWN, May 28th, 1947.

ss Hylida McLean,
Anne's Diocesan College,
LEON ROAD, Natal

ar Madam.

We are writing to confirm your appointment
to the Headship of Herschel School as from 1st October
1947.

The Salary is £600 per annum resident plus post of Living Allowance, and the post is held subject to six months notice on either side, such notice to expire at the end of a school half-year.

You will be required to join the Retiral Fund.
e enclose a copy of the Rules of the Fund.

We shall be glad if you will confirm your acceptance of the post by letter.

Yours faithfully,

SECRETARIES

Enclosure

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT ON
WEDNESDAY, 4TH JUNE 1947.

PRESENT: Mr. W. Duncan Baxter - in the Chair.
Mrs. Grant.
Mr. H. E. Hockly.
Mr. Bertram Baker and Miss Elcome.

Apology - Miss Darbyshire.

ACTING HEADMISTRESS

Miss Elcome reported that she had asked Miss Lansdale if she were willing to act as Headmistress until the arrival of Miss McLean. Miss Lansdale replied that she would do so.

It was decided :-

- (a) To ask the Archbishop to write to Miss Lansdale confirming her position as Acting Head-mistress.
- (b) To recommend to the Council the payment to Miss Lansdale of extra remuneration at the rate of £15 a month for the three months July, August and September.

BANK ACCOUNT
Herschel School

It was decided to ask the Council to grant signing power to Miss Lansdale whilst she is Acting Headmistress.

HOLIDAYS

Miss Elcome reported that the Housekeeper (Mrs. Bramley) and the Matron (Miss Thorne) had offered to act as Caretakers if they might occupy their rooms during their holidays. It was decided that this should be allowed provided they kept a watch on the Garden Boys.

TREES in Grounds

The Secretary reported that the Tender of H. L. Jacobs & Sons for the trimming and felling of trees in the Grounds had been agreed at £40 and that the work was in progress.

CLOCKS

It was decided to hold this subject in abeyance until the return of Mr. Jooste.

HEADMISTRESS'S REPORT - June 1947.

STAFF. The newly appointed Staff continue to give really satisfactory service. Mrs Pienaar is finding control easier. Mrs Hodgson (Domestic Science) has had pneumonia and has been absent for the whole term. I was fortunate in securing the services of Miss Helen Brooke. I have been successful in appointing an assistant to the Kindergarten.- Miss Helen Botha Reid, who will take up her duties at the beginning of next term. Mrs Bramley (Housekeeper) is working excellently and has already saved us 60 lbs of meat a week so that bills should be less. She has discovered that much was being stolen last year and has removed the offenders. She is a lonely soul and not an easy person with whom to work. Miss Robertson (Junior Matron) is still in a bad state of health. I interviewed her doctor who assured me that it is good for her psychologically, to work but I am doubtful if she will be able to continue. The Matron must be really fit to sleep on the open air porches. Miss Porter (Standard III) wishes to retire gradually as from the beginning of next year. This will make a beneficial re-organisation of work possible - appointment of a full-time Afrikaans mistress if obtainable, in place of the present temporary assistant, giving Mrs Steyn all the teaching of Latin for which she is properly qualified and giving Miss Walden Smith, Standard I and some Standard III work with assistance in Games. This will obviate the necessity for a games coach.

HEALTH. Good.

BUILDING. The Carpenter is now at work on the long promised cupboards in the Staff Room and upstairs, and the Housekeeper's office is practically complete. The Refrigerator given to us under the Trust is making a great difference to our running work for much more storage of food under lock and key is possible.

ADMISSION. The boarding House is still crowded - our numbers should not be above 50 - but we are doing our best to help necessitous cases. There will be only seven vacancies for next January, so that a long waiting list will be left. I have now to refuse to put names on the waiting list for I know entrance to be impossible. Kindergarten entries are closed until January 1949. In the majority of forms there is a waiting list for day girls.

COLLEGE ENTRANCE. I should draw the attention of the Council to the truly excellent achievement of last year's Head Girl, who, in open competition with all English Schools, secured an entrance to the London School of Medicine.

Finally I should like to take this opportunity of expressing to members of the Council, my very sincere appreciation of all their kindness, patience, consideration and help. I have enjoyed my work at Herschel completely and it is with regret that I leave it

Agenda.

Lighting.

Installation of Clocks.

Trees.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HERSCHEL SCHOOL, CLAREMONT

BARCLAY'S BANK BUILDINGS,

ADDERLEY STREET,

CAPE TOWN, 13th June 1947

REPORT OF TREASURER

NUMBER OF SCHOLARS

	Average 1946	1st Term 1947	2nd Term 1947
Boarders.	51	53	52
Day Girls.	135	146	142
Kindergarten.	47	46	47
	<u>233</u>	<u>245</u>	<u>241</u>

NET FEES

	5
Fourth Term 1946	- 3,681
First Term 1947	- 3,873
Second Term 1947	- 4,364

COPY

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD) RETIRAL FUND.BALANCE SHEET AS AT 31ST DECEMBER, 1946.LIABILITIES.CREDIT OF TEACHERS' ACCOUNTS.

(As per List, including Council's Contributions and Interest)

1,537: 1: 11

SUNDRY CREDITORS.

8: 5: 0

RESERVE FUND.

Interest accrued (less credited to Teachers)

To 31st December, 1946 35: 6: 10

Balance of Council's Contributions falling in owing to departure of Teachers

To 31st December, 1946 148: 12: 6

183: 19: 4

Less Administrative Expenses

To 31st December, 1946 4: 0

183: 15: 4

£ 1,729: 2: 3ASSETS.INVESTMENTS.

1,000 Grosvenor Consolidated Investment 5½% Preference Shares (Market Value £1,150)

1,000: 0: 0

CAPE OF GOOD HOPE SAVINGS BANK.

250: 16: 7

S.A. PERMANENT MUTUAL BUILDING AND INVESTMENT SOCIETY, CURRENT ACCOUNT.

384: 12: 1

SUNDRY DEBTORS.

44: 10: 0

BARCLAYS BANK (D.C. & O.).

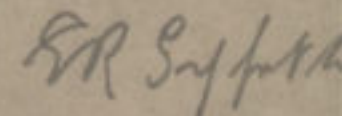
49: 3: 7

CECIL KILPIN.

TREASURER

£ 1,729: 2: 3

We have examined the above Balance Sheet with the Books, Vouchers and Securities of the English Church Schools Association (Incd.) Retiral Fund and certify that it shows the correct position of affairs of the Retiral Fund at the date thereof as shown by the books.


CHARTERED ACCOUNTANTS (S.A.).AUDITORS.

CAPE TOWN.

6th March 1947.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

HERSCHEL SCHOOL

FORECAST OF CASH POSITION AS AT 15TH AUGUST 1947

There is on hand at the Bank, to-day,
a sum of 930

There are Fees, for the Second Term,
still to be received, of 370
1,300

The following payments will have to be
made before August 15th :-

Salaries for June.	700	
Salaries for July.	700	
Monthly Accounts for May.	700	
School Cash for first two weeks of August.	<u>200</u>	<u>2,300</u>

ANTICIPATED OVERDRAFT
at August 15th. £ 1,000

NOTE:- The Monthly Accounts for June
and July will be paid together;
about the third week of August.
The amount is difficult to
estimate as the School Holidays
fall in these months. An
amount of £750 is suggested.

The forecast has been made to
August 15th because Fees for
the Third Term cannot be expected
before that date.


DALGLEISH & BAKER,
Treasurers.

13th June 1947.

ALTERNATIVES BEFORE THE COUNCIL.

1. To leave Herschel as it is which will mean that another School of the same type will spring up to meet the demand.
2. To develop on cheaper land outside the City which would mean its development as a boarding school.
3. To buy the land - 13 acres of "The Hill" and develop it gradually. There is room for as many as four boarding houses, hockey pitch, more tennis courts, residential Staff house, Headmistress's cottage, sanatorium, outdoor class rooms. Herschel could then be a Girls' Public School of the type which would make it outstanding in the Union.
4. Major Wilkes will sell as a "going concern" as it is less trouble. Should this prove impossible, the ground would be cut up into plots. The School might then consider the flat ground near the boundary (present vegetable garden) for a hockey pitch and other plots for boarding house and staff house and Headmistress's cottage. (I imagine that the cottage on the other side of the Herschel Road would be sold.)

REPORT ON PROPERTY.

The house could be adapted as a boarding house for about thirty boarders - housemistress and two matrons if the billiard room were used as a dormitory and extra bathroom and lavatory accommodation were built on (two extra baths could be fitted in present bathrooms). The present Kitchen could be used (another sink and bigger stove would be needed) to feed this number and three maids could sleep on the premises.

The gardener's cottage is in a bad state of repair but could form the nucleus of a residential block for teaching residential staff.

The garage takes three cars and would be useful as such. Over it are seven boys' rooms which would meet growing demands of the school on labour for some time.

The cow stables could be temporarily used for their present purpose to supply the school with some of its milk.

The small workshop would be useful to a school which attempts running repairs on the premises.

Dairy and cubicles would be of use for present purpose but might prove a useful extension of kitchen or as maids' rooms.

2 small bedrooms for housemistress and matron.

2 large bedrooms for 16 girls.

1 small bedroom for 4 girls.

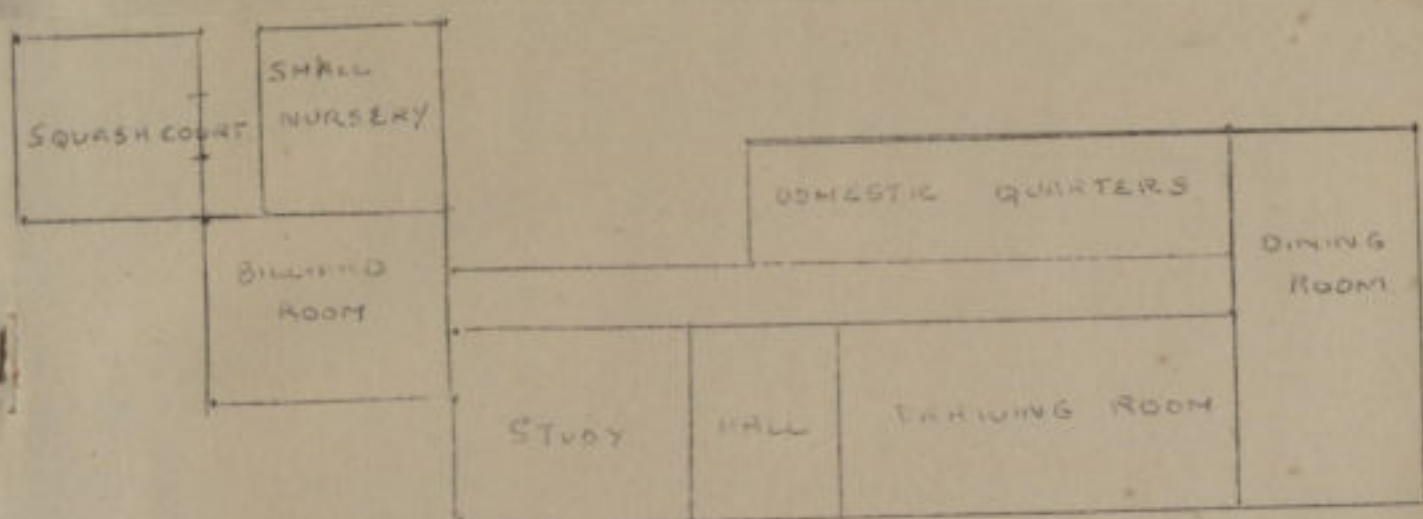
3 maids' rooms and bath room.

2 bath rooms which could have extra baths installed. (It would be necessary to build on back of house - extra bathroom with 4 baths and extra lavatories - also a bedroom for the assistant matron.)

All the rooms have fitted cupboards which could be adapted.

I do not think this an ideal arrangement but it could be done fairly satisfactorily - a good plan would be to break down walls between bedrooms and sleeping porches to extend sleeping accommodation

House Downstairs.



Squash court as such and also projection room.

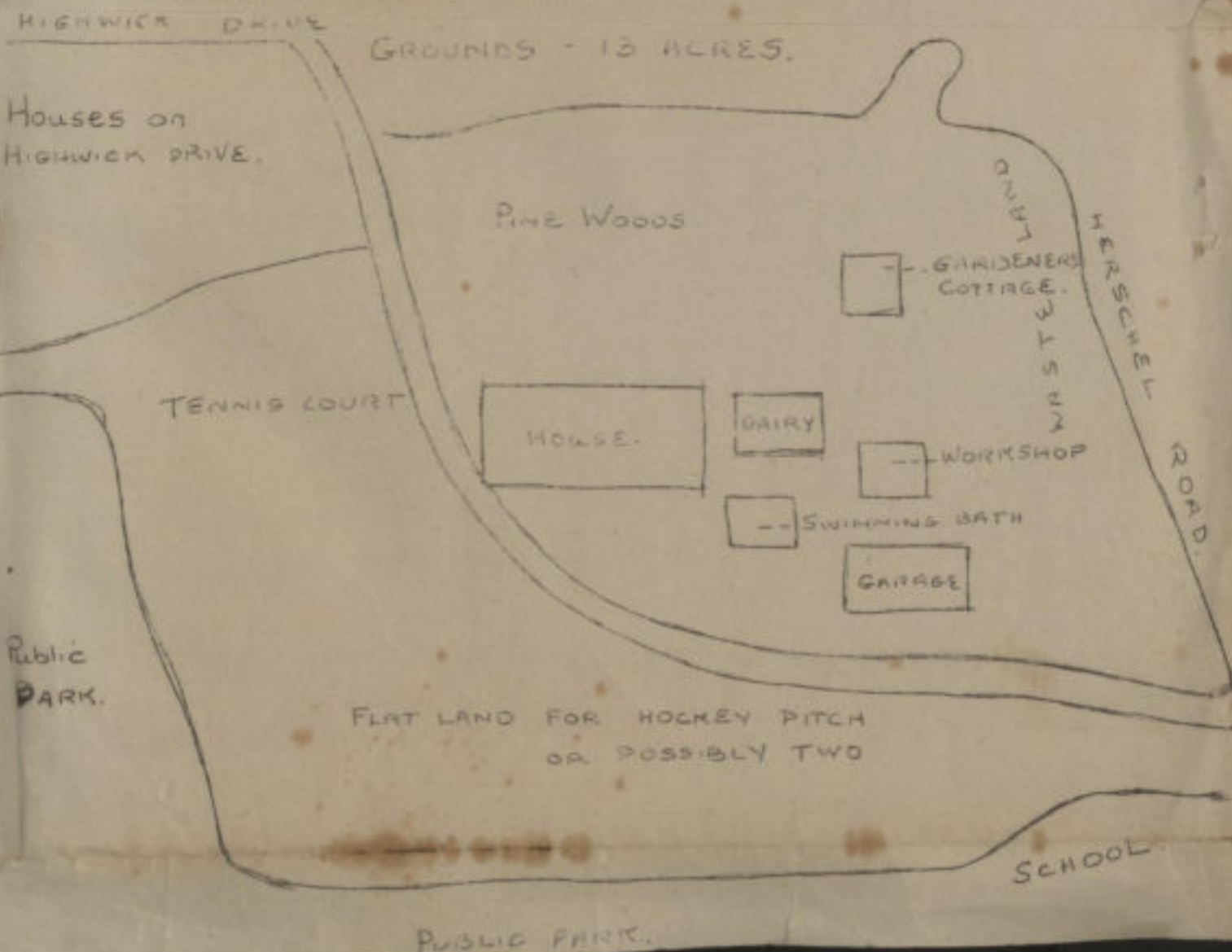
Billiard room as dormitory for ten girls.

