

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

MINUTES OF COUNCIL MEETINGS IN
1949

with Reports of
GENERAL PURPOSES COMMITTEE

and

MINUTES OF ANNUAL GENERAL MEETING
1949

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

BARCLAY'S BANK BUILDINGS,

ADDERLEY STREET,

CAPE TOWN. 4th March, 1949.

The Quarterly Meeting of the Council will be held at the Church House, Queen Victoria Street, Cape Town, at 4. O. P.M. on Friday, 11th March 1949.

A G E N D A.

1. Election of Chairman.
2. Appointment of Sub-Committee.
3. Minutes to be confirmed :-

Quarterly Meeting of Council - 9th December 1948.

4. Reports of General Purposes Committee :-

Monthly Meeting - 9th February 1949.

Monthly Meeting - 2nd March 1949.

5. Retiral Fund.

Balance Sheet at 31st December 1948.

6. Report of Head Mistress.
7. Report of Treasurer.
8. Letter from Miss. Darbyshire.

DAIGLEISH & BAKER
Secretaries & Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT
THE CHURCH HOUSE, QUEEN VICTORIA STREET, CAPE
TOWN, ON FRIDAY 11TH MARCH, 1949, AT 4-0 P.M.

PRESENT: Bishop Lavis,
Mr. W. Duncan Baxter, Mr. Alers Hankey,
Mr. H. E. Hockly, Mr. G. D. Jooste,
Mr. F. C. Robb, Mr. G. H. Starck,
Rev. Eustace Wade,
Mrs. J. T. Brock, Mrs. R. Lane Forsyth
Mr. Bertram Baker and Miss H. C. McLean.

Apologies for absence:

His Grace The Archbishop,
Professor W. F. Grant.

Mr. Duncan Baxter was elected by those present to
take the Chair.

CHAIRMAN

Election in terms
of Article 24

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

That His Grace the Archbishop of
Cape Town be elected Chairman to
hold Office and preside at all
Meetings during the year.

This was carried unanimously.

SUB COMMITTEE

Appointment in terms
of Article 21

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

- a. That the Sub Committee shall consist
of Seven Members.
- b. That the following Members be appointed
to the Sub Committee :-

Mr. W. Duncan Baxter,
Mrs. J. T. Brock, Mrs. R. Lane Forsyth
Mrs. P. G. Grant, Mr. H. E. Hockly.
Mr. G. D. Jooste, Mr. F. C. Robb.

This was carried unanimously.

MINUTES

The Minutes of the Quarterly Meeting of the
Council held on 9th December 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 pro-
ceedings.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of the following Meetings were
submitted :-

Monthly Meeting - 9th February 1949
Monthly Meeting - 2nd March 1949

Arising out of these Reports:

STAFF - Matron

The recommendation of the General Purposes
Committee .../

Committee to raise the basic salary of Miss Thorn from £156 a year to £168 a year, was approved; the increase to take effect from 1st April 1949.

ASSOCIATED CHURCH
SCHOOLS

Mr. Robb spoke briefly on the Teachers' Registration Bill and on the measures associated with it.

It was reported that a letter had been sent to the Secretary of the Standing Committee of the Associated Church Schools in terms of the Report of the Committee.

The steps taken by the Committee were approved and the matter left in their hands.

SCHOOL FEES REFUND
SCHEME

The decision of the General Purposes Committee was approved.

CHURCH DUES

The payment of £20 to St. Saviour's Church, Claremont, for Church Dues to the end of 1948, was approved.

DONATION - H.P.
Beck

The gift by Mr. Beck of a £50 Share in the South African Permanent Mutual Building and Investment Society for establishing an Annual Prize to be known as the Sonia Beck Memorial Prize was gratefully accepted.

It was resolved:

That Bertram Baker and R. S. Donald practising as 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 Account standing in the name of -

English Church Schools Association (Incd.)
Sonia Beck Memorial Prize

in the books of the South African Permanent Mutual Building and Investment Society, and that this authority shall remain in force until receipt by the Society of a Resolution notifying any change of the said officials.

The Secretary was instructed to write a letter of acceptance and thanks to Mr. Beck.

RETIRAL FUND

The Income and Expenditure Account for the year ended 31st December 1948 and Balance Sheet at that date, were presented in terms of Rule 14 of the Fund.

REPORT OF HEADMISTRESS The Report was submitted.

TREASURERS' REPORT The Report was submitted.

MISS DARBYSHIRE The Secretary read a letter written by Miss Darbyshire to Mr. Duncan Baxter in reply to a formal letter of thanks sent to her in the name of the Council on her resignation.

CONFIRMED

Thos. C. Baker
CHAIRMAN.

DATE 10. vi. 49.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

REPORT OF THE MEETING OF GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, 9th
FEBRUARY 1949.

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

ASSOCIATED
SCHOOLS.

Miss. McLean said that she had received a letter from the Secretary of the Standing Committee of the Associated Church Schools about suggested amendments to parts of the Teachers' Bill, now in draft.

Mr. Duncan Baxter and Mr. Hockly undertook to study this.

SCHOOL FEES
REFUND
SCHEME.

Miss. McLean said that she had received a Prospectus issued by Holmwoods Back & Manson S.A.(Pty) Limited.

Mr.Duncan Baxter and Mr.Hockly again undertook to study this.

CHURCH DUES.

Miss. McLean said that Mr. Gurney had appealed to her for the payment, by the School, of Church Dues to St. Saviour's Church. Mr. Gurney stated that no Dues had been paid since 1946.

It was agreed that a sum of £20. should be paid to cover the year 1948 and any arrears.

STAFF.

Matron.

Miss. McLean asked the Committee to consider raising the basic salary of Miss.Thorn from £156 a year to £168 a year; an increase of £1. a month.

Miss.Thorn completes 5 years^{Service} on 15th March 1949.

The Committee recommends Council to grant this increase in the case of Miss.Thorn. A newcomer to the post would be offered a salary of £156 a year only.

GUIDERS
MEETING.