Study - House mistress's Room.

Small Nursery - Recreation Room.

Dining Room - as at present.

Drawing Room - Preparation Room.



ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF QUARTERLY MEETING OF THE COUNCIL HELD AT
THE CHURCH HOUSE, QUEEN VICTORIA STREET, AT 4-0 P.M.
ON FRIDAY, 12TH SEPTEMBER, 1947.

PRESENT:- Bishop Lavis - in the Chair.
Canon Gibbs.
Professor W. F. Grant.
Mr. H. Alers Hankey. Mr. G. H. Starck.
Mr. G. D. Jooste. Mr. F. Robb.
Mr. Duncan Baxter. Miss Darbyshire.
Mr. Bertram Baker - Secretary and Treasurer.

Apologies for absence:-

His Grace the Archbishop.
Mrs. Grant.
Mr. H. E. Hockly.

MINUTES

The Minutes of the Quarterly Meeting of the Council held on 13th June 1947, copies of which had been sent to the Members, were taken as read and were signed by the Chairman as a true record of the proceedings.

REPORTS OF
GENERAL PURPOSES
COMMITTEE

The Reports of the following Meetings were submitted :-

Monthly Meeting - 6th August 1947.
Monthly Meeting - 3rd September 1947.

Arising out of the Reports :-

LIGHTING

It was reported that there was no news of the granting of a Permit. A representative of Edward A. Shaw & Company (Proprietary) Limited had met Miss Lansdale, and the work would be done at times convenient to the School, as soon as the Permit was issued.

MUSIC DEPARTMENT

It was reported that Miss Budd is expected from England in time for the new term and will join the Staff as a Resident Music Mistress. Miss Collier is going out of residence to make way for her in the Boarding House.

MEDICAL FEES

The decision of the General Purposes Committee was confirmed.

ACCOMMODATION for
Headmistress

The decision of the General Purposes Committee to inform the Owner of the house "Scriven" that the School was not interested, was confirmed.

TREES

The decision of the General Purposes Committee to contribute an amount not exceeding £15 towards the cost of trimming trees on the mutual Boundary of the School and Claremont Park, was confirmed.

GIFT - Mr. Reilly

This subject, after discussion, was referred back to the General Purposes Committee. The Secretary was instructed to find the Plan and Specifications for the erection of Cubicles at the Swimming Bath.

PROPERTY - The Hill

The Report, dated 31st July 1947, of the Special Committee appointed at the Meeting of the Council held on 13th June 1947, was submitted. The General Purposes Committee was asked to watch the position.

Canon Gibbs submitted a Memorandum drawn up by Mr. A. H. Gie, a parent interested in the progress of the School.

REPORT OF ACTING
HEADMISTRESS

The Report was submitted.

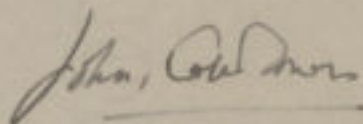
REPORT OF TREASURER

The Report was submitted.

REGISTERED OFFICE

It was agreed that the Secretary notified the Registrar of Companies that the Registered Office of the Association, which was at Sun Buildings, St. George's Street, Cape Town is now at Barclay's Bank Buildings, Adderley Street, Cape Town.

CONFIRMED



CHAIRMAN.

DATE 11. December. 1947.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT ON
WEDNESDAY, AUGUST 6TH, 1947.

PRESENT: Mr. W. Duncan Baxter - in the Chair.
Miss Darbyshire, Mrs. Grant.
Mr. G. D. Jooste, Mr. H. E. Hockly.
Mr. Bertram Baker and Miss Lansdale.

LIGHTING

Mr. Baker reported that the British General Electric Company Limited had the Fittings in stock and could supply immediately, but that Edward A. Shaw & Company (Pty.) Limited had to obtain a Permit to begin the wiring and installation and further to obtain the necessary conduits. No difficulty was expected in getting the Permit but the general shortage of piping might cause some delay. It was decided that the work should be done as soon as possible and Miss Lansdale undertook to arrange with Edward A. Shaw & Company (Pty.) Limited times convenient to the School for the work to be done.

MUSIC DEPARTMENT

Miss Lansdale reported that Miss Amy Budd had been appointed to the Music Staff. The question of residence was left to Miss Lansdale for the time being.

MEDICAL FEES

Miss Lansdale asked whether the fee of 10/6d. per term charged for Boarders should be waived in the case of daughters of Doctors. Miss Lansdale said that the point had not been raised by any parent and it was decided to let the matter stand.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT ON
WEDNESDAY, SEPTEMBER 3rd, 1947.

PRESENT:- Mr. W. Duncan Baxter - in the Chair.
Mr. G. D. Jooste.
Miss Derbyshire, Mrs. Grant.
Miss Lansdale and Mr. Bertram Baker.

Apology for Absence :-

Mr. H. E. Hockly.

ACCOMMODATION for
Headmistress

It was reported that a house named "Scriven" with a piece of vacant land, in Thelma Road, lying behind the Staff Cottage, had been offered at £5,000. It was decided to inform the Owner that the School was not interested.

TREES

It was reported that the undertaking given by Mr. Scheltens (vide Miss Elcome's report of 24th March 1947) to trim the trees between the boundaries of the School and Claremont Park could now be fulfilled. Six or seven of these trees directly affected the Park as well as the School and these would be trimmed at Municipal cost. The trimming of a further three trees affecting the School more than the Park could be done at an estimated cost of £30. The School was asked to contribute one-half of the cost but would not be called upon to pay more than £15. It was decided to agree to this but to ask the Municipality to remove the wood.

GIFT - Mr. Reilly

It was reported that Mr. Reilly expressed concern that his donation of £250 for Cubicles at the Swimming Bath was still unspent. As a Building Permit for Cubicles has not yet been granted, Mr. Reilly asked for suggestions from the Headmistress for alternative uses of the money. Miss Lansdale suggested the erection of Wrought Iron Gates at the School Entrance. It was decided to seek the opinion of the Council.

31st July 1947.

THE HILL,
HERSCHEL ROAD.
CLAREMONT.
.....

At the Quarterly Meeting of the Council of Herschel School, held at Church House, Queen Victoria Street, on Friday 15th June, 1947, a sub-committee was appointed to go into the question of buying the whole, or some portion, of the above Estate, if and when it came into the market. The members of the sub-committee are --

His Grace the Archbishop, and
Messrs. Duncan Baxter, Alers-Hankey, Starck, Jooste
and Hockly.

The members of the Committee met Major Wilkes, owner of The Hill, on the property on Thursday 3rd July, 1947. Major Wilkes explained that he was not yet ready to sell, and that he might, in fact, not sell. If he did, he would prefer to dispose of the whole of the property in one transaction, but if the price offered was not sufficient, he would then offer it in lots. The total price he contemplated was mentioned to the Committee, with the request that it would be regarded as having been given in the strictest confidence. He mentioned that he had had a plan drawn up showing the proposed sub-division of the property, and that he would be pleased to supply copies of the plan to the Committee, again on the understanding that it would be treated with the utmost confidence and divulged to no one. The Committee inspected the property and decided to meet at a later date, after the plan, promised by Major Wilkes, had been received.

The Committee met at Church House, Queen Victoria Street, on Monday, 28th July, 1947, but an apology was received from Mr. Starck for his inability to attend the meeting. Copies of the plan of the Estate received from Major Wilkes were available, showing the proposed sub-division of the Estate, should the owner decide to sell in lots. These plans were considered, and after the whole question had been thoroughly discussed, it was decided to report to the Council as follows:--

- (a) If, at any future time, the owner of "The Hill" decided to sell the property as a whole, the Committee feels that the School could not be interested, owing to--
 - (i) The difficulty or impossibility of being able to finance the purchase;
 - (ii) The unsuitability of the ground as a whole;
 - (iii) The unsuitability of existing buildings for any School purposes.
- (b) If, at any time, the owner were to offer the property for sale in separate lots, the Committee feels that the School would be interested, and might be able to finance the purchase of --
 - (i) An area up to two acres of the more or less level ground around the present main entrance of the property, i.e. at the corner bounded by Herschel Road and the right of way into the Public Park -- assuming that this area could be obtained at a reasonable price;
 - (ii) In addition to the above an area lying along the boundary adjoining the Public Park and embracing the more or less flat ground in front of the main residence and below the terraces.

It was agreed that the Committee's Report as above, should be submitted to the Council at its next meeting.

Sgd. H. B. Hockly.

MEMORANDUM RE

"THE HILL"

As a parent who is interested in the progress of Herschell and indeed all private and other schools, I feel that Herschell cannot have a future unless additional land is acquired. I am confident that if the opportunity of buying the property known as "The Hill" is lost we will incur the condemnation of future generations because of our lack of foresight and temerity.

I am very appreciative of the difficulties and realise that the committee is reluctant to incur a heavy liability, but I cannot believe that a large area of land in a popular suburb will not always be realisable. With the slow and gradual depreciation of money there has been a gradual increase in the value of land and one sees no reason why this process which has gone on for centuries should not continue.

I have no knowledge of the school finances, the area of the property or price which is being asked, but my immediate reaction is that it would be a tragedy if this opportunity is lost and that if some possible scheme can be evolved whereby the necessary funds can be made available such scheme should receive the serious consideration of the committee.

At the request of the Reverend Gibbs I am taking the opportunity of suggesting a scheme which appears to me to be capable of fulfilment. The basic principle of the scheme is that the school, as such, will incur no financial responsibility whatsoever.

My idea /...

My idea is to acquire the property in the name of a company, such company to be an association not for profit, provision for which is made in the Companies Act. The purchase price can then be raised:

- (a) By means of a first mortgage bond, and
- (b) By means of debentures.

If for instance, the purchase price is £50,000. a first mortgage bond for say (£30,000) could be raised and the balance of £20,000 in debentures. Apart from the fact that some persons may be prepared to make donations towards this scheme I feel that the offer of debentures to interested parties would be a far greater inducement to them to assist. There may be many well-to-do parents who would be only too willing to come forward and take out a number of debentures. All that will be necessary is to get 200 parents or well-wishers to take up 100 debentures of £1 each or 100 parents who will be willing to take 200 debentures of £1. each. Obviously there will be many who will be ready to purchase more. Some may wish to have such debentures registered in the names of their daughters who are or were students in the school but these are details that can be worked out at a later stage.

Even if the whole amount is not obtained immediately it may be possible to get the seller to take up a temporary second bond and then from time to time there can be drives for the sale of further debentures. I do not think that anybody would object to a condition attaching to these debentures that no interest should be paid for a period of say five years and thereafter a small rate of interest might be offered. Once the scheme is in operation I visualise the holders gradually surrendering the debentures either by a gift back to the school or possibly

as a bequest on their death.

When the property has been acquired it will be necessary to enter into an agreement of lease with the school whereby the school shall have the full use of the grounds in consideration of accepting full responsibility for the interest rates and taxes and expenses in connection with the property and lay out of the ground.

I do not know whether the rates would be payable but this is a matter that could be considered in due course.

It is true that the school would incur the responsibility of paying these charges but it is in the happy position of being able to terminate this agreement at any time if the obligations are found to be too burdensome.

There is also the possibility of reducing the liability to a considerable extent by selling some of the plots abutting on the existing road. These plots would undoubtedly realise very high prices.

I understand that the house is most unsuitable for school purposes but here too it may be possible to come to some arrangement with the owner or someone else whereby the house is let for the time being.

When the property known as "Klevin Grove" came into the market a group of interested persons were faced with the same difficulty. To buy the property a heavy liability was necessary and obviously the members of the club could not be expected to accept individual responsibility. A company was formed and the property vested in the company and the whole scheme was worked out most successfully and today the only liability registered against the property is a first bond of £20,000 and a debentures bond reduced to £50,000.

These notes have been dictated at great haste at the request of the Reverend Gibbs. It is hoped that

they/...

they may present some indication of what I have in mind.

I am very conscious of the fact that there are many omissions and many details which should be considered and worked out at a later stage.

The main problem will be to raise sufficient by means of debentures to pay that part of the purchase price which cannot be raised on bond.

12.9.1947.

A. H. GIE.

HERSCHEL SCHOOL.

HEALTH. During this quarter there have been isolated cases of measles, all among the day girls, and a threatened epidemic of mumps has petered out, most of the cases having been confined to the holidays. There was a short bout of influenza during the early part of August, but that came to an end with the improvement of the weather, and cases were at no time numerous enough to make our sick-room accommodation inadequate. At the present time the health of the school is excellent.

STAFF. Since the last Council meeting, Miss Bruce, who was working in the Kindergarten Department, has left us, and Miss Botha-Reid, from the Howbray Training College, has joined the Staff in her place. She has settled down happily, has a pleasant personality, and is dealing with her duties very adequately. Mrs Hodgson who was away for the whole of last term with pneumonia, has returned, and her health seems to have benefited from her restful convalescent period.

Miss Budd is sailing from England on September 9th, to come on to the Staff as a resident Music Mistress, and Miss Collier is going out of residence to make way for her in the boarding house.