Miss.McLean read a letter of thanks from the Deputy Chief Commissioner of the Girl Guides Association for the use of the School for the Guiders Training Week in January 1949.

DONATION.

Miss.McLean read a letter from Mr.H.P.Beck saying that he wished to perpetuate the memory of his late daughter, Sonia Beck, a pupil at Herschel for many years, by establishing an Annual Prize to be known as the Sonia Beck Memorial Prize. Mr. Beck said that he had instructed the S.A.Permanent Mutual Building and Investment Society to issue a Share in the Society for the value of £50. for this purpose.

Mr. Beck requests the formal acceptance by the Council of this Prize.

GENERAL AND
PROPERTY
MAINTENANCE.

Miss. McLean reported that the list of anticipated needs of the 1948/49 financial year for general upkeep, replacements and additions was being prepared.

It was decided that a special Meeting of the Committee should be called to deal with this.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, THE 2ND
MARCH 1949.

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

Mr.F.C.Robb attended by invitation.

Apologies for absence.

Mr.G.D.Jooste.

ASSOCIATED
CHURCH SCHOOLS.

Mr. Robb spoke from his knowledge of the Teachers' Registration Bill.

After discussion it was decided that, although the School would prefer to maintain its freedom and independence, it should co-operate with the other Conference Schools in the way that the Standing Committee of the Associated Church Schools suggests and that the School's name be added to the list of Schools for which the Standing Committee holds a watching brief.

SCHOOL FEES
REFUND SCHEME.

Mr. Robb said that he had no knowledge of the particular scheme set out in the Prospectus issued by Holmwoods & Back & Manson S.A. (Proprietary) Limited.

After discussion it was decided that the adoption of this scheme was not justified by past experience.

CHURCH DUES.

Miss.McLean explained that the subject of Church Dues had arisen at her instance.

It was decided that the payment of £20 approved at the Meeting on 9th February 1949, should cover Church Dues to the end of 1948, leaving Dues for 1949 to be considered separately.

CONTRIBUTION.

Miss.McLean said that she had received certain papers from the S.A.Permanent Mutual Building & Investment Society concerning the issue of a £50 Share for establishing the Sonia Beck Memorial Prize.

It was decided to ask Council to pass any necessary resolution at its next Meeting.

GENERAL AND
PROPERTY
MAINTENANCE.

It was decided to call a Special Meeting of the Committee for Wednesday 16th March, 1949.

LIABILITIES

ADVANCE from the English Church Schools Association (Incorporated)	50. 0. 0.
AMOUNTS STANDING TO THE CREDIT OF TEACHERS' ACCOUNTS.	2,830.16. 4.
RESERVE FUND.	
Balance at 1st January 1948.	368. 4. 7.
Add:-Amounts credited in terms of Rule 6 (b)	<u>210.13.11.</u> 578.18. 6.
Add:-Surplus transferred from Income and Expenditure Account.	<u>47.16. 9.</u> 626.15. 3.
Less: Bonus Allocations in terms of Rule 6.	<u>491. 6. 0.</u> 135. 9. 3.

CHAIRMAN.

TREASURERS.

Chartered Accountants. (S.A.)

£3016. 5. 7.ASSETS

INVESTMENTS - At Cost.

1,000 Grosvenor Consolidated Investments Limited 5½% Cumulative Preference Shares of £1. each.	1,000. 0. 0.
400 Anglo-Transvaal Indus- tries Limited 5½% Cumu- lative 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.	<u>457. 5. 3.</u> 1,958.13. 0.
(Market Value-£1,830)	
CASH ON FIXED DEPOSIT with South African Permanent Mutual Build- ing and Investment Society.	1,007.18. 0.
CASH at Barclays Bank (D.C. & O).	<u>49.14. 7.</u>
	<u>£3,016. 5. 7.</u>

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 the affairs of the Retiral Fund at the date thereof as shown by the Books.

CAPE TOWN,
February 21st, 1949.

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

EXPENDITUREINCOME

To INTEREST credited to
Teachers' Accounts. 56.19. 9.

" ADMINISTRATIVE EXPENSES.

Bank Charges. 1. 6.

" SURPLUS carried to Reserve
Fund. 47.16. 9.

£ 104.18. 0.

By INCOME from Investments.

104. 18. 0.

£ 104. 18. 0.

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 1948.

CAPE TOWN

February 14th, 1949.

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

HEADMISTRESS' REPORT: MARCH 1949.

STAFF.

Mrs Shiffman and I have continued to do Mrs Pienaar's work for this term. Miss Clark, B.A. (Dublin) will come as a full-time member of staff for this work in April.

Miss Duthie leaves at the end of the term to be married. So far she has not been replaced.

Miss Lansdale takes six months leave from April to October. Her original substitute has just indicated that she is now unable to come as arranged.

Miss Stevenson takes six months leave from April to October. Her piano pupils will be taken by Mrs Reddick, L.R.A.M. and her 'cello ones by Miss Elphick of the Capetown Municipal Orchestra.

Miss Hebditch returned from England for the beginning of this term.

HEALTH.

This is good, but we are avoiding using swimming-baths, other than our own.

ADMISSION.

Numbers for this term are 254, of which 53 are in the boarding house and 10 with Mrs Stobie.

ACTIVITIES.

Club work has continued, members from the various groups have been to see wine making at Paarl, to the debate on the S.W.A. Bill in the House, to the Municipal Concert conducted by Albert Coates. The Prefects attended the Enthronement of the Archbishop.

EQUIPMENT.

The Cement Tennis Court is finished and always in demand; the drive is completed and is a great improvement on the old surface; Tables for staff in all classrooms are in use and much appreciated; the weather vane is still waiting to be erected.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

11th March, 1949.

REPORT OF TREASURER

NUMBER OF SCHOLARS

	<u>First Term 1949.</u>	<u>Fourth Term 1948.</u>	<u>Average 1948 Fin. Year.</u>
Boarders.	53	54	52
Day Girls.	149	145	143
Kindergarten.	<u>52</u>	<u>51</u>	<u>48</u>
	<u>254</u>	<u>250</u>	<u>243</u>

NET FEES

FIRST TERM	1949	-	£4,566.
FOURTH TERM	1948	-	£4,561.