BUILDING. The re-arrangement of the room lying beside the kitchen, by which a Housekeeper's Office has been built, was successfully accomplished, and has been seen by members of the General Purposes Committee. It has made a great difference to the successful management of that department.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HERSCHEL SCHOOL, CLAREMONT

BARCLAY'S BANK BUILDINGS,

ADDERLEY STREET,

CAPE TOWN, September 12th, 1947.

REPORT OF TREASURER

NUMBER OF SCHOLARS

	<u>Average 1946</u>	<u>1st Term 1947</u>	<u>2nd Term 1947</u>	<u>3rd Term 1947</u>
Boarders.	51	53	52	53
Day Girls.	135	146	142	140
Kindergarten.	47	46	47	50
	<u>233</u>	<u>245</u>	<u>241</u>	<u>243</u>

NET FEES

Fourth Term 1946	-	£ 3,681
First Term 1947	-	3,873
Second Term 1947	-	4,364
Third Term 1947	-	4,380

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET, AT 4-0 P.M. ON THURSDAY
11TH DECEMBER 1947

PRESENT:- His Grace the Archbishop - in the Chair.
Bishop Lavis.
Mr. Duncan Baxter, Professor W. F. Grant.
Mr. G. H. Starck, Mr. F. Robb, Mr. H. E. Hockly.
Miss Darbyshire, Mrs. Grant.
Mr. Bertram Baker and Miss H. C. McLean.

Apologies for absence :-

Canon Gibbs, Mr. G. D. Jooste.
Mr. H. Alers Hankey and Mr. A. Hone.

The Minutes of the Quarterly Meeting of the Council held on 12th September 1947 copies of which had been sent to the Members, were taken as read and were signed by the Chairman as a true record of the proceedings.

The Reports of the following Meetings were submitted :-

Monthly Meeting - 5th November 1947.
Monthly Meeting - 3rd December 1947.

Arising out of the Reports :-

Miss McLean said that the decision to provide escort to Bulawayo only concerned 1948. The School had provided escort to Salisbury at the end of the fourth term 1947 as usual.

Safe.

It was reported that enquiries were being made about a Wall Safe. The Archbishop said that he might be able to lend a small Safe for the meantime.

Hot Water System.

The installation of an Electric Heating System for the Staff Cottage at a cost of £66 was approved.

School Building.

It was agreed that the exterior Whitewashing and Re-painting must be done.

Buying in General.

Miss McLean said that the broad division of expenditure into "Routine" and "Special" was satisfactory and gave her sufficient scope.

Salaries for Special Subjects.

It was reported that this is still under consideration.

Miss Lansdale.

Miss Darbyshire suggested, that as this was the .../

MINUTESREPORTS OF GENERAL PURPOSES COMMITTEERHODESIAN ESCORTREPAIRS AND RENEWALSSTAFF

the first Council Meeting since Miss Lansdale had handed over the Office of Headmistress to Miss McLean, it was fitting that a letter of thanks be sent to Miss Lansdale for so ably acting as Headmistress. This was warmly supported by the Council and the Archbishop agreed to write a letter.

FOUNDERS DAY

This was fixed for 6th February 1948. The Archbishop agreed to write to Sir Evelyn Baring.

RESIGNATIONS

Canon Gibbs.

Canon Gibbs has resigned on his appointment as Dean of Cape Town.

The Archbishop agreed to write to Canon Gibbs in appreciation of his services to the Council.

The Archbishop said he intended to invite the Reverend Eustace Wade to take the place of Canon Gibbs on the Council.

Mr. Arthur Hone.

Mr. Arthur Hone has resigned on his leaving for a prolonged visit to England. It was decided to ask Mr. Hone to remain a Member of the Council on leave of absence and the Archbishop agreed to write to Mr. Hone.

HEADMISTRESS' REPORT

The Report was submitted.

Miss McLean drew attention to the paragraph in her report in which she stated that for the future Afrikaans would be taught throughout Standards I to V in order that a choice of two languages from Afrikaans, French and Latin might be made in Standards VI to X.

EXTENSION TRUST FUND

During a discussion on a definite purpose for which the Fund was being collected the question of enlarging the Hockey Field arose. It was suggested that it might be possible, when the Council appropriated land to widen Herschel Road, to bargain with them for the use of the 10 foot verge, now grass, on the Church Road boundary of the School property.

BOARDING HOUSE

Mr. Robb asked if the School would furnish him with a Diet Sheet. The request came from the Council of Diocesan College and was the outcome of complaints that had been made about the food provided by Church Schools generally. Diet Sheets would be examined by Medical authorities or a Professor of Dietetics and the subject discussed at a Meeting to be held about 25th January 1948. Miss McLean undertook to supply the Diet Sheets needed.

CONFIRMED.

John. Caplan
CHAIRMAN.

DATE: March 12 1948.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, 5TH NOVEMBER 1947

PRESENT: * Mrs. Grant.
 Mr. Hockly, Mr. Jooste.
 Miss McLean and Mr. Bertram Baker.

Apologies for absence :-

Miss Darbyshire.
Mr. Duncan Baxter.

Mr. Hockly was elected to the Chair.

CHAIRMAN

REPAIRS AND RENEWALS

a. Sick Rooms.

Miss McLean reported that the Sick Rooms needed colour washing. This was approved.

b. Teak work.

Miss McLean reported that the outside teak work in general and the main Entrance doors in particular were suffering from lack of proper attention. Mr. Jooste undertook to ascertain whether a certain Coloured man, known by him to be competent, was available to do this work.

c. Safe.

Miss McLean said that considerable sums of money were kept at the School and she was of the opinion that a Safe should be bought. Mrs. Grant offered to make enquiries and to report at the next Meeting.

d. Hot Water System.

Miss McLean reported that the Geyser at the Staff Cottage was inadequate for the needs of the six residents there. It was decided to make enquiries as to costs of alternative Water Heating Systems

e. Buying in General.

Miss McLean asked for direction as to the extent of her authority to order goods or services without the Committee's prior sanction.

The general feeling of the Meeting was that certain expenditure might easily be classified as "routine", being the day-by-day needs of a domestic nature.

Miss McLean reported three items which were of a more special nature :-

The Kindergarten Department needed six Tables and twelve Chairs of special dimensions. This expenditure was approved.

Replacement of worn carpets in the Staff Cottage. A Member of the Committee will inspect these.

Burglar Guards /

Burglar Guards - Certain windows had been fitted but a Glass Door was still unguarded. The completion of this work was approved.

f. Grounds.

Miss McLean asked if there was a Member of the Council who could advise about the grounds. Mr. Jooste tendered his assistance.

g. Epidiascope.

Miss McLean produced correspondence relating to an Epidiascope ordered from England by Miss Elcome. The suppliers had sent a pro forma invoice for £90 F.O.B. - stating that the goods were ready for shipment. The expenditure was confirmed and the Secretary instructed to make the necessary arrangements with the Bank for payment.

STAFF

a. Basis for Part-time Salaries.

Miss McLean wished to know on what basis Salaries for Part-time Teachers were calculated. It was decided to hold this over until the next Meeting.

b. Salaries for Special Subjects.

Miss McLean drew attention to the lower rates of remuneration of qualified Games, Art and Music Mistresses as compared with those of Teachers of other subjects. The general feeling of the Meeting was that there should be no salary discrimination where qualified Teachers are concerned. This was held over until the next Meeting.

c. Miss Porter.

Miss McLean reported that the remuneration of Miss Porter, when she ceases to be a full-time Resident Mistress, has to be considered. Miss Porter is expecting to receive two-thirds of her present salary. The view of the Committee was that if Miss McLean was satisfied that such a figure is reasonable it could be settled on that basis, but held a decision over until the next Meeting.

RETIRAL FUND

a. Miss McLean asked for a ruling as to the application of the word "permission" in the fifth line of Paragraph 1 of the Rules. The Chairman was of the opinion that the word "permission" was related to Residence and not to Membership of the Fund.

b. Miss McLean reported that the newly appointed full-time Afrikaans Teacher, Mrs. Cilliers, did not wish to join the Retiral Fund. Miss McLean was asked to approach Mrs. Cilliers, to explain that the Rules made her Membership compulsory but to point out that her contributions are returnable with Interest.

c. It was decided that Miss Porter could continue her Membership of the Fund when she assumes part-time duties, so long as her remuneration does not fall below £100 per annum.

RHODESIAN ESCORT

It was decided that the Rhodesian parents should be re-circularised to the effect that the School would provide escort at the end of this term as far as Bulawayo. All parents who wish to use the services of an Escort must be prepared to pay for them.

CONFERENCE SCHOOLS

Permission was given for Miss McLean to join the Conference Schools Association.

HEADMISTRESS'
SECRETARY

Miss McLean reported that she found some difficulty in keeping Mrs. Nel fully employed. A Typist is necessary, but as far as she could see at the moment, only for part of a week. Miss McLean was asked to tell Mrs. Nel that in 1948 her attendances would be reduced with a corresponding decrease in remuneration.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD
AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, 3RD DECEMBER 1947

PRESENT: Mr. W. Duncan Baxter - In the Chair.
Mrs. Grant, Mr. G. D. Jooste,
Miss McLean and Mr. Bertram Baker.

REPAIRS AND RENEWALS

Safe.

Mrs. Grant reported that her enquiries had no result. It was decided to advertise for a secondhand Safe.

Hot Water System.

Miss McLean reported that she had received the following quotations for a 60 gallon installation :-

Electric	£66. 0. 0.
Beeston Boiler (Outside)	- £57.15. 0.

The Committee recommends the installation of the Electric System.

School Building.

At the instance of Miss McLean, the Committee inspected the outside of the House. The Committee recommends the Whitewashing of the Walls and the repainting of Woodwork, to prevent further deterioration in appearance and condition.

STAFF

Basis for Part-time Salaries.

It was decided to leave this in the hands of the Headmistress.

Salaries for Special Subjects.

This subject was held over for further enquiry.

Miss Porter.

It was decided to fix Miss Porter's salary from 1st January 1948 at two-thirds of her present salary.

HEADMISTRESS' SECRETARY

Miss McLean reported that Mrs. Nel was leaving at the end of December 1947.

FOUNDERS DAY

The Committee recommends 6th February 1948 as a suitable day and suggests as the Speaker:-

Sir Evelyn Baring
or
The Hon. Chief Justice Watermeyer

December 1st, 1947.

The Secretary,
English Church School Association.

Dear Sir,

I am very sorry that I shall not be able to attend the Annual General Meeting of Members of the English Church Schools Association, to be held on Thursday, 11th December, owing to a previous engagement.

I am very sorry that I must tender my resignation from the Herschel School Council as I shall no longer be Chaplain at the School after I leave St. Saviour's, Claremont, at the end of the year.

Yours faithfully,

Michael Gibbs

Thornston House

Maritzburg Cape

9th Dec 47

The Secretary

English Church Schools Association
Cape Town

Dear Sir

I regret that I shall
be unable to attend the Meetings of
the Council on the 11th instant.

I am going to England
next month and as I expect to
be away for some months I think
I had better resign from the Council.
Will you please submit my
resignation to the Meeting.

Yours faithfully

A. R. Stone

HEADMISTRESS' REPORT: DECEMBER, 1947.

STAFF. Miss Budd arrived from England in the beginning of October. She is not trained to take classwork as was at first understood but she has taken over 19 piano pupils, is teaching the violin to some beginners and is helping with the orchestra. She has thus relieved the two full-time music staff who had over-weighted time-tables and has taken some pupils from the visiting staff.

MRS BOALL, part-time Afrikaans, is leaving at the end of this year. We are lucky in replacing her by Mrs Cellier who will teach on a full-time basis. Mrs Steyn will teach all the Latin and some Afrikaans.

MISS PORTER will become part-time in 1948 at her own request.

The advent of a full-time Afrikaans Staff will allow of the teaching of Afrikaans throughout the Junior School - Stds I to V, and in 1949 of a choice of two, from the languages Afrikaans, French and Latin in Standard VI upwards.

HEALTH. There were three cases of whooping cough, four of measles and one of German measles in the boarding house during the early part of the quarter. We were fortunate in that these diseases spread no further and much credit is due to the Matrons who, by taking temperatures night and morning, were able to isolate the suspects in the early stages. There were further cases of these diseases among the day girls.

ADMISSION. The boarding house is still crowded - 52 children in 1948 - with a very long waiting list. The forms in the Junior and Senior School are full, in some cases over-full and the Kindergarten is booked far ahead. The numbers for January 1948 will be 243.

ACTIVITIES.

1. The School attended the Bishop Gray Centenary Service in the Cathedral.
2. Holy Communion was celebrated in the School Chapel on November 1st and December 10th.
3. Fifteen girls were confirmed in St. Saviours Church on December 5th.
4. A Carol Service was held in the School on December 9th.
5. Parties from different parts of the school have been to Science Group meetings in Cape Town, a production of "Tovaritch" by the French Group, the Exhibition of English Art, the film Nicolas Nicholby, the exhibition by Swiss Gymnasts and the Carol Service at Bishops.
6. There has been much activity and keenness among the forms to raise money for the Extension Fund and during this quarter the children have collected £64. 1. 7d. All are anxious to have a definite object for which this Fund is to be used.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE ENGLISH
CHURCH SCHOOLS ASSOCIATION (INC.) HELD AT THE CHURCH
HOUSE, CAPE TOWN, ON THURSDAY, 11TH DECEMBER 1947, AT
4-15 P.M.

PRESENT: His Grace the Archbishop - in the Chair.
Bishop Lavis.
Professor W. F. Grant, Mr. Duncan Baxter,
Mr. G. H. Starck, Mr. F. Robb, Mr. H. E. Hockly,
Miss Darbyshire, Mrs. Grant.

In Attendance :-

Mr. Bertram Baker and Miss H. C. McLean.

Apologies for absence :-

Canon Gibbs, Mr. J. D. Jooste, Mr. H. Alers
Hankey and Mr. A. Hone.

NOTICE OF MEETING

The Notice convening the Meeting was submitted.

REPORT AND ACCOUNTS

The Report of the Council and the Statement
of Revenue and Expenditure for the year ended
30th September 1947, with Balance Sheet at that
date, together with the Auditors' Report were
submitted.

On the motion of Mr. Duncan Baxter, seconded by
Mr. G. H. Starck, it was resolved :-

That the Balance Sheet and Accounts at
30th September 1947 be adopted.