TEL. 7-3689

Read this
or Henry
of course

at Heaton
St. George's Rd.
Newlands.
BISHOPSCOURT,
CLAREMONT,
CAPE,
S. AFRICA.

Jan. 13th 1949.

Dear Mr. Duncan Baxter

Many thanks indeed for your kind
letter, it always gave me much pleasure to do
anything for Handel School. You have had such
amazing Headmistresses that it made any work
a pleasure, I am quite sure this will continue.
I am so glad you are willing that the picture
may be hung in memory of my brother.

With warmest greetings to all members of
Council & hoping you will have a successful
founders day Believe me

Yours sincerely

Beatrice T. Daphne

3rd June, 1949.

The Quarterly Meeting of the Council will
be held at the Church House, Queen Victoria Street,
at 4 p.m. on Friday 10th June, 1949.

A G E N D A.

- (1) Minutes to be confirmed.

Quarterly Meeting of Council - 11th March, 1949.

- (2) Reports of General Purposes
Committee :-

Special Meeting.	- 16th March, 1949.
Monthly Meeting.	- 4th May, 1949.
Monthly Meeting.	- 1st June, 1949.

- (3) Leave of Absence.

Members of Council.

- (4) Report of Headmistress.

- (5) Report of Treasurer.

DAIGLEISH & BAKER.

Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET, AT 4 P.M. ON FRIDAY
10TH JUNE, 1949.

PRESENT : His Grace the Archbishop - in the Chair.
Mr. W. Duncan Baxter, Mr. H.E. Hockly,
Mr. G. H. Starck, Prof. W.F. Grant,
Rev. Eustace Wade,
Mr. G. D. Jooste, Mr. F. C. Robb,
Mrs. J. F. Brock, Mrs. R. Lane Forsyth.
Mr. Bertram Baker and Miss McLean.

MINUTES

The Minutes of the Quarterly Meeting of the Council held on 11th March, 1949, 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.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of the following Meetings were submitted :-

SPECIAL MEETING - 16th March, 1949.

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

That the Report of the Special Meeting of the General Purposes Committee held on 16th March, 1949, be adopted.

Carried unanimously.

MONTHLY MEETING - 4th May, 1949.

BURSAR

Miss McLean said that Miss Goodacre should be back on duty by July 12th.

HEADMISTRESS

Miss McLean retired from the Meeting.

The recommendation of the General Purposes Committee to increase the salary of Miss McLean was discussed.

On the motion of Mr. Duncan Baxter, seconded by Mrs. J. F. Brock, it was resolved :-

To increase the basic salary of Miss McLean from £600. a year to £720. a year ; the increase to take effect from 1st May, 1949.

Carried unanimously.

Mr. Duncan Baxter said that Miss McLean had raised the question of leave and that the Committee had asked him to discuss this privately with Miss McLean.

Mr. Duncan Baxter said that Miss McLean wished to go overseas next year for family reasons.

On the motion of Mr. F. C. Robb, seconded by Rev. Eustace Wade, it was resolved :-

/That...

- 2 -

That Miss McLean be granted special leave for one term in 1950 ; the financial and other conditions to be decided and communicated to her later.

Carried unanimously.

Miss McLean then returned to the Meeting.

MONTHLY MEETING - 1st June, 1949.

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

That the Report of the Monthly Meeting of the General Purposes Committee held on 1st June, 1949, be adopted.

Carried unanimously.

LEAVE OF ABSENCE

Leave of Absence was granted as follows :-

To Bishop Lavis from May 13th to November 30th, 1949.

To Mr. Duncan Baxter from June 24th to October 24th, 1949.

To Mr. Alers Hankey from June 1st to August 31st, 1949.

REPORT OF HEADMISTRESS

The Report was submitted.

SICK BAY

Miss McLean stressed the urgent need of proper accommodation.

The General Purposes Committee was directed to go into the subject at once and, if thought desirable, to call a Special Meeting of the Council.

REPORT OF TREASURER

The Report was submitted.

The Chairman asked the Headmistress and the Treasurer to fix a common basis for the classification of pupils attending the school.

DATE Sept. 9 1949

CONFIRMED

Heath C. C.

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF THE SPECIAL MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL, CLAREMONT, ON
WEDNESDAY, THE 16TH MARCH, 1949.

PRESENT : Mr. W. Duncan Baxter.
Mrs. J. T. Brock.
Mrs. R. Lane Forsyth.
Mr. H. E. Hockly.
Mr. G. D. Jooste.
Mr. F. C. Robb.
Miss. McLean and Mr. Bertram Baker.

CHAIRMAN.

As this was the first Meeting of the Sub-committee appointed by the Council at its Meeting on 11th March, 1949, nominations for a member to be elected as Chairman were called for.

Mr. Duncan Baxter was unanimously elected by the members present.

OBJECT OF MEETING.

The Chairman said that the Meeting was called to consider a list of the anticipated needs of the 1948/49 Financial Year for general up-keep, replacements and additions.

PRESENTATION OF LIST.

Miss McLean submitted a list of sixteen items.

After discussion and inspection it was decided :

A. TO APPROVE THE PUTTING IN HAND OF THE FOLLOWING WORK :-

(1) BATHROOM WING.

Painting, making good flooring,
etc.

Estimated Cost £ 300.

NOTE. Tenders to be called from :-

Youds Maintenance and Construction
Company.

Weir & Company (Proprietary) Ltd.
F. W. Hoare & Company.

(2) SICK BAY.

Painting, etc.

Estimated Cost £ 100.

(3) PARTITIONS BUILT UP IN CLASSROOMS.

Replace sliding partitions by permanent walls of sound-proof material.

Estimated Cost £ 75.

NOTE. Ask S.A.B.C. for information.

B. TO APPROVE THE ACQUISITION OF :-

(4) SEWING MACHINES.

Three machines for Domestic Science
Department.

Estimated Cost £ 40.

C/FWD:- £ 515.

/(5)....

(5) STUDIO EQUIPMENT.

Chairs and tables. Black-out material for epidiascope projections.

Estimated Cost £ 100.
£ 515.

C. TO SUSPEND - PENDING FURTHER INFORMATION:-

(6) HEATING IN CLASSROOMS.

Improved and safer means.

D. TO HOLD OVER :-

(7) ENTRANCES.

The possible use of the provisional allocation of £500 from Estate Late W.F. Hirschorn, if granted, was noted.

(8) AIRING ROOM.

On grounds of cost of building work involved in extending present airing space.

(9) HIGH DIVING STAND.

On grounds of cost and possible application of Building Control measures.

(10) GYMNASIUM FORMS.

On grounds of anticipated cost.

(11) FRONT CORRIDORS AND STAIRS.

On grounds of cost.

(12) COVERS FOR DRAWING ROOM.

On grounds of cost.

E. TO CLASSIFY AS UPKEEP AND REPLACEMENTS OF A NORMAL RECURRING NATURE :-

(13) CROCKERY.

It was, however, agreed :-

That the acquisition of a stock of crockery direct from the maker, of uniform design, is to be preferred to the filling of gaps by odd purchases.

That the cost of buying a specially ordered stock be obtained.

(14) LINEN.

It was agreed that this should be bought as and when needed and the subject was left in the hands of Miss. McLean.

(15) REPAIRS TO PIANO.

It was agreed that these have to be done.

(16) WIRE NETTING ROUND TENNIS COURTS.

It was agreed that the netting must be replaced.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD
AT HERSHEL SCHOOL, CLAREMONT, ON WEDNESDAY 4TH MAY,
1949, AT 5 P.M.

PRESENT : Mr. W. Duncan Baxter - in the Chair.
Mrs. J. T. Brock.
Mrs. R. Lane Forsyth.
Mr. G. D. Jooste.
Mr. F. C. Robb.
Miss. McLean and Mr. Bertram Baker.

FEES. Miss. McLean said that where two sisters attended the School, the parents were getting an allowance of ten per cent. on the fees of both girls although the School Prospectus says :-
"A reduction of 10 per cent. is made on Fees of"
"any girl who has an elder sister in the School."
"(This does not apply to day scholars in the Kinder-"
"garten or in the Lower First Form.)"

Mr. Baker confirmed this and reported that he had already sent out the accounts for fees for the second Term of 1949 in strict conformity with the Prospectus.

BURSAR. It was reported that Miss. Goodacre has been ill since the end of last Term, and that the date of her return to duty is not known. The work is being done by Mrs. Withers who attends daily for mornings only. Mrs. Withers will carry on until the end of June if Miss. Goodacre is not fit to resume duty before then.

It was asked whether the appointment of the Bursar lies with the Head Mistress or with the Secretary. It was agreed by all that it is the Head Mistress's appointment.

POTTERY KILN. The Kiln is still lying un-used in the main entrance of the School. Its weight is such that, if it is to be used, special housing will be necessary. The alternative is to offer it for sale. It was decided to investigate and report later.

STAFF. Leave of Absence.

Miss. McLean reported that Miss. Walden-Smith had asked for Leave of Absence for the last Term of this year. It was decided to recommend Council to grant Miss. Walden-Smith Leave of Absence, without Salary, subject to the finding of a suitable substitute.

HEAD-MISTRESS. It was decided to recommend Council to increase the basic Salary of Miss. McLean from £600 a year to £720 a year ; the increase to take effect from 1st May, 1949.

This recommendation is made in appreciation of Miss. McLean's success in the post of Head Mistress.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, 1ST JUNE,
1949, AT 5 P.M.

PRESENT : Mr. G.D. Jooste - in the Chair.
Mrs. R. Lane Forsyth.
Mr. F. C. Robb.
Miss. McLean and Mr. Bertram Baker.

Apologies for Absence.

Mrs. J. T. Brock.
Mr. W. Duncan Baxter.
Mr. H. E. Hockly.

POTTERY
KILN

Mrs. Forsyth had spoken to Mrs. Leta Hill, who said that :-

She fires her work three or four times a year.

The Fire Brigade must approve the installation.

The Art Mistress must be a qualified potter.

Miss. McLean said that :-

It appeared possible to house the Kiln in a cement-floored space under the Library.

She was in favour of keeping the Kiln.

It was decided to approach the Fire Brigade and the Insurance Company and to get an estimate of the cost of installation should the proposed site prove suitable.

PROSPECTUS. The feeling of the Meeting, after studying the current Prospectus, was that it should be a more factual and objective statement and that it should be completely re-drafted.

Miss. McLean undertook to prepare a preliminary draft.

GROUND.

Miss. McLean spoke of the failure of the drainage channel at the lower entrance of the drive to carry away the winter storm water. The water was flowing over the channel and eroding the steep face of the earth bank at the head of the cement tennis-court.

It was decided, after inspection, to call in F.W.Hoare and Co. to remedy this without delay.

Miss. McLean also pointed out the lack of any lead-off from the rough gravel running along the line of oaks parallel with the road.

It was decided to consult with F.W. Hoare and Co. about this and to report later.

GENERAL AND
PROPERTY
MAINTENANCE.

Sick Bay.

Miss. McLean reported that she had appointed a new Matron who declined to sleep on the open balcony with the girls.

/This....

This meant :-

Giving the existing two-roomed sick bay to the Matron for bed-room, sitting-room and dispensary.

Adapting an adjacent room to provide a new sick bay.

The affair was urgent.

Miss. McLean was authorised to go ahead with the conversion provided its cost did not exceed the estimated cost of painting the sick bay approved at the Special Meeting of 16th March, 1949.

STAFF.

Leave of Absence.

Miss. McLean reported that Miss. Walden-Smith now finds that she is unable to go to England and her request for Leave of Absence falls away.

11 AUG 1949



HERSCHEL SCHOOL
CLAREMONT,
CAPE.

Confidential.

August 8th, 1949.