This was carried unanimously.

COUNCIL

Professor Grant, nominated by the Members was
re-elected.

Canon Gibbs, selected by the Archbishop, has
resigned on his appointment as Dean of Cape Town,
and the Archbishop will invite the Reverend
Eustace Wade to take his place on the Council.

Mr. A. Hone has resigned on his leaving for a
visit to England, and will be asked to remain
a Member of the Council on Leave of Absence.

It was decided that the four remaining vacancies
in the Council need not, for the time being, be
filled.

AUDITORS

On the motion of Mr. F. C. Robb, seconded by
Mr. G. H. Starck, it was resolved :-

That the remuneration of the Auditors,
Messrs. E. R. Syfret & Company, Chartered
Accountants, S.A., for the past year be
fixed at fifty guineas.

There being no further business the Meeting concluded.

A true record of the proceedings.

Ben. Lavis

CHAIRMAN.

December 24th, 1947.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT of the Council to be presented at the ANNUAL MEETING to be held on Thursday, 11th December 1947.

The Revenue and Expenditure Account for the year ended 30th September 1947 and the Balance Sheet at that date, certified by the Auditors, are submitted with this Report.

REVENUE AND EXPENDITURE ACCOUNT

The Account shows a Surplus of £610.13. 7; a decrease of £87. 1. 2. when compared with the previous year.

The variations are given below :-

	<u>Favourable Variations</u>	<u>Unfavourable Variations</u>
REVENUE.		
Tuition and Board.	1,887	
Extra Subjects.	432	
Registration Fees.		40
Sundry.		19
Interest - Receivable.		43
EXPENDITURE.		
Salaries (including Special Subjects).		1,290
Provisions.	196	
Domestic Charges.		182
Grounds and Games.		286
Repairs.		328
Administration.		20
Contributions.		200
Insurance.		12
Depreciation.		182
	<u>2,515</u>	<u>2,602</u>
		<u>2,515</u>
Comparative Decrease in Surplus.		<u>£ 87</u>

Attention is specially drawn to :-

Tuition and Board

The major part of the improvement of £1,887 is due to the increased fees charged in the Second and Third Terms of 1947 and the minor part to an increase in the number of pupils attending the School.

It must be noted that the year's Revenue had the benefit of the higher fees for two Terms only.

A comparison of the number of pupils attending the School shows :-

	<u>Average 1946 Fin. Yr.</u>	<u>Average 1947 Fin. Yr.</u>	<u>Fourth Term 1947</u>
Boarders.	51	52	53
Day Girls.	135	140	142
Kindergarten.	47	48	52
	<u>233</u>	<u>240</u>	<u>247</u>

Salaries .../

Salaries

The increase of £1,290 is mainly due to the higher Salary Scale which took effect from 1st January 1947.

It must be noted that the year's Expenditure bore Salaries at the higher rates for nine months whereas the year's Revenue enjoyed the higher fees for two terms only.

Contributions

The increase of £200 is made up as to £96 for the Council's contributions to the Retiral Fund and as to £104 for the Council's contributions under the Unemployment Insurance Act which came into force from 1st January 1947.

Depreciation

The increase of £182 is the outcome of the addition of £732 to short-lived Assets calling for ample depreciation.

BALANCE SHEET

A comparison of the 1947 Balance Sheet with the 1946 shows :-

CASH AND INVESTMENTS have decreased by		1,471
STOCK AND DEBTORS have increased by	136	
CREDITORS have decreased by	<u>1,239</u>	<u>1,375</u>
Decrease in Liquid Assets.		96
ADDITIONS TO ASSETS were :-		
Property.	535	
Other Assets.	<u>732</u>	
	1,267	
Depreciation Written off.	<u>561</u>	<u>706</u>
NET IMPROVEMENT being Surplus for year.		<u>£ 610</u>

The Council is committed to the Installation of Fluorescent Lights in Class Rooms at a cost of £450.

COUNCIL

Professor Grant, elected by Members, retires but is eligible for re-nomination and re-election.

There are four vacancies on the Council, two to be selected by the Archbishop and two to be nominated by Members.

AUDITORS

It will be necessary to fix the remuneration of the Auditors for the past year.

CHAIRMAN.

SECRETARY.

December 4th, 1947.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 30TH SEPTEMBER 1947

LIABILITIES	ASSETS
NOMINAL CAPITAL. 10,000 Shares of 1/- each. / 500. 0. 0. ISSUED CAPITAL. 5,142 Shares of 1/- each, fully paid. / 257. 2. 0. MORTGAGE CREDITOR. South African Mutual Life Assurance Society. Balance of First and Second Bonds. / 2,000. 0. 0. Balance of Third Bond. / 12,927.11. 9. Interest Accrued. / 14,927.11. 9. Secured on Land and Buildings known as Herschel School, per Contra. / 149. 5. 6. / 15,076.17. 3. SUNDRY CREDITORS AND CREDIT BALANCES. / 942. 0. 0. EXTENSION TRUST FUND. / 1,162. 6. 6. ENDOWMENT ACCOUNT. / 24,225.15. 3. REVENUE AND EXPENDITURE ACCOUNT. Balance at 30th September 1946. / 20,458. 7. 4. Surplus for year ended 30th September 1947. / 610.13. 7. / 21,069. 0.11.	LAND AND BUILDINGS, at Cost. Herschel School - Claremont. At 30th September 1946. / 53,783.15. 8. Additions during year. / 535.15. 8. / 54,319.11. 4. Subject to Mortgages per Contra. Staff Residence - Claremont. / 1,483. 6. 0. / 55,802.17. 4. BATHING BOX - St. James. At 30th September 1946. / 15.10. 0. Less Depreciation. / 1.10. 0. / 14. 0. 0. FURNITURE AND EQUIPMENT. At 30th September 1946. / 1,747. 0. 0. Additions during year. / 345.10.11. Less Depreciation. / 2,092.10.11. / 1,820. 0. 0. PIANOS. At 30th September 1946. / 533. 0. 0. Less Depreciation. / 53. 0. 0. / 480. 0. 0. LINEN AND CURTAINS. At 30th September 1946. / 277. 0. 0. Additions during year. / 185.11. 0. Less Depreciation. / 462.11. 0. / 92.11. 0. / 370. 0. 0. CUTLERY, CROCKERY, GLASSWARE AND KITCHEN UTENSILS. At 30th September 1946. / 241. 0. 0. Additions during year. / 200. 8. 2. Less Depreciation. / 441. 8. 2. / 141. 8. 2. / 300. 0. 0. STOCK ON HAND. / 812.11. 8. SUNDRY DEBTORS AND DEBIT BALANCES. / 1,177. 8. 7. CASH. At Bank. / 673. 7. 0. On Hand. / 102. 4. 8. At Call with S. A. Permanent Mutual. / 18. 6. 2. / 793.17.10. EXTENSION TRUST FUND INVESTMENT. Fixed Deposit with S. A. Permanent Mutual, with Interest accrued to date. / 1,162. 6. 6.

/ £ 62,733. 1.11.

/ £ 62,733. 1.11.

CHAIRMAN.

TREASURERS Chartered Accountants (S.A.).

We have to report that we have examined the above Balance Sheet with the Books, Vouchers and Accounts of the Association and have obtained all the information and explanations we have required. We have satisfied ourselves that the Securities are in existence and that the Association has kept proper books and records. In our opinion such Balance Sheet is properly drawn up so as to exhibit a true and correct view of the state of the Association's affairs at the date thereof according to the best of our information and the explanations given to us and as shown by the books.

CAPE TOWN.

December 4th, 1947.

E.R. Syfret & Co.
CHARTERED ACCOUNTANTS. (S.A.)
Auditors.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 1947

To SALARIES. / 9,190.17. 5.

" PROVISIONS.

Bread.	/	370. 3. 0.	
Butter.	/	130. 4. 6.	
Fish, Fruit, Vegetables,			
Eggs, etc.	/	1,283.10. 2.	
Groceries.	/	821. 5.11.	
Meat.	/	833.14.11.	
Milk.	/	466.17. 5.	/ 3,905.15.11.

" DOMESTIC CHARGES.

Electricity, Gas and Coal.	/	397. 7. 2.	
Laundry - less Refunds.	/	16.13. 3.	
Miscellaneous Supplies.	/	136. 9. 4.	
Water.	/	176.10. 0.	
Wages.	/	1,065. 9. 9.	/ 1,792. 9. 6.

" GROUNDS AND GAMES. / 934.18.11.

" REPAIRS AND MAINTENANCE. / 676. 3.10.

" ADMINISTRATION.

Advertising.	/	42.18.11.	
Audit.	/	21. 0. 0.	
General Charges.	/	595. 9. 2.	
Secretarial Fee.	/	331. 5. 0.	/ 990.13. 1.

" CONTRIBUTIONS.

Retiral Fund.	/	373. 8. 8.	
Unemployment Insurance Fund.	/	104.10. 2.	
Pension.	/	60. 0. 0.	/ 537.18.10.

" INSURANCE. / 105.13.11.

" INTEREST on Bonds. / 596.12. 0.

" DEPRECIATION. / 561. 0. 1.

" BALANCE, being Surplus for year. / 610.13. 7.

/ £ 19,902.17. 1.

By FEES.

Tuition and Board.	/	16,262. 4.11.	
Extra Subjects, Music, etc.	/	2,847.16. 4.	/ 19,110. 1. 3.

" REGISTRATION FEES. / 90. 6. 6.

" SUNDRY REVENUE. / 699. 2. 6.

" INTEREST - Receivable. / 3. 6.10.

/ £ 19,902.17. 1.

We have to report that to the best of our knowledge and belief and on the information supplied to us the above account reflects a true statement of the Revenue and Expenditure of the Association for the year ended 30th September 1947.

CAPE TOWN.

December 4th, 1947.

E.R. Syfuit, Co.
 CHARTERED ACCOUNTANTS. (S.A.)
 Auditors.

ENGLISH CHURCH SCHOOLS ASSOCIATED (INC'D.)

MINUTES OF COUNCIL MEETINGS IN
1948

with Reports of
GENERAL PURPOSES COMMITTEE

and

MINUTES OF ANNUAL GENERAL MEETING
1948

March 4th, 1948.

The Quarterly Meeting of the Council will be held at the Church House, Queen Victoria Street, Cape Town, at 4-0 p.m. on Friday, 12th March 1948.

A G E N D A

1. Minutes to be confirmed :-
Quarterly Meeting of Council - 11th December 1947.
2. Reports of General Purposes Committee :-
Monthly Meeting - 4th February 1948.
Monthly Meeting - 3rd March 1948.
3. Report of Headmistress.
4. Report of Treasurer.
5. Bank Account.
Herschel School - Charity Fund.
6. Retiral Fund.
Balance Sheet at 31st December 1947.

DALGLEISH & BAKER,
Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET, AT 4-0 P.M. ON FRIDAY,
12TH MARCH 1948

PRESENT:- His Grace the Archbishop - in the Chair.
Mr. W. Duncan Baxter, Professor W. F. Grant,
Mr. H. Alers Hankey, Mr. F. C. Robb,
Mr. G. D. Jooste, Mr. H. E. Hockly,
Miss Darbyshire,
Mr. Bertram Baker and Miss H. C. McLean.

Apologies for absence:-

Mrs. P. G. Grant.
Rev. Eustace Wade.

MINUTES

The Minutes of the Quarterly Meeting of
the Council held on 11th December 1947,
copies of which had been sent to the
Members, were taken as read and were
signed by the Chairman as a true record
of the proceedings.

Arising out of these Minutes :-

BOARDING HOUSE

Mr. Robb thanked the Headmistress for
supplying him with Diet Sheets from the
School and said that they compared well
with those of other Schools.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of the following Meetings were
submitted :-

Monthly Meeting - 4th February 1948.
Monthly Meeting - 3rd March 1948.

Arising out of the Reports :-

STAFF

Salaries for Special Subjects.

The recommendation of the General Purposes
Committee :-

That the rates of remuneration of qualified
Games, Art and Music Mistresses be raised
to the level of those of qualified teachers
of other subjects

was agreed.

It was decided to make this effective from,
and including, the month of March 1948.

REPAIRS AND RENEWALS

School Building.

It was reported that the Estimate of £529 sub-
mitted by Youds Maintenance and Construction
Company for the Exterior Renovation of the
building had been accepted.

TENNIS COURTS

The recommendation of the General Purposes
Committee :-

That the offer by the Jooste Family Trust
to lay down an Asphalt Tennis Court on the
site of the old Net Ball Court be accepted
and to permit the felling of one Pine Tree
was .../

was agreed.

It was also agreed :-

That the two small Pines and the two straggly Oaks all at the lower part of the Entrance Drive, and the one large Oak behind the Ilex tree, be felled.

HEADMISTRESS' REPORT

The Report was submitted.

Miss McLean thanked the Archbishop for the loan of a Safe.

Miss McLean also reported that Mrs. Payne had presented a Chalice and Paten to the School Chapel.

TREASURERS' REPORT

The Report was submitted.

BANK ACCOUNT

Herschel School -
Charity Fund

On the motion of Mr. Duncan Baxter and seconded by Mr. Alers Hankey, it was Resolved :-

That an Account be opened in the name of Herschel School - Charity Fund at the Claremont Branch of Barclays Bank (D.C. & O.) and that Miss H. C. McLean, in her capacity as Honorary Treasurer of the Charity Fund, be authorised to sign cheques drawn on this Account.

RETIRAL FUND

The Income and Expenditure Account for the year ended 31st December 1947, and Balance Sheet at that date, were presented in terms of Rule 14 of the Fund.

CONFIRMED

J. B. Lewis

CHAIRMAN.

11. June 1948.

REPORT OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL, CLAREMONT, AT 5-0 P.M., ON
WEDNESDAY, 4TH FEBRUARY 1948.

PRESENT: Mr. W. Duncan Baxter - in the Chair.
Miss Darbyshire and Mrs. Grant.
Mr. H. E. Hockly,
Miss H. C. McLean and Mr. Bertram Baker.

Apology for absence:-

Mr. G. D. Jooste.

STAFF

Salaries for Special Subjects.

It was decided to recommend to Council that the rates of remuneration of qualified Games, Art and Music Mistresses be raised to the level of those of qualified teachers of other subjects.