Dear Mr. Baker,

In answer to your letter of July 29th, I would be glad if you would convey to His Grace the Archbishop and to the Council my thanks for the increase to my salary and my appreciation of the confidence placed in me, which this increase indicates.

As well I would like to thank them for the special leave granted, but at the same time I would like to explain that my original question was, what leave they had in mind for their Headmistress, not necessarily me, and I am sorry that the question was raised before I had time to put it in writing, which I had been asked to do by Mr. Baxter.

I raised the question rather that I might review the future, because I wished to consider whether it was worth flying to England in December or waiting until such time as I should have six months leave. My reasons for wanting leave were partly to see a relative, but as well because I consider it necessary to keep in touch with the Educational Associations in London. As well it would afford an opportunity for interviewing Staff and for making known by personal contact with those Associations, what kind of Staff one needs.

Finally, I think one must in all probability, take leave, as a Headmistress, while one's Staff is such, that one can leave the school in competent hands.

Yours sincerely,

Caroline Mathan.

Confidential

July 29th, 1949

Miss H. C. McLean,
Headmistress,
Herschel School,
CLAREMONT. Cape.

Dear Miss McLean,

I was asked by His Grace the Archbishop, at the conclusion of the Meeting of the Council on 10th June 1949, to tell you that the following Resolutions had been passed :-

"Resolved to increase the basic salary of Miss McLean from £600 a year to £720 a year; the increase to take effect from 1st May 1949."

"Resolved that Miss McLean be granted special leave for one Term in 1950; the financial and other conditions to be decided and communicated to her later."

Yours sincerely,

(SGD.) BERTRAM BAKER.

RECEIVED
8-1825

THE SANCTUARY
MILNERTON
CAPE

May 17th. 1949.

Dear Mr Baker,

I beg to apply for LEAVE OF ABSENCE from June 1st.
to August 1st. next. Will you kindly acknowledge receipt.

Yours sincerely,

H. A. H. H. H. H. H.

1. vi. 49.

16, BURNSIDE ROAD,
TAMBOERS KLOOF,
CAPE TOWN.

13th May, 1949.

The Secretary,
Herschel Girls' School,
Claremont.

Bishop Lavis would be most
grateful if you would ask the Com-
mittee to grant him leave of absence
until November, 1949.

HEADMISTRESS' REPORT : June, 1949.

STAFF. MRS. GOULTER has replaced Miss Duthie in the Kindergarten Department for this term. For the remainder of the year I shall run it in two sections instead of three as the numbers easily allow of this. Miss Botha Reid and Miss Harsant will be in charge.

MRS. JACKSON is helping with games. She is good and we are fortunate in having her for the work. This appointment was made when Mrs. Goulter replaced Miss Duthie for mornings, only.

MRS. BRANLEY (housekeeper), wishes to leave at the end of the term. So far I have not replaced her.

Miss HEDGES has unfortunately to return to her Mother in England. She had found a substitute who has since withdrawn. I am waiting to hear about someone from England.

MISS THORN (matron), left at the end of April and I have replaced her by Miss Collins who has been at the Royal School, Bath, previously. She is proving competent and suitable for work with the Seniors.

HEALTH. This is good.

ADMISSION. Numbers remain at 254, of which 53 are in the Boarding House and 12 with Mrs. Stobie.

ACTIVITIES. We are working the Charity Committee with more co-operation from the Houses, this year. Each House has adopted one Charity in which to take a personal interest, and decides what portion of their money shall be allotted to other appeals. Jagger has adopted a child in England, Merriman works for Missions to Seamen, and Rolt for the European Lepers' Holiday Home on the South Natal Coast.

The Sociological Club has had Dr. Le Roux to address them and has been invited to join the Field Work Survey Group at the University.

The Natural History Club had Dr. Skaife as their visitor.

The Music Club has had recordings and films.

The Guides Company went to Camp in the holidays and organised an evening at which Mr. Buller showed his slides of Cape Wild Flowers.

The Seniors gave an Hour of Music at which we heard the Orchestra and the Choir as well as solo work.

Parties from various parts of the school have been to the Municipal Concerts, the Ballet, and "Twelfth Night".

EQUIPMENT.

The Studio tables, chairs and screens are completed and are most satisfactory.

The heaters for the classrooms have been fixed to the walls and will give a more general heat besides being safer.

The old blinds with 3 new ones have been fixed to the outside walls of the back sleeping porch and the beds no longer stand in puddles in the wet weather.

MISS DARBYSHIRE has given us a water-colour painting in memory of her brother: this has been hung in the Library.

The Guiders who attended the Training Week in January have given us a large copper vase for use in the Hall.

SICK:ROOM ACCOMMODATION.

An addition to this I think, must be considered. With the advent of a new Matron, who very rightly, did not wish to sleep on the porch with the girls, I have had to make alterations.

The existing Sick Bay will be the Matron's bedroom and sitting-room with Dispensary.

The small dormitory, divided into two parts, has three beds in each. One division will be kept ready for illness and the other will have to be emptied as need arises.

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

TELEPHONE 2-1729

P.O. BOX 1161

BARCLAY'S BANK BUILDINGS,

ADDERLEY STREET,

CAPE TOWN, 3rd June, 1949.

REPORT OF TREASURER.

NUMBER OF SCHOLARS.

	<u>Second Term.</u>	<u>First Term.</u>	<u>Average 1948 Fin. Year.</u>
Boarders.	53.	53.	52.
Day Girls.	146.	149.	143.
Kindergarten.	<u>56.</u>	<u>52.</u>	<u>48.</u>
	255.	254.	243.
	<u><u> </u></u>	<u><u> </u></u>	<u><u> </u></u>

NET FEES.

First Term 1949.	£ 4,572.
Second Term 1949.	£ 4,585.

2nd September, 1949.

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, 9th September 1949.

A G E N D A

1. Minutes to be confirmed :-

Quarterly Meeting of Council - held on 10th June 1949.

2. Reports of General Purposes Committee :-

Monthly Meeting - held on 3rd August 1949.

Special Meeting - held on 12th August 1949.

Special Meeting - held on 15th August 1949.

Monthly Meeting - to be held on 7th September 1949.

3. Report of Headmistress.

4. Comparative Statement of :-

Number of Scholars.

Net Fees.

DALGLEISH & BAKER.

Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT
THE CHURCH HOUSE, QUEEN VICTORIA STREET, CAPE
TOWN, ON FRIDAY 9TH SEPTEMBER, 1949, AT 4.0. P. M.

PRESENT : His Grace the Archbishop - in the Chair.
Professor W. F. Grant, Mr. G. H. Starck,
Mr. F. C. Robb, Rev. Eustace Wade,
Mrs. R. Lane Forsyth, Mrs. J. F. Brock,
Miss McLean and Mr. Bertram Baker.

Apologies for absence :

Mrs. P. G. Grant,
Mr. G. D. Jooste,
Mr. H. E. Hockly.

MINUTES

The Minutes of the Quarterly Meeting of the Council held on 10th June, 1949, 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.

REPORTS
OF
GENERAL
PURPOSES
COMMITTEE

The Reports of the following Meetings were submitted :-

Monthly Meeting - held on 3rd August 1949.
Special Meeting - held on 12th August 1949.
Special Meeting - held on 15th August 1949.
Monthly Meeting - held on 7th September 1949.

On the motion of the Rev. Eustace Wade, seconded by Mr. G. H. Starck, it was resolved :-

That the Reports of the Meetings of the General Purposes Committee, as specified above, be adopted.

REPORT
OF
HEAD-
MISTRESS

The Report was submitted.

The acquisition of a new Motor Lawn-mower was referred to the General Purposes Committee.

HEAD-
MISTRESS

Leave.

Mr. Baker read a letter from Miss McLean conveying to His Grace the Archbishop and to the Council her thanks for the increase in her Salary and for the Special Leave granted; as resolved at the Meeting of the Council on 10th June 1949.

Miss McLean's letter further explained that her original question on the subject of leave was: what leave the Council had in mind for their Headmistress, not necessarily her.

At the suggestion of His Grace the Archbishop the General Purposes Committee was directed to put the subject of leave for Headmistresses on their Agenda and to report

/on....

- 2 -

on the subject at the next Meeting of the Council.

COMPARATIVE
STATEMENT

A comparative Statement showing the number of scholars and Net Fees earned, was submitted.

DATE March 9 1944

CONFIRMED

Jeffrey C. ...

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF THE MONTHLY MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSHEL SCHOOL, CLAREMONT, ON
WEDNESDAY THE 3RD AUGUST, 1949, AT 5 P.M.

PRESENT : Mr. G. D. Jooste.
Mr. H. E. Hockly.
Mrs. J. F. Brock.
Mrs. R. Lane Forsyth.
Miss McLean and Mr. Bertram Baker.

CHAIRMAN Mr. H. E. Hockly was elected to the Chair.

CHURCH
DUES

Miss McLean said that the Church Wardens of St. Saviour's Church had appealed for an increase in Church Dues.

A payment of £20 for Church Dues to the end of 1948 was approved by the Council on 11th March, 1949.

It was decided to make a payment of £30 for the calendar year 1949.

LAUNDRY

Miss McLean spoke of the difficulties experienced by the Matron in handling the daily laundry needs, particularly during the wet season.

The ladies of the Committee were asked to investigate and report, as a Sub-committee.

GENERAL
AND
PROPERTY
MAINTENANCE

Miss McLean said that the maintenance work and the new acquisitions recommended by the Special Meeting of the General Purposes Committee held on the 16th March, 1949, authorised by Council on 10th June, 1949, had been satisfactorily completed. The original recommendations had been modified somewhat. Total cost was £492. The approved estimate was £615.

The members of the Committee inspected the work.

SICK BAY

The Committee, during its inspection, discussed the possibilities of erecting a sick bay over a portion of the existing buildings but arrived at no decision.

POTTERY
KILN

Mrs. Forsyth reported on her further investigations. It was agreed that the kiln was not wanted and it was decided to offer it for sale.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF THE SPECIAL MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSHEL SCHOOL, CLAREMONT, ON
FRIDAY, 12TH AUGUST, 1949, AT 5.15. P.M.

PRESENT : Mr. G. D. Jooste.
Mrs. P. G. Grant.
Mrs. J. F. Brock.
Mrs. R. Lane Forsyth.
Mr. F. C. Robb.
Miss McLean and Mr. Bertram Baker.

CHAIRMAN Mr. Jooste was elected to the Chair.

The Chairman said this Special Meeting had been called to consider, as a matter of urgency, the report of the Sub-committee, appointed at the Monthly Meeting held on August 3rd, to investigate the Laundry work of the School.

LAUNDRY The Sub-committee reported :-

That in their opinion, after going into the practical points with Miss McLean, the only thing was to instal a proper laundry at the School.

That they held an option, expiring in a few days, to purchase a certain drying machine; the only one of its sort available.

That a complete laundry unit and its installation would cost in the neighbourhood of £800.

That the estimated cost of working a laundry unit compared favourably with the cost of the existing laundry arrangements.

Miss McLean explained that some of the work was sent to an outside Laundry and the rest done at the School itself by coloured women, with a washing machine belonging to the School.

After close discussion it was decided to make further inquiries before taking a final decision and to call a Special Meeting for Monday, August 15th.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF THE SPECIAL MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL, CLAREMONT, ON
MONDAY 15TH AUGUST, 1949, AT 5 P.M.

PRESENT : Mr. G. D. Jooste.
Mrs. P. G. Grant.
Mrs. J. F. Brock.
Mrs. R. Lane Forsyth.
Mr. F. C. Robb.
Miss McLean and Mr. Bertram Baker.

CHAIRMAN

Mr. G. D. Jooste was elected to the Chair.

LAUNDRY

The Sub-committee reported the result of their further inquiries.

The additional information tended to increase the difficulties of making a final decision.

The feeling of the Meeting was appreciation of the urgency of the Laundry problem but reluctance to recommend the expenditure of so large a sum until the best equipment for the School's particular needs can be assured.