REPAIRS AND RENEWALS

School Building.

It was decided to call for Estimates for the Exterior Whitewashing and Re-painting.

TENNIS COURTS

It was reported that the Jooste Family Trust had offered to lay down an Asphalt Tennis Court on the site of the old Net Ball Court. This might involve the felling of one Pine tree.

It was decided to recommend to Council the acceptance of this offer and permit the felling of the tree if necessary.

It was also decided to recommend to Council the felling of :-

Two small Pines
Two straggly Oaks

all at the lower part of the Entrance Drive
and One large Oak behind the
Ilex tree.

REPORT OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL, CLAREMONT, AT 5-0 P.M. ON
WEDNESDAY, 3RD MARCH, 1948.

PRESENT: Mr. W. Duncan Baxter - in the Chair.
Miss Darbyshire and Mrs. Grant.
Mr. G. D. Jooste.
Mr. H. E. Hockly.
Miss H. C. McLean and Mr. Bertram Baker.

REPAIRS AND RENEWALS

School Building.

Miss McLean reported that she had received the following Estimates for the Exterior Whitewashing and Repainting of the Building :-

A.B.J. MacLean, Painter and Contractor, Albion Road, Rondebosch.	£1,548.
---	---------

Youds Maintenance and Construction Company, South West House, Green Market Square, Cape Town.	£ 529.
---	--------

After discussion it was decided to accept the Estimate of £529 submitted by Youds Maintenance and Construction Company, and to report to Council accordingly. The submission of the Estimate to the Architect was considered unnecessary.

HEADMISTRESS' REPORT : MARCH 1948.

STAFF. MRS. CLARK handed in her resignation at the beginning of the term owing to her husband's transfer to Rhodesia. It transpired that she intended leaving in the first week in March, considering that, as she had found a substitute for the remainder of the term, she had no further obligations. However I have been able to replace her by MRS. PIERCE JONES, M.A. London, who has many years teaching experience.

MISS ROBERTSON is leaving at the end of the term to take up nursing. So far I have not replaced her.

MRS. WHEL, Headmistress' Secretary. This appointment was terminated at the end of 1947. I have replaced her by MISS DUFF who does part time work, and this arrangement meets my needs at present.

HEALTH. There have been two cases of mumps in the Boarding House, and one of German measles amongst the Day Scholars. All Boarders were immunised against typhoid fever and the milk is being boiled, both on the recommendation of Dr. Watermeyer.

ADMISSION. The Boarding House remains full with a long waiting list. The numbers, 240, are fewer than in 1947, owing to a curious method of booking in the Kindergarten, by which we shall be full for the second half of year only. This we hope to correct for 1949.

ACTIVITIES. Parties from different parts of the School have been to Science Group meetings in Capetown, the lecture by Monsieur Duhamel, the Afrikaans play at the Little Theatre, exhibition of paintings, orchestral concert conducted by Mr. Jorda, the International Tennis matches. Teams have competed in the Inter-School tennis and swimming events. The Guide Company has been re-started by Miss Grant.

EQUIPMENT. The gift of Marloth's The Flora of South Africa is a priceless addition to the Library and at the same time a tremendous asset for the work in the Laboratory.

The new lighting in all classrooms is installed and is a valuable improvement.

The epidiascope has arrived from England and is set up in the dark room adjoining the Science Laboratory. It will be used by many members of the Staff for class work.

The hot water installation in the Staff House is greatly appreciated and is working excellently.

Tennis Courts: we are at present hiring two courts from the Club opposite on two days a week, which adds considerably to facilities here.

12th March 1948.

REPORT OF TREASURER

NUMBER OF SCHOLARS

	First Term <u>1948</u>	Fourth Term <u>1947</u>	Average 1947 <u>Fin. Year</u>
Boarders.	52	53	52
Day Girls.	144	142	140
Kindergarten.	43	52	48
	<u>239</u>	<u>247</u>	<u>240</u>

NET FEES

Fourth Term 1947.	£4,438. 0. 0.
First Term 1948.	£4,409. 0. 0.

THE RETIRAL FUND OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1947

LIABILITIES

AMOUNTS STANDING TO THE CREDIT
OF TEACHERS' ACCOUNTS.

2,013.14. 2.

RESERVE FUND.

Balance at 1st January
1947.

183.15. 4.

Add:- Amounts added in
terms of Rule 6.

157. 8. 3.

341. 3. 7.

Add:- Surplus transferred
from Income and
Expenditure Account.

27. 1. 0.

368. 4. 7.

£ 2,381.18. 9.

CHAIRMAN. *H. Hobbs*

TREASURERS.

D. J. M. M. M.
Chartered Accountants. (S.A.).

We have examined the above Balance Sheet with the Books, Vouchers and Securities of the Retiral Fund of the English Church Schools Association (Incorporated) and certify that it shows the correct position of affairs of the Retiral Fund at the date thereof as shown by the books.

CAPE TOWN.

February 24th, 1948.

ASSETS

INVESTMENTS - At Cost.

1,000 Grosvenor Consolidated
Investments Limited 5½%
Cumulative Preference
Shares of £1 each.

1,000. 0. 0.

400 Anglo-Transvaal Industries
Limited 5½% Cumulative
Preference Shares of £1
each.

501. 7. 9.

400 The Goodyear Tyre and
Rubber Company (S.A.) Limited
5% Cumulative Redeemable
Preference Shares of £1 each.

457. 5. 3. 1,958.13. 0.

Market Value - £2,160.

CASH at Barclays Bank (D.C. & O.)

423. 5. 9.

£ 2,381.18. 9.

E. R. Syfuit & Co.
CHARTERED ACCOUNTANTS. (S.A.)
Auditors.

THE RETIRAL FUND OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1947

<u>EXPENDITURE</u>	<u>INCOME</u>
To INTEREST credited to Teachers' Accounts. 42. 8. 8.	By INTEREST on Investments. 69.14. 5.
" ADMINISTRATIVE EXPENSES.	
Bank Charges. 4. 9.	
" SURPLUS carried to Reserve Fund. 27. 1. 0.	
<u>£ 69.14. 5.</u>	<u>£ 69.14. 5.</u>

We have to report that to the best of our knowledge and belief and on the information supplied to us, the above Account reflects a true statement of the Income and Expenditure for the year ended 31st December 1947.

E.R. Syfuit & Co.
 CHARTERED ACCOUNTANTS. (S.A.)
 Auditors.

CAPE TOWN.

February 24th, 1948.

June 3rd, 1948.

The Quarterly Meeting of the Council will be held at the Church House, Queen Victoria Street, Cape Town, at 4-0 p.m. on Friday, 11th June 1948.

A G E N D A

1. Minutes to be confirmed :-

Quarterly Meeting of Council - 12th March 1948.

2. Reports of General Purposes Committee :-

Monthly Meeting - 7th April 1948.

Monthly Meeting - 5th May 1948.

Monthly Meeting - 2nd June 1948.

3. Report of Headmistress.
4. Report of Treasurer.

DALGLEISH & BAKER,
Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET,
AT 4-0 P.M. ON FRIDAY, 11th JUNE 1948

PRESENT:- Bishop Lavis - In the Chair.
Rev. Eustace Wade.
Professor W. F. Grant, Mr. G. D. Jooste,
Mr. H. Alers Hankey, Mr. H. E. Hockly,
Mr. F. C. Robb.
Mr. Bertram Baker and Miss H. C. McLean.

Apologies for Absence:-

Mr. W. Duncan Baxter.
Mrs. Grant.

On Leave of Absence:-

His Grace the Archbishop.
Miss Darbyshire.

MINUTES

The Minutes of the Quarterly Meeting of the Council held on 12th March 1948, copies of which had been sent to the Members, were taken as read and were signed by the Chairman as a true record of the proceedings.

COUNCIL

The Reverend Eustace Wade, whose selection to the Council by the Archbishop was announced at the Annual Meeting on 11th December 1947, was welcomed by the Members.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of the following Meetings were submitted :-

Monthly Meeting - 7th April 1948
Monthly Meeting - 5th May 1948
Monthly Meeting - 2nd June 1948

Arising out of these Reports :-

GUIDERS' MEETING

The recommendation of the General Purposes Committee to grant the application by the Girl Guiders' Association for the use of the School for one week in January 1949, provided Miss McLean is in residence at the time, was approved.

STAFF
Bursar

The recommendation of the General Purposes Committee to raise the basic salary of Miss Goodacre from £180 a year to £204 a year, was approved; the increase to take effect from 1st April 1948.

INSURANCE

An ex gratia payment of £10 to Miss Budd towards the cost of a new Violin to replace the Instrument lost by her from the Music Room, was approved.

GROUND

The gift of a Motor Lawn Mower by Mr. Jerrold Wilks was gratefully accepted.

BATHING CUBICLES
For Swimming Bath

It was reported that the modified Plans had been signed by the Secretary and sent to the Architects for lodgement with the City Engineer, but that no Tenders had yet been received .../

received. Expenditure up to £350, from funds in hand for that purpose, was approved.

REPAIRS AND RENEWALS

School Building.

The following items of expenditure, additional to the original sum of £529 reported at the Council Meeting held on 12th March 1948, were approved. -

Painting of Upper and Lower
Stoops, Staircase Wall, etc.,
not included in original
Tender. £ 155.

Repairing defects in Upper
Stoop of old House. £ 72.

Repairing Structural Cracks
in Domestic Science Room. £ 81.

STAFF

Overseas Appointments

Arising out of Miss Collier's resignation, Miss McLean sought Council's directions as to the terms to be offered to an applicant from Overseas with particular reference to Passages and Contracts. It was agreed in principle, that Passages out should be offered with certain stipulations. This subject, after discussion, was referred back to the General Purposes Committee for consideration in detail.

CONFIRMED

H. Alex. Hawkey

CHAIRMAN.

10. Sept. 1948.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL,
CLAREMONT, ON WEDNESDAY, 7TH APRIL, 1948,
AT 5-0 P.M.

PRESENT: Mr. H. E. Hockly - In the Chair.
Mr. G. D. Jooste.
Mrs. Grant.
Miss H. C. McLean and Mr. Bertram Baker.

Apology:- Mr. W. Duncan Baxter.

BATHING CUBCILES
For Swimming Bath

Plans were submitted and discussed. Certain alterations were decided upon and the Secretary was instructed to ask the Architects to give effect to them in a Sketch Plan in time for the next Meeting.

TREES

Miss McLean reported that the following Trees had been felled and the timber removed :-

One Pine Tree off the site of the old
Net Ball Court.

Two Small Pines and two Straggly Oaks at
the lower end of the Entrance Drive.

One Large Oak behind the Ilex Tree.

The work had been neatly and expeditiously done and the payment of the Contract price of £35 was approved.

REPAIRS AND RENEWALS

School Building.

Miss McLean reported that she was well satisfied with the progress of this work.

GUIDERS MEETING

Miss McLean reported that the Girl Guiders Association had made an application to her for the use of the School for one week in January 1949, for Diploma Guider Training Week.

The Committee recommends the granting of this application provided Miss McLean is in residence at the time.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL,
CLAREMONT, ON WEDNESDAY, 5TH MAY, 1948,
AT 5-0 P.M.

PRESENT:- Mr. W. Duncan Baxter - In the Chair.
Mrs. Grant.
Mr. H. E. Hockly.
Miss H. C. McLean and Mr. Bertram Baker.

Apology:- Mr. G. D. Jooste.

BATHING CUBICLES
For Swimming Bath

Captain L. A. Elsworth of Walgate & Elsworth, Chartered Architects, joined the Meeting and submitted the Plan put before the Meeting held on April 7th.

After discussion, and explanations by Captain Elsworth, the adoption of the Plan was approved with certain minor modifications.

The Secretary was authorised to sign an application to the City Council for approval of the Plan, and the Architect asked to call for Tenders from the most likely Contractors, including Youds Maintenance & Construction Company.

NIGHT WATCHMAN

Miss McLean stressed the need for the services of a Watchman who would patrol the grounds throughout the night. The Committee approved Miss McLean's request in principle, and undertook to make enquiries.

STAFF
Bursar

Miss McLean asked the Committee to consider raising the basic salary of Miss Goodacre, from £180 a year to £204 a year; an increase of £24 a month. This request was made in the light of:-

- a. The completion, on 15th April 1948, of ten years' service by Miss Goodacre.
- b. Miss Goodacre's value to the School.
- c. The fact that the post of Bursar carries no annual increment.

The Committee recommends Council to grant this increase in the case of Miss Goodacre. A newcomer to the post would be offered a salary of £180 a year only.

REPAIRS AND RENEWALS

School Building.

The Committee inspected the progress of the exterior renovation work and also certain cracks in the Domestic Science Laboratory.

GROUND

Miss McLean reported that a secondhand Motor Lawn Mower was available for £30. This subject was held over until the next Meeting.

LEAVE OF ABSENCE

The granting of Leave of Absence to Miss Darbyshire, during her forthcoming visit to England, was recorded.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL,
CLAREMONT, ON WEDNESDAY, 2ND JUNE 1948,
AT 5-0 P.M.

PRESENT:- Mr. W. Duncan Baxter - In the Chair.
Mr. H. E. Hockly, Mr. G. D. Jooste.
Miss H. C. McLean and Mr. Bertram Baker.

Apology:- Mrs. Grant.

INSURANCE

Miss McLean reported the disappearance, from the Music Room, of a Violin belonging to Miss Budd, a resident Music Mistress. A claim under the Burglary Policy failed through lack of evidence of forcible entry. Miss Budd valued the Violin at £50.

While not admitting liability the Committee was in favour of offering as an ex gratia payment in this special case, a sum of £10 to Miss Budd towards the cost of a new Violin should the Police fail to recover the stolen Violin. At the same time the Committee felt that Miss Budd could have taken more care of a valuable instrument, and asked Miss McLean to issue a general warning to the Staff.

NIGHT WATCHMAN

Miss McLean reported that, through the help of Mrs. Grant, she had obtained a Native ex-policeman as Night Watchman.

GROUNDS

Mr. Hockly reported that he had seen the owner of the Motor Lawn Mower, Mr. Jerrold Wilks, and that Mr. Wilks had now given the machine to the School. The Secretary was instructed to send a letter of thanks to Mr. Wilks. Miss McLean was asked to see that stocks of petrol and oil were kept in an Outbuilding well away from the School itself.

BATHING CUBICLES
For Swimming Bath

The Secretary submitted the Plans and Application, as modified, ready for immediate signature and lodgement with the City Engineer. The Secretary was instructed to ask the Architect to get Tenders in as soon as possible.

REPAIRS AND RENEWALS School Building.

The Committee inspected the almost completed exterior renovation work.

At the request of Miss McLean the Committee also inspected the Bathrooms and Sick Rooms. It was decided to postpone the re-decoration of these.

The Committee decided to have the cracks in the Domestic Science Laboratory, inspected at the last Meeting, attended to.

HEADMISTRESS' REPORT : JUNE 1948.

STAFF.

MISS COLLIER leaves at the end of this term and is a great loss to the school; she will be replaced by Miss Mossop, B.Mus., with D.U.C.T. and U.T.L.M. diplomas, for all class work and some piano pupils. This appointment is of a temporary nature until the arrangement has been tried. The choice was a very narrow one.

MRS. DONOVAN has been appointed as assistant matron and her work is very satisfactory.

MISS HODGSON is taking about 12 pupils for elocution as Miss Shenk requested that her time be lessened owing to home ties.

MRS. CILLIERS, for reasons of health, offered her resignation, or her sister-in-law as a substitute, until she is able to return in October. I accepted the substitute who is proving satisfactory in every way.

HEALTH.

The general standard has been excellent. There have been unusual exceptions.

Boarders: One emergency operation for appendicitis. Her parents are in England.

Day scholars: Two emergency operations for appendicitis; one case of scarlet fever, for which we closed that class during the quarantine; the sudden death from encephalomyelitis of Jennifer Selzer.

ADMISSION.

The Boarding House remains full with a long waiting list. Mrs. Stobie has undertaken to take 8-10 children as boarders while waiting for vacancies here. The numbers for the second half of this year will be 248.

ACTIVITIES.

These have been few this term owing to the inadvisability of mixing while there was a chance of poliomyelitis reaching the Cape. Some children heard the Amsterdam String Quartet at High Commission House; a few have been to the Municipal Orchestral Concerts; members of the choir and orchestra went to La Traviata.

Within the school, Club meetings have continued with outside speakers and performers.

Activities are afoot for additions to the Extension Fund; these include a Jumble Sale realising £34. 6s. 1d., and the Operetta "Alicia" to be produced in the School Hall on June 18th and 19th.

Two members of the hockey XI have been chosen as reserves for the Western Province Junior Team.

EQUIPMENT.

The outside of all the building has been painted. The work has been well done and the result is satisfying.

The weather vane has been delivered; we await Walgate and Elsworth's directions for erecting it. The gift of the motor mower will help to improve the condition of the lawns and playing field.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

11th June 1948.

REPORT OF TREASURER

NUMBER OF SCHOLARS

	<u>Second Term</u>	<u>First Term</u>	<u>Average 1947 Fin. Year</u>
Boarders.	52	52	52
Day Girls.	143	144	140
Kindergarten.	46	43	48
	<u>241</u>	<u>239</u>	<u>240</u>

NET FEES

First Term 1948.	£4,409.
Second Term 1948.	£4,375.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

HERSCHEL SCHOOL

APPROXIMATE REVENUE AND EXPENDITURE FOR THE SIX MONTHS
ENDED 31ST MARCH 1948

To SALARIES.			By FEES.	
Permanent Staff.	4,043		Tuition and	
Coaching and			Board.	8,801
Special Fees.	<u>953</u>	4,996.	Extra Subjects,	<u>1,510</u> 10,311.
" WAGES.		801.	etc.	
" PROVISIONS.				
Bread.	169			
Butter.	65			
Fish, Fruit, Vegetables, Eggs, etc.	504			
Groceries.	328			
Meat.	365			
Milk.	<u>220</u>	1,651.		
" DOMESTIC CHARGES.				
Electricity, Gas and				
Coal.	151			
General Maintenance.	197			
Laundry.	24			
Miscellaneous Supplies.	83			
Water.	<u>79</u>	<u>534.</u>		
		7,982.		
" WORKING SURPLUS carried down.		<u>2,329.</u>		
		<u>£ 10,311.</u>		<u>£ 10,311.</u>
To SPORTS REQUISITES.		34.	By WORKING SURPLUS brought down.	2,329.
" PROPERTY CHARGES.			" REGISTRATION FEES.	54.
Grounds.	60		" INTEREST - Receivable.	11.
Maintenance.	465			
Rates and Specific Services.	15			
Rent - Bathing Box.	10			
Water - Swimming Bath.	<u>69</u>	619.		
" ADMINISTRATION.				
Advertising.	9			
Audit Fees.	53			
Bank Charges.	9			
Miscellaneous.	79			
Posts and Telegrams.	39			
Printing and Stationery.	108			
Secretarial Fee.	175			
Telephone.	<u>39</u>	511.		
" CONTRIBUTIONS.				
Retiral Fund.	185			
Unemployment Insurance Fund.	<u>74</u>	259.		
" INSURANCE.		25.		
" INTEREST.		299.		
" DEPRECIATION.		<u>250.</u>		
		1,997.		
" NET SURPLUS.		<u>397.</u>		
		<u>£ 2,394.</u>		<u>£ 2,394.</u>

Dalgleish & Baker,
CAPE TOWN.
May 5th, 1948.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HERSCHEL SCHOOL, CLAREMONT

BARCLAY'S BANK BUILDINGS,
ADDERLEY STREET,

TELEPHONE 2-1729

P.O. BOX 1161

CAPE TOWN. SEPTEMBER 3rd, 1948.

The Quarterly Meeting of the Council
will be held at the Church House, Queen Victoria
Street, at 4. O. P.M. on Friday the
10th September, 1948.

A G E N D A

- (1) Minutes to be confirmed.

Quarterly Meeting
of Council. - 11th June, 1948.

- (2) Reports of General Purposes
Committee:-

Monthly Meeting - 4th August, 1948.
Monthly Meeting - 1st September, 1948.

- (3) Report of Head Mistress.

- (4) Report of Treasurer.

DAIGLEISH & BAKER
Secretaries & Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE CHURCH HOUSE
QUEEN VICTORIA STREET, at 4.0.P.M. ON FRIDAY, 10TH SEPTEMBER
1948.

PRESENT :- Mr.H.Alers Hankey - In the Chair.
Mr.Duncan Baxter.
Mr.Arthur Hone.
Rev.Eustace Wade.
Mr.Bertram Baker and Miss.H.C.McLean.

Apologies for absence :-

Bishop Lavis.
Mrs. Grant.
Mr.G.D.Jooste.
Mr.F.C.Robb.
Mr.G.H.Starck.

MINUTES.

The Minutes of the Quarterly Meeting of the Council held on 11th June 1948, copies of which had been sent to the Members, were taken as read and were signed by the Chairman as a true record of the proceedings.

REPORTS OF GENERAL PURPOSES COMMITTEE

The Reports of the following Meetings were submitted :-

Monthly Meeting 4th August 1948.
Monthly Meeting 1st September 1948.

Arising out of these Reports :-

STAFF.

Sick Leave.

It was decided to adopt the recommendation of the General Purposes Committee that the amount to be paid to Members of the Staff who are absent through illness be :-

For the First month of absence - Full Salary.
" " Second month of Absence - Half Salary.
" " Third month of absence - Half Salary.

Should the period of absence exceed three months, the case is to be reconsidered by the Committee.

Long Leave.

It was decided to adopt the recommendation of the General Purposes Committee, to grant to Miss. Lansdale and to Miss.Stevenson :-

Three months leave from April to June 1949 with full Salary.
A further three months leave from July to September 1949 without Salary provided that:-

- (1) Satisfactory substitutes can be obtained.
- (2) Each Mistress returns in time for the opening of the Fourth Term of 1949.
- (3) Each Mistress clearly understands that she is/.....

is expected to remain at the School for a full year after her return from leave.

BATHING CUBICLES
For Swimming Bath.

It was agreed that the Tender for £530 plus approximately £70 for extras should not be accepted and that the job should await a better opportunity.

GROUNDS.

The question as to whether the re-surfacing of the Entrance Drive and adjacent areas should be done with pre-mixed Asphaltic Macadam or re-gravelled only, was discussed.

Mr. H. Alers Hankey, supported by Rev. Wade, wished to record an objection to Macadam on aesthetic grounds.

It was decided to refer the subject back to the General Purposes Committee for re-consideration and report.

A vote of appreciation to Mr. Jooste for his interest and for making funds available for the re-surfacing, was passed.

HEAD MISTRESS'S
REPORT.

The Report was submitted.

TREASURER'S
REPORT.

The Report was submitted.

MISS. DARBYSHIRE.

A vote of condolence with Miss. Darbyshire on the loss of her brother was passed.

CONFIRMED.

R. B. Lane. JH
CHAIRMAN

..... 1948.

REPORT ON MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL
CLAREMONT, on WEDNESDAY, 4th AUGUST, 1948
AT 5. O. P.M.

PRESENT: Mr.W.Duncan Baxter - In the Chair.
Mr.G.D.Jooste.
Mrs.Grant.
Mr.H.E.Hockly.
Miss.H.C.McLean and Mr.Bertram Baker.

STAFF.

Sick Leave.

Miss.McLean asked the Committee for a ruling about the payment of salary to members of the Staff who are absent through illness. She wished to know whether length of service affected the question. It was decided to ask the authorities of certain other private Schools and also the Department of Education what they did in these cases.

Long Leave.

Miss.McLean also asked for a ruling on the subject of long leave which, by usage, might be requested by a teacher after serving five uninterrupted years. It was decided to ask the authorities of certain other private Schools and also the Department of Education what they do in these cases.

BATHING CUBICLES

For Swimming Bath. Mr. Baker reported that the plans had not yet been passed by the Municipality and that no acceptable Tender had been received.

GROUNDS.

Miss.McLean spoke of the bad state of the gravelled entrance drive. It was decided to obtain particulars as to the probable cost of re-surfacing, for consideration at the next Meeting.

INVENTORY.

Miss.McLean said that she thought it desirable to have an Inventory taken of the movable assets in and around the School. This was supported by the Secretary and it was decided to ask a firm of Auctioneers to compile an Inventory giving present day values.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL
CLAREMONT, on WEDNESDAY 1st SEPTEMBER, 1948
at 5.0. P.M.

PRESENT: Mr.W.Duncan Baxter - (In the Chair)
Mr.G.D.Jooste.
Miss.McLean and Mr.Bertram Baker.

STAFF

Sick Leave.

After considering the information obtained since the last Meeting it was decided to recommend to Council that the amount to be paid to Members of the Staff who are absent through illness be : -

For the first month of absence -Full Salary.
" " Second Month of absence -Half Salary.
and " " Third Month of absence -Half Salary.

Should the period of absence exceed three months the case is to be reconsidered.

Long Leave.

Miss.McLean reported that two Mistresses had requested long leave from April to September 1949 to visit England. They are:-

Miss. Lansdale - Appointed July 1940.
Miss. Stevenson- Appointed April 1943.

It was decided to recommend Council to grant in each case:-

Three months leave with Full Salary.
A further three months leave without Salary provided that:-

- (1) Substitutes can be obtained.
- (2) They return in time for the opening of the Fourth Term of 1949.
- (3) They clearly understand that they are expected to remain at the School for a full year after return from leave.

BATHING CUBICLES
For Swimming Bath

Miss.McLean reported that she had received a letter from the Architects telling her that they had got a Tender for £530, but that the Municipality had asked for the provision of roof gutters and floor channels. These extras would bring the final price to about £600. It was decided that the acceptance of this cannot be recommended to Council.

DONATION
G.D.JOOSTE TRUST

The Secretary reported that he had received from this Trust a cheque for £300. O. O. being an Annual Donation of £100 for the three years ended 31st December 1948. The Trustees wish that this sum be utilised for the purpose of effecting permanent improvements or additions to the Building.

GROUND

The Secretary reported that the Asphalt Paving & Contracting Co.(Pty) Ltd., had submitted an estimate
of/.....

of £428.10. 0. for surfacing the entrance drive and adjacent gravelled areas by the Premix Method. It was decided to recommend Council to have this work done and to sanction the application of the £300. recently donated by the G.D.Jooste Trust to this improvement.

Mr. Jooste generously offered to make up the difference from other sources.

REPAIRS &
RENEWALS

Sick Rooms.

Miss. McLean asked the Committee to reconsider the postponed redecoration of the Sick Rooms. It was decided that this item should take its place in a general survey to be made at the close of this Financial Year, of all maintenance work to be carried out during the coming year.

HEADMISTRESS'S REPORT : SEPTEMBER 1948.

STAFF.

MRS PIENNAAR was unable to return in July owing to ill health ; she is likely to be away for the rest of the year. After three weeks of doing her work myself I was able to appoint Mrs Shiffman to do most of it, the remainder I have kept.

MISS HEBDITCH sails for England on October 1st and returns to us in January. Miss Moir will do her Gymnastic work ; Mrs Gordon with the help of Miss Botha-Reid and Miss Walden-Smith will do the games. We are fortunate in these substitutes.

HEALTH.

The general Standard has been good, apart from a number of colds in the boarding house and among the day girls.

ADMISSION.

By re-arranging the furniture in the Junior Department, room has been made for two more boarders. These now number 54.
Mrs Stobie, so far has only two children boarding with her, with the promise of two more in October. The numbers of this half year are 247.

ACTIVITIES.

During the term all the Seniors were taken to 'Hamlet'; smaller parties have been to the rehearsal of Sir Thomas Beecham's second concert, the 'Barber of Seville', and the Symphony Concerts in the City Hall. Within the school the orchestra has combined with the Rondebosch Boy's Orchestra in this Hall ; Dr Gill has spoken and shown his films to the Natural History Club; Senator Brookes has spoken to the Sociological Club, and the VI Form are to visit Lever Brothers ; the Lower IV Form have visited Kirstenbosch ; the Guide Company has attended the annual Guide Service in the City Hall; members of the Sociological Club have given an afternoon's entertainment at the Princess Alice Homes ; four members of the VI Form will represent the School at the Citizenship Course to be held in the Michaelmas holidays.

The School is very busy with preparations for the Christmas Fair to be held on Saturday, November 13th, in aid of the School Extension Fund and U.N.A.C. £212-10-0 has been sent to U.N.A.C. in anticipation with the hope of being able to add to this , if, as we hope we reach our target of £2000.