It was decided to ask the Sub-committee to continue their work, to inspect Laundries and to invite comments from the persons in direct charge, and to approach the big Laundries.

In the meantime it was left to Miss McLean to arrange what laundry is sent out and what is done at the School.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF THE MONTHLY MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL, CLAREMONT, ON
WEDNESDAY THE 7TH SEPTEMBER 1949 AT 5 P.M.

PRESENT : Mr. G. D. Jooste.
Mr. F. C. Robb.
Mrs. J. F. Brock.
Mrs. R. Lane Forsyth.
Mrs. P. G. Grant.
Miss McLean and Mr. Bertram Baker.

CHAIRMAN Mr. G. D. Jooste was elected to the Chair.

PROSPECTUS Miss McLean said she had redrafted the Prospectus. The issue of a new Prospectus was urgent, as only a few copies of the old Prospectus were left.

The form of presentation of Fees in the new Prospectus was discussed. It was agreed, in principle, to regroup under fewer headings the various extras charged for all pupils, to state inclusive figures but to specify their composition, and to publish the charges on a separate inset to the Prospectus.

Miss McLean was asked to send copies of the redrafted Prospectus to all Members of the Committee for immediate consideration.

LAUNDRY The Sub-committee reported on its inquiries since the Special Meeting of August 15th.

Mr. Robb said that if Miss McLean would give him full particulars of the School's Laundry demands he would get competitive quotations for the design and supply of a Laundry plant ideally suited to the job.

It was decided that this was the best plan and Mr. Robb's offer was accepted with thanks.

EMPLOYMENT
INSURANCE Miss McLean read a letter from the secretary of the Conference of Headmasters and Headmistresses drawing attention to an amendment of the Act which provides that members of Pension Funds which have been approved by the Minister shall be excluded from the provisions of the Act.

It was decided to ask Mr. Hockly, nominated by the Council as a Manager of the Retiral Fund, to report on the subject.

GENERAL
MAINTENANCE Miss McLean said that one of the two refrigerators was out of action, and read a letter from the S. A. General Electric Co. Limited reporting that the unit is beyond repair and that its replacement would cost approximately £68.

It was decided that the replacement must be made as soon as possible and the expenditure was approved.

/GROUNDS....

GROUNDS

Miss McLean spoke of the dilapidated condition of the wire netting round the tennis courts. At a Special Meeting held on 16th March 1949 it was agreed that the netting must be replaced. Miss McLean had a quotation of £335 from a local contractor.

It was decided to call for competitive quotations.

BATHING
CUBICLES

Mr. Baker said that the architect's application for a permit had been registered with the Controller and that the Controller had asked for certain further particulars, which had been given. Permits for any work relating to swimming baths still have to be obtained, irrespective of the cost of the job.

GIRL GUIDERS
ASSOCIATION
OF SOUTH
AFRICA

Miss McLean said that she had been asked to represent the Universities, Colleges and Schools of South Africa on the Executive Headquarters Council of the Association.

Miss McLean sought permission to accept and said that it would mean attendance at the Annual Meeting of the Association at King Williams Town for five days in November of this year.

On Miss McLean's assurance that she could be spared at this time it was agreed that she might accept.

FEES

Mr. Baker asked for advice in the practical application of the clause in the Prospectus which reads :-

" A reduction of 10 per cent is made on the Fees "
" of any girl who has an elder sister in the "
" School. (This does not apply to day scholars "
" in the Kindergarten or in the Lower First "
" Form.) "

It was agreed that :-

In the case of two sisters the 10 per cent reduction was to be given on the Fees of the younger sister only.

In the case of, say, four sisters, the eldest girl would have three younger sisters and the 10 per cent reduction was to be given on the Fees of each of these three younger sisters.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

HEADMISTRESS' REPORT : September, 1949.

STAFF. MRS. BRADLEY, housekeeper, left at the end of the second quarter; MISS LUSTY, Domestic Science trained, filled the post temporarily at the beginning of this term; MRS. GODSIEFF who left in 1946 to live with her daughter has now returned to the post.

MRS. TOWNSON, Glasgow School of Art, has taken Miss Hedges place until the end of the year and possibly for longer.

MISS MILLWARD returns to England at the end of this term and her work will be done by Mrs. BUDTZ-OLSEN, B.A. for the last term of the year. Nothing definite has been fixed for 1950.

HEALTH. There have been 9 cases of measles in the boarding house; one child returned with it at the beginning of term, seven caught it from her and one from them. We are now out of infection.

ADMISSION. Numbers are 256; 54 in the Boarding House and 12 with Mrs. Stobie; we are too full for comfort in the Boarding House and in some of the Senior forms.

ACTIVITIES. Beyond Club and House Activities we have had a quiet term; some children have been to the Municipal Concerts, Bishops Chapel, the Beit Collection and the Printing Exhibition.

The Old Girls' Association is developing under the Secretaryship of Fenella Douglas which is most encouraging.

EQUIPMENT. Soundproof partitions have been fixed between the classrooms which were divided by sliding doors.

The small dormitory has been divided and was in use before being completely equipped.

The bathroom block, and staircase have been painted and repaired and are a great improvement.

The motor lawn-mower is unfortunately beyond repair.

We still have no Bathing Cubicles, nor is the weather-vane erected.

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS
AND NET FEES
September 1949

NUMBER OF SCHOLARS

	First Term	Second Term	Third Term	Average 1948 Fin. Year.
Boarders	53	53	54	52
Day Girls	149	146	147	143
Kindergarten	52	56	55	48
	254	255	256	243

The number of 147 Day Girls for the current Third Term includes four girls who are absent but whose parents have been charged a reduced fee for the Term.

The numbers of Day Girls and Kindergarten include girls boarding with Mrs. Stobie.

NET FEES

First Term 1949	£ 4572
Second Term 1949	£ 4585
Third Term 1949	£ 4637

December 2nd, 1949.

The Quarterly Meeting of the Council
will be held at the Church House, Queen Victoria
Street, at 4. O. P.M. on Friday the 9th
December, 1949.