EQUIPMENT.

We still await Walgate and Elsworth's directions for erecting the weather vane.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HERSCHEL SCHOOL, CLAREMONT

BARCLAY'S BANK BUILDINGS,
ADDERLEY STREET.

TELEPHONE 2-1729

P.O. BOX 1161

CAPE TOWN, September 3rd, 1948.

REPORT OF TREASURER

NUMBER OF SCHOLARS

	<u>First Term.</u>	<u>Second Term.</u>	<u>Third Term.</u>
Boarders.	52	52	53
Day Girls.	144	143	142
Kindergarten.	<u>43</u>	<u>46</u>	<u>50</u>
	<u>239</u>	<u>241</u>	<u>245</u>

NET FEES

First Term.	£4,409.
Second Term.	4,375.
Third Term.	4,474.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HERSCHEL SCHOOL, CLAREMONT

TELEPHONE 2-1729

P.O. BOX 1161

BARCLAY'S BANK BUILDINGS,
ADDERLEY STREET,

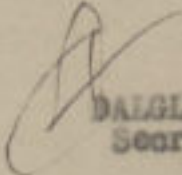
CAPE TOWN. 17th September, 1948.

A Special Meeting of the Council
will be held at the Church House, Queen Victoria Street,
at 4.0.P.M. on Friday the 24th September,
1948.

A G E N D A.

GROUND~~S~~.

To decide whether the Entrance Drive and adjacent
areas should be re-surfaced with pre-mixed Asphaltic
Macadam or re-gravelled only.


DALGLEISH & BAKER.
Secretaries & Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF A SPECIAL MEETING OF THE COUNCIL HELD AT THE
CHURCH HOUSE, QUEEN VICTORIA STREET, AT 4.P.M. ON
FRIDAY THE 24th SEPTEMBER, 1948.

PRESENT: Bishop Lavis - In the Chair.
Mr. W. Duncan Baxter.
Mr. G. D. Jooste.
Mr. A. A. S. Hankey.
Mr. G. H. Starck.
Mr. H. E. Hockly.
Mr. Bertram Baker.

Apologies for absence.

Miss. Darbyshire.
Rev. Eustace Wade.
Miss. McLean.

MINUTES The Minutes of the Quarterly Meeting of the Council held on 10th September 1948 were read by the Secretary and signed by the Chairman as a true record of the proceedings.

The decisions made at that Meeting were confirmed.

REPORTS OF
GENERAL
PURPOSES
COMMITTEE

The Report of the Special Meeting of the General Purposes Committee held on 15th September 1948 was read by the Secretary.

Arising out of this Report:-

GROUND

The question as to whether the re-surfacing of the Entrance Drive and adjacent areas should be done with Premix Asphaltic Macadam or re-gravelled only, was discussed.

The Chairman then put to the Meeting the Motion:-

That the Tender of the Asphalt Paving and Contracting Company (Pty) Ltd, dated 18th August 1948, of £428.10.0. for the re-surfacing by the Premix Method of the Entrance Drive and adjacent areas be accepted on the basis of the actual measurement being 1,698 square yards.

The Motion was carried by a show of hands; four of the members present being in favour and one against.

ANNUAL
GENERAL
MEETING

The recommendation of the General Purposes Committee, that the Quarterly Meeting of the Council and the Annual General Meeting of the Association be held at the Church House, Queen Victoria Street, at 4.p.m. on Thursday the 9th December 1948, was adopted.

CONFIRMED:

9. December, 1948...

CHAIRMAN...

J. L. Hankey

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REPORT OF SPECIAL MEETING OF THE GENERAL PURPOSES COMMITTEE HELD
AT HERSCHEL SCHOOL CLAREMONT, ON WEDNESDAY,
15th SEPTEMBER, 1948 at 5.30.P.M.

PRESENT: Mr.W.Duncan Baxter -In the Chair.
Mr.G.D.Jooste.
Mr.H.E.Hockly.
Miss.McLean and Mr.Bertram Baker.

GROUND.

The Chairman said that the Meeting had been called to re-consider the re-surfacing of the Entrance Drive and adjacent areas.

It was decided :-

- (a) To get a Tender for re-gravelling only.
- (b) To call a Special Meeting of the Council at the Church House, Queen Victoria Street, at 4.P.M. on Friday the 24th September 1948, to decide whether the re-surfacing should be done with Macadam or with gravel.

QUORUM.

It was decided to ask the Council at the Special Meeting called for 24th September 1948, to confirm the decisions of the Meeting of the Council held on 10th September 1948.

In terms of Clause 22 of the Articles of Association five Members present at any Meeting duly convened shall constitute a quorum with power to act. At the Meeting held on 10th September 1948 four Members only were present.

ANNUAL GENERAL MEETING.

It was decided to recommend to Council that the Quarterly Meeting of the Council and the Annual General Meeting be held at the Church House, Queen Victoria Street, at 4.P.M. on Thursday the 9th December 1948.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HERSCHEL SCHOOL, CLAREMONT

BARCLAY'S BANK BUILDINGS,
ADDERLEY STREET,

TELEPHONE 2-1729

P.O. BOX 1161

CAPE TOWN, November 24th, 1948.

The Quarterly Meeting of the Council
will be held at the Church House, Queen Victoria
Street, at 4. O. P.M. on Thursday the
9th December 1948.

A G E N D A

1. Minutes to be confirmed:-
Special
Extraordinary Meeting of Council - 24th September 1948.
2. Report of General Purposes Committee:-
Monthly Meeting - 1st December 1948.
3. Resignation of Miss. Darbyshire.
4. Report of Head Mistress.
5. Report of Treasurer.

DALGLEISH & BAKER.
Secretaries & Treasurers.

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET, AT 4. P.M. ON THURSDAY
9TH DECEMBER 1948.

PRESENT : Bishop Lavis - In the Chair.
Mr.W.Duncan Baxter.
Mr.H.E.Hockly.
Mr.G.H.Starck.
Mr.F.C.Robb.
Mr.G.D.Jooste.
Mr.Betram Baker and Miss.McLean.

Apologies for absence :

Prof. W.F.Grant.
Mr.A.Hone.
Mrs.Grant.
Mr.H.Alers Hankey.
Rev.Eustace Wade.

MINUTES.

The Minutes of the Special Meeting of the Council held on 24th September 1948, copies of which had been sent to members, were taken as read and were signed by the Chairman as a true record of the proceedings.

REPORT OF
GENERAL PURPOSES COMMITTEE.

The Report of the Monthly Meeting held on the 1st December 1948 was submitted.

Arising out of this Report :-

FOUNDERS
DAY

This was fixed for 18th February 1949. Bishop Lavis agreed to write to the Archbishop Elect.

FURNITURE &
EQUIPMENT.

The expenditure was approved.

GENERAL AND
PROPERTY
MAINTENANCE.

It was decided to give the General Purposes Committee power to act on the list to be prepared by Miss.McLean within limits approved by the Committee.

DONATION

The Secretary was instructed to thank the Executors of the Estate of the late W.F.Hirschorn, for the offer of the provisional allocation of £500 to the School.

LEAVE OF
ABSENCE.

Leave of absence to Mrs. Grant for six months from February 1949, was approved.

NIGHT WATCH-
MAN.

Miss. McLean gave details of the occurrence. She had not dismissed the watchman and sought the views of the Council. It was decided that the watchman should not be dismissed but warned and put on his mettle.

GIFT OF
PICTURE.

The Secretary was instructed to send a letter of thanks to Miss. Darbyshire.

- 2 -

UNEMPLOYMENT
INSURANCE
FUND.

Mr. Robb agreed to collaborate with the Secretary in the drafting of a letter to the Unemployment Insurance Commissioner.

RESIGNATIONS.

Miss. Darbyshire.

Miss. Darbyshire has resigned on medical grounds. The Meeting recorded its thanks to Miss. Darbyshire for her untiring work for the School and instructed the Secretary to write to her in these terms.

Mr. Hone.

Mr. Hone has resigned as he expects to be away from Cape Town during the greater part of 1949.

HEAD MISTRESS'S
REPORT.

The Report was submitted.

The Meeting congratulated Miss. McLean, the Staff and Pupils, on the excellent result of the Fete. The portion of the proceeds allocated to the Extension Fund (£825) will bring the Fund up to a figure of £2,079.

Miss. McLean's Report on the Age Range in the Boarding House was discussed.

The Meeting was in general sympathy with Miss. McLean's plea for more ground and separate Junior and Senior Schools. The General Purposes Committee was asked to keep the subject before its Meetings.

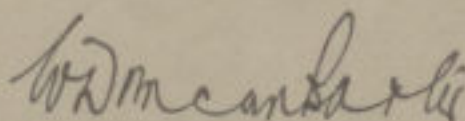
TREASURER'S
REPORT.

The Treasurer submitted the Report and audited Statements of Accounts for the year ended 30th September 1948 for presentation to, and adoption by, the Annual General Meeting of the Association.

BATHING CUBICLES.

Miss. McLean reported that a parent had offered to erect Cubicles at a cost which would not call for a Building Control Permit. Miss. McLean had the plans. The acceptance of the offer was approved and the General Purposes Committee authorised to act.

CONFIRMED.



11th March, 1949.

CHAIRMAN

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL CLAREMONT, ON WEDNESDAY 1ST
DECEMBER 1948, at 5. 0. P:M:

PRESENT: - Mr.Duncan Baxter -(In the Chair)
Mrs. Grant.
Mr.G.D.Jooste.
Miss.McLean and Mr.Bertram Baker.

Apology for absence :-

Mr. H.B.Hockly.

FOUNDER'S DAY.

It was decided to recommend to Council that :-

The date be 18th February 1949.

The Archbishop Elect of Cape Town
be asked to speak on the Day.

FURNITURE AND
EQUIPMENT.

Miss.McLean said that the following items are
needed :-

- 12 Desks for Teachers.
Price quoted.....£3.16. 3. each.
- 50 Dining Chairs.
Price Quoted..... 1.19. 6. each.
- 24 Desks for pupils.
Quotations awaited.
- 1 Weighing Machine.
Prices being obtained.

This expenditure was authorised.

GENERAL AND
PROPERTY MAIN-
TENANCE.

Miss.McLean was asked to list the anticipated
needs of the 1948/49 financial year for general upkeep,
replacements and additions. This will help the
committee to budget for outgo of this nature in rela-
tion to anticipated income after providing for
ordinary running expenses.

DONATION.

Miss.McLean read a letter from Syfret's Trust Co.
Ltd., informing her that the School has been provision-
ally allocated the sum of £500 by the Estate of the
late W.F.Hirschorn from a bequest for educational and
charitable institutions. The executors wish the money
to be used in such a way as to perpetuate the memory
of the late W.F.Hirschorn.

It was decided to ask Council for suggestions.

Mrs. Grant was given leave of absence for six
months from February 1949.

LEAVE OF
ABSENCE

NIGHT WATCH-
MAN.

Miss.McLean reported that recently, in the middle
of the/....

the night, a mistress occupying a bedroom on the upper floor of the School Building woke to find a man on the balcony at her open window. The man made his way to the ground, gained access to the Hall, and tore up the Bible there. The night watchman gave no alarm. The Police were called in to investigate.

GIFT OF
PICTURE.

Miss. McLean reported that Miss. Darbyshire had presented a picture to the School. It was a large water colour painting and would be most suitably hung in the Library. Miss. McLean was asked to arrange for this to be done.

UNEMPLOYMENT
INSURANCE
FUND.

The Secretary was instructed to ask the Unemployment Insurance Commissioner if he could grant some relief in respect of contributions to the Fund. In the past financial year, the contributions by the Council were £148. 0. 0. The Contributions by the employees were £128. 0. 0.

HEADMISTRESS'S REPORT: DECEMBER 1948.

STAFF.

MRS ALTING MEES leaves to take an appointment on a paper; Miss Craik, B.A. Ireland., retired Headmistress of D.S.G. Grahamstown takes her place.

MRS BICKELL died suddenly on November 24th; I think that Miss Craik will be able to do her work.

MISS KISCH retires and is returning to India; Miss Hodges, Manchester School of Art, will take her place.

MRS PIENHAAR is unable to return owing to the state of her health; so far I have not been able to replace her.

MISS SCHENK retires, needing more time at home; Miss Hodgson, who has been helping during the year will take over the work.

HEALTH

Except for a surprising number of operations for appendicitis, the health has been very good.

ADMISSION.

Mrs Stobie's numbers have increased and I think she will be full for 1949.
The numbers here are 251 for the end of 1948.

ACTIVITIES.

The main item has been the Peto and our Balance on November 30th was £1100 8s 4¹/₂d. of which £275 2s 1¹/₂d goes to U.N.A.C. and £825 6s 3¹/₂d to the Extension Fund.

Fourteen girls were confirmed at S. Saviours Church on November 1st and one at the Church of Christ the King on November 27th.

Mrs Slingsby's (Harsant) daughter, Janet Mary was christened in the Chapel on November 14th.

The school provides the Choir for the 11-15 Matins Service at S. Saviour's on the third Sunday in the month.

The Carol Service was held in the School Hall on December 7th.

During the term the VIth Form visited Steenbras and the filtration plant; the Vth Form visited the Museum and saw Macbeth; smaller parties have been to Bishop's Carol Service, Concerts in the City Hall, the ballet, the M.C.C. cricket at Newlands; and the School Orchestra joined with other schools in a Broadcast programme.

EQUIPMENT.

The cement tennis court is well on the way to completion.

Report on the Age Range in the Boarding House.

At the June Council Meeting, Mr Rob asked me to speak at the next meeting on the age range of boarders. At the September Meeting the numbers were so few that I was asked to circularise my views.

At present we have an age range from 8 to 18 and with 54 boarders, there are too few at each stage. I do not think it advisable to mix children below Standard VI with those in it and above. The average age of Standard VI is 12.

Children from 7 to 12 need very different treatment to those older than this; the type of discipline is different, bed times vary, meals need to be earlier and the type of matron needed to look after them is different. The Juniors need much supervision at bed time over washing, dressing and such like. The Seniors need someone on the nursing side who can attend to their ailments but leave them more responsibility. At present they are losing much of the self-government they should be exercising. Our numbers do not allow of both kinds of matron and the Juniors must have the attention.

The Juniors run the risk of being looked on as "sweet little things" and remain little girls too long. In a separate house at 11 they would be the seniors, with responsibility suitable to their age. Their energies would be guided into useful channels instead of wasted in general naughtiness because nothing is expected of them for too long. They would learn to live together and the art of giving and accepting between older and younger. As well they learn earlier that throughout life one reaches the top only to begin again.

All this applies not only to the Boarding House but as well, or even more so, to the whole school. As it is, a child may enter the Kindergarten and continue to enter the same buildings for 12 years. It is too long.

The Kindergarten should be a separate department having its own Head, as it has, but as well having its own building. Standards I to V should have a similar arrangement with someone trained and experienced being responsible for the organisation and general arrangements. Standards VI to X would then form the Senior School.

I would urge the Council to consider this and not lose the opportunity of securing the last available land where these junior departments could be established and where the Senior playing fields could be enlarged. Herschel would then be outstanding in position and in opportunities for training the children for adult life. Alternatively I see other schools being established to meet the growing demand.

Lastly I would make a suggestion for your consideration and for the good of Herschel, spoken impersonally; would it not be better, with the present trend in Public affairs, to have someone at the Head who claims South African nationality and has the Training Certificates demanded by the Education Department, as soon as conveniently arrangeable, rather than to wait until pressure may be brought to bear and one's stronghold lost?

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HERSCHEL SCHOOL, CLAREMONT

BARCLAY'S BANK BUILDINGS.

ADDERLEY STREET.

TELEPHONE 2-1729

P.O. BOX 1161

CAPE TOWN. November 24th, 1948.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at the Church House, Cape Town, on Thursday, 9th December 1948, at 4. 15. P.M. for the following purposes:-

1. Transacting the business of the Association.
2. Receiving the return of the Members elected to fill vacancies on the Council.
3. Electing auditors, and fixing the remuneration.
4. Receiving the report from the Council on the past year's transactions and Accounts.
5. Receiving the accounts for the past year with the Auditor's report thereon.
6. Discussing questions incidental to the Association and its members.

DALGLEISH & BAKER,
Secretaries.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE
ENGLISH CHURCH SCHOOLS ASSOCIATION (INC) HELD
AT THE CHURCH HOUSE, CAPE TOWN, ON THURSDAY
9TH DECEMBER, 1948 AT 4.15. P.M.

PRESENT : Bishop Lavis - In the Chair.
Mr. W. Duncan Baxter.
Mr. G. H. Starck.
Mr. F. C. Robb.
Mr. H. E. Hockly.
Mr. G. D. Jooste.
Mr. Bertram Baker & Miss. McLean.

Apologies for absence :-

Prof. W. F. Grant.
Mr. A. Hone.
Mrs. Grant.
Mr. H. Alers Hankey.
Rev. Eustace Wade.

NOTICE OF MEETING. The Notice convening the Meeting was submitted.

REPORT AND
ACCOUNTS.

The Report of the Council and the Statement of Revenue and Expenditure for the year ended 30th September 1948, and Balance Sheet at that date, together with the Auditors' Report, were submitted.

On the motion of Mr. Duncan Baxter, seconded by Mr. G. D. Jooste, it was resolved :-

That the Balance Sheet and Accounts at 30th September 1948 be adopted.

This was carried unanimously.

COUNCIL.

On the motion of Mr. Duncan Baxter, seconded by Mr. G. H. Starck, it was resolved :-

That Mr. H. E. Hockly and Mr. G. D. Jooste, nominated by the Members, be re-elected.

That Mrs. Forsyth and Mr. Bertram Baker, nominated by the Members, be elected to fill the two vacancies.

This was carried unanimously.

The Acting Chairman informed the Meeting:-

That Mr. H. Alers Hankey, selected by the Archbishop, had again been selected and re-appointed.

That Mrs. Brock had been selected and appointed to fill one of the vacancies.

There are now three vacancies in the Council, all for selection and appointment by the Archbishop.

AUDITORS.

On the motion of Mr. F. C. Robb, seconded by

Mr./.....

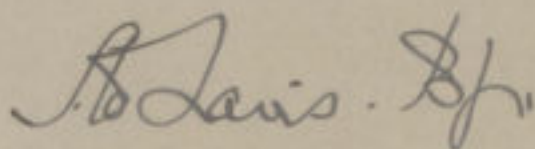
- 2 -

Mr. Hockly, it was resolved :-

That the remuneration of the Auditors,
Messrs. E.R. Syfret & Company, Chartered
Accountants, (S.A.) for the past year
be fixed at fifty guineas.

There being no further business the Meeting
concluded.

A true record of the proceedings.

A handwritten signature in dark ink, appearing to read "A. Davis". The signature is fluid and cursive, with a large initial "A" and a stylized "Davis".

20th December, 1948.

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REPORT of the Council to be presented at the ANNUAL MEETING to be held on Thursday, 9th December 1948

The Revenue and Expenditure Account for the year ended 30th September 1948 and the Balance Sheet at that date, certified by the Auditors, are submitted with this Report.

REVENUE AND EXPENDITURE ACCOUNT

The Account shows a Surplus of £1,036. 16. 5; an improvement of £426. 2. 10. when compared with last year.

The variations are given below :-

	<u>Favourable Variations</u>	<u>Unfavourable Variations</u>
REVENUE.		
Tuition and Board.	1,406	
Extra Subjects.	333	
Registration Fees.	12	
Sundry.	12	
EXPENDITURE.		
Salaries.		830
Provisions.	207	
Wages, Domestic Charges, Sports Requisites, Property Charges.		772
Administration.	75	
Contributions.		42
Insurance.		18
Depreciation.	43	
	2,088	1,662
	1,662	
Comparative Improvement.	£ 426	

In considering these variations it is necessary to note that a revised and fuller analysis of items of Revenue and Expenditure has been made in 1948. Thus comparisons with 1947, item for item, are not possible in all cases. This mainly affects :-

SALARIES.

In 1948 these are divided as to Permanent Staff and Coaching and Special Fees, but the totals only can be compared as there was no separation in 1947 of the relatively constant Permanent Staff Salaries from the variable Coaching and Special Fees.

WAGES, DOMESTIC CHARGES, SPORTS REQUISITES AND
PROPERTY CHARGES.

The grouped totals only can be compared. The 1948 figures include £837. spent on exterior re-decoration and repairs to the School Buildings. They also include all minor replacements of Linen, Curtains, Cutlery, Crockery, Glassware

which/.....

which in the past had been added to Capital.

BALANCE SHEET

A comparison of the 1948 Balance Sheet with that of 1947 accounts for the Surplus for 1948 as follows :-

CASH AND DEBTORS have increased by		1,461
STOCK has decreased by	163	
CREDITORS have increased by	<u>297</u>	<u>460</u>
Increase in Liquid Assets.		1,001
ADDITIONS TO ASSETS were:-		
Lighting Installation.	449	
Hot Water Installation.	66	
Furniture.	<u>39</u>	
	554	
Depreciation written off.	<u>518</u>	<u>36</u>
SURPLUS for Year.		<u><u>1,037</u></u>

PUPILS

A comparison of the number of pupils attending the School shows :-

	Average 1947 <u>Fin. Yr.</u>	Average 1948 <u>Fin. Yr.</u>	Fourth Term <u>1948</u>
Boarders.	52	52	54
Day Girls.	140	143	145
Kindergarten.	<u>48</u>	<u>48</u>	<u>51</u>
	<u>240</u>	<u>243</u>	<u>250</u>

COUNCIL

Mr.H.Alers Hankey and Mr.A.Hone, selected by the Archbishop, retire but are eligible for re-selection and re-appointment by the Archbishop.

Mr.H.E.Hockly and Mr.G.D.Jooste, elected by Members, retire but are eligible for re-nomination and re-election by Members.

A letter of resignation has been received from Miss.Darbyshire, selected by the Archbishop.

There are five vacancies on the Council, three to be selected by the Archbishop and two to be nominated by Members.

AUDITORS

It will be necessary to fix the remuneration for

the/.....

the Auditors for the past year.

T. H. Larr. Jr.
CHAIRMAN. 9.xii.48

Debraj Maiti
SECRETARY. 9.xii.48

November 24th, 1948.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 30TH SEPTEMBER 1948

LIABILITIES

ASSETS

NOMINAL CAPITAL.

10,000 Shares of 1/- each. 500. 0. 0.

ISSUED CAPITAL.

5,142 Shares of 1/- each,
fully paid. 257. 2. 0.

MORTGAGE CREDITOR.

South African Mutual Life
Assurance Society.

Balance of First and Second
Bonds. 2,000. 0. 0.
Balance of Third Bond. 12,927. 11. 9.

Interest Accrued. 14,927. 11. 9.
149. 5. 6. 15,076. 17. 3.

Secured on Land and Buildings
known as Herschel School, per
Contra.

SUNDRY CREDITORS AND CREDIT BALANCES. 1,239. 7. 11.

EXTENSION TRUST FUND. 1,254. 10. 0.

ENDOWMENT ACCOUNT. 24,225. 15. 3.

REVENUE AND EXPENDITURE ACCOUNT.

Balance at 30th September 1947. 21,069. 0. 11.
Surplus for Year Ended 30th
September 1948. 1,036. 16. 5. 22,105. 17. 4.

£ 64,159.. 9. 9.

CHAIRMAN.

TREASURER. *Doyle M. W.*
Chartered Accountants (S.A.)

LAND AND BUILDINGS, at Cost.
Herschel School-Claremont.

At 30th September 1947. 54,319.11. 4.
Subject to Mortgages
per contra.

Staff Residence -Claremont. 1,483. 6. 0. 55,802.17. 4.

BATHING BOX - St.James.

At 30th September 1947. 14. 0. 0.
Less Depreciation. 4. 0. 0. 10. 0. 0.

FURNITURE AND EQUIPMENT.

At 30th September 1947. 1,820. 0. 0.
Additions during year. 554. 0. 6.

Less Depreciation. 2,374. 0. 6.
294. 0. 6. 2,080. 0. 0.

PIANOS.

At 30th September 1947. 480. 0. 0.
Less Depreciation. 60. 0. 0. 420. 0. 0.

LINEN AND CURTAINS.

At 30th September 1947. 370. 0. 0.
Less Depreciation. 70. 0. 0. 300. 0. 0.

CUTLERY, CROCKERY, GLASSWARE
AND KITCHEN UTENSILS.

At 30th September 1947. 300. 0. 0.
Less Depreciation. 90. 0. 0. 210. 0. 0.

STOCK ON HAND. 649. 6. 6.

SUNDRY DEBTORS AND DEBIT BALANCES. 1,197.13.10.

CASH.

At Bank. 2,218. 8. 3.
On Hand. 16.13.10. 2,235. 2. 1.

EXTENSION TRUST FUND INVESTMENT.

Fixed Deposit with South African
Permanent Mutual Building and
Investment Society. 1,254.10. 0.

£ 64,159. 9. 9.

We have to report that we have examined the above Balance Sheet with the Books, Vouchers and Accounts of the Association and have obtained all the information and explanations we have required. We have satisfied ourselves that the Securities are in existence and that the Association has kept proper books and records. In our opinion such Balance Sheet is properly drawn up so as to exhibit a true and correct view of the state of the Association's affairs at the date thereof according to the best of our information and the explanations given to us and as shown by the Books.

CAPE TOWN, November 24th, 1948.

E. R. Syfuit. Co
CHARTERED ACCOUNTANTS. (S.A.)
Auditors.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 1948

To SALARIES of Teaching Staff.

Permanent Staff.	8,115.16. 6.	
Coaching and Special fees.	<u>1,904.18. 5.</u>	10,020.14.11.

" WAGES of Domestic Staff and Garden Boys.

1,646. 7. 6.

" PROVISIONS.

Bread.	370. 1. 1.	
Butter.	144.11.11.	
Fish, Fruit, Vegetables, eggs, etc.	1,027.13. 8.	
Groceries.	838.13. 8.	
Meat.	853. 4. 3.	
Milk.	<u>464. 4. 1.</u>	3,698. 8. 8.

" DOMESTIC CHARGES.

Electricity, Gas and Coal.	400. 0. 9.	
General Maintenance.	425. 3. 5.	
Laundry - less Refunds.	59. 7. 6.	
Miscellaneous Supplies.	157.11. 4.	
Water.	<u>153.16. 0.</u>	1,195.19. 0.

" SPORTS REQUISITES.

49.11. 9.

" PROPERTY CHARGES.

Grounds.	59.14. 6.	
Maintenance.	1,126. 1. 0.	
Rates and Specific Services.	51.16. 1.	
Rent - Bathing Box.	10. 0. 0.	
Water - Swimming Bath.	<u>36.15. 7.</u>	1,284. 7. 2.

" ADMINISTRATION.

Advertising.	15.19. 9.	
Audit Fees.	52.10. 0.	
Bank Charges.	17. 6. 2.	
Miscellaneous.	157. 6. 8.	
Postages and Telegrams.	83.12. 5.	
Printing and Stationery.	174.17. 7.	
Secretarial Fee.	350. 0. 0.	
Telephone.	<u>62.15. 7.</u>	914. 8. 2.

" CONTRIBUTIONS.

Retiral Fund.	371.19. 5.	
Unemployment Insurance Fund.	148. 0. 5.	
Pension.	<u>60. 0. 0.</u>	579.19.10.

By FEES.

Tuition and Board.	17,668. 8. 0.	
Extra Subjects, Music, etc.	<u>3,180.16. 3.</u>	20,849. 4. 3.

" REGISTRATION FEES.

101.18. 6.

" SUNDRY REVENUE.

714.10. 9.

Carried Forward. £ 19,389.17. 0.

2.R.S. 6

Carried Forward. £ 21,665.13. 6.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 1948

Brought forward	19,389. 17. 0.	Brought forward.	21,665. 13. 6.
To INSURANCE.	123. 17. 7.		
" INTEREST on Bonds.	597. 2. 0.		
" DEPRECIATION.	518. 0. 6.		
" BALANCE, being Surplus for Year.	1,036. 16. 5.		
	<u>£ 21,665. 13. 6.</u>		<u>£ 21,665. 13. 6.</u>

We have to report that to the best of our knowledge and belief and on the information supplied to us the above Account reflects a true statement of the Revenue and Expenditure of the Association for the year ended 30th September 1948.

CAPE TOWN,

November 24th, 1948.

E.R. Syfuit ole
CHARTERED ACCOUNTANTS. (S.A.)
Auditors.