A G E N D A

1. Minutes to be confirmed :-
Quarterly Meeting of Council - held on
9th September 1949.
2. Reports of General Purposes Committee :-
Special Meeting held on 16th September 1949.
Monthly Meeting held on 2nd November 1949.
Inspection of "The Hill" on 22nd November 1949.
Monthly Meeting to be held on 7th December 1949.
3. Resignation of Mr. Hockly from Council, Committee
and Retiral Fund.
4. Report of Headmistress.
5. Report of Treasurer.

DALGLEISH & BAKER.
Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT
THE CHURCH HOUSE, QUEEN VICTORIA STREET, CAPE
TOWN, ON FRIDAY 9TH DECEMBER 1949, AT 4-0 P.M.

PRESENT: His Grace the Archbishop - in the Chair.
Bishop Lavis.
Rev. Eustace Wade.
Mr. W. Duncan Baxter.
Mr. H. Alers Hankey, Mr. F. C. Robb,
Professor W. F. Grant, Mr. G. D. Jooste,
Mrs. P. G. Grant,
Mr. Bertram Baker and Miss H. C. McLean.

Apologies for absence :-

Mr. G. H. Starck.
Mrs. Lane Forsyth.
Mrs. J. F. Brock.

MINUTES

The Minutes of the Quarterly Meeting of the Council held on 9th September 1949, 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.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of the following Meetings were submitted :-

Special Meeting - 16th September 1949
Monthly Meeting - 2nd November 1949
Inspection of "The Hill" - 22nd November 1949
Monthly Meeting - 7th December 1949

Arising out of these Reports :-

GROUND - Tennis Courts

The action of the General Purposes Committee was confirmed.

LAUNDRY

The action of the General Purposes Committee was confirmed.

PROPERTY - "The Hill"

A letter from Mr. Wilks, dated 23rd November 1949, submitting his prices for certain sub-divisions, his price for the property as a whole and his conditions of sale, was put before the Meeting.

It was agreed that Mr. Wilk's proposals could not be accepted but Mr. Robb was asked to keep in touch with Mr. C. S. Corder (acting for Mr. Wilks during his absence Overseas) so that the Council may be forewarned of any change in the attitude of the owner.

FOUNDER'S DAY

This was fixed for Friday, 17th February 1950.

The .../

The Archbishop agreed to write to Professor Wilcocks.

RESIGNATION

Mr. H. E. Hockly has resigned on the grounds of extreme and growing difficulty in attending Meetings.

The Secretary was instructed to write accepting Mr. Hockly's resignation.

REPORT OF HEAD-MISTRESS

The Report was submitted.

TREASURER'S REPORT

The Treasurer submitted the Report and audited Statements of Accounts for the year ended 30th September 1949 for presentation to, and adoption by, the Annual General Meeting of the Association.

RETIRAL FUND

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

That Mr. F. C. Robb be appointed one of the three Managers of the Retiral Fund, as the nominee of the Council, in the place of Mr. H. E. Hockly who has resigned.

RE-ELECTION

On the motion of Mr. Duncan Baxter seconded by Mr. F. C. Robb it was resolved that :-

Sub-Committee appointed in terms of Article 21.

The existing Sub-Committee be re-appointed, namely:

Mr. W. Duncan Baxter.
Mrs. J. F. Brock.
Mrs. R. Lane Forsyth.
Mrs. P. G. Grant.
Mr. G. D. Jooste.
Mr. F. C. Robb.

DONATION

It was resolved :-

F. H. Hirschhorn Trust.

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 account standing in the name of

English Church Schools Association
(Inc.) - F. H. Hirschhorn Trust

in the books of the South African Permanent Mutual Building and Investment Society, and that this authority shall remain in force until receipt by the said Society of a copy of a Resolution notifying any change of the said officials.

CONFIRMED

Heffery C. John

CHAIRMAN.

Date: March 10 1950

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF THE SPECIAL MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL, CLAREMONT, ON
FRIDAY THE 16TH SEPTEMBER, 1949, AT 5 P. M.

PRESENT : Mr. F. C. Robb,
Mrs. P. G. Grant,
Mrs. R. Lane Forsyth,
Mrs. J. F. Brock,
Miss McLean and Mr. Bertram Baker.

CHAIRMAN Mr. F. C. Robb was elected to the Chair.

GROUNDS

Tennis Courts

The Chairman said this Special Meeting had been called to consider competitive quotations for replacing the netting round the Tennis Courts.

Miss McLean said she had received two Tenders :-

<u>W. DAU.</u>	Supplying New Imported Netting, Top Rail Piping and twenty-four New Stand- ards, Painting, etc. for four Courts.	£367.10. 0.
----------------	--	-------------

NOTE. The Tender includes cost
of Standards found neces-
sary, in excess of twenty-
four.

<u>CHAS. SCHULLER.</u>	Supplying Netting, Top Rail Piping, Painting, etc. for four Courts.	£335. 0. 0.
------------------------	---	-------------

NOTE. Supply of Tubing or supply
of Standards, where neces-
sary, to be extra.

It was decided to accept the Tender submitted by W. Dau.

Both Contractors had also tendered for the moving of Tennis Courts to make room for a bigger Hockey Pitch.

An inspection of the Courts and of the Hockey Field led to a discussion of the inadequacy of the grounds and to the suggestion of making another approach to the owner of the adjacent property.

In the meantime it was decided to accept a Tender of £65. submitted by W. Dau for the erecting of two walls on No. 3 and 4 Courts.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REPORT OF THE MONTHLY MEETING OF THE GENERAL PURPOSES COMMITTEE HELD AT THE SCHOOL ON WEDNESDAY, 2ND NOVEMBER, 1949, AT 5 P.M.

PRESENT : Mr. W. Duncan Baxter - in the Chair,
Mr. F. C. Robb, Mrs. R. Lane Forsyth,
Mr. G. D. Jooste, Mrs. J. F. Brock,
Mrs. P. G. Grant,
Miss McLean and Mr. Bertram Baker.

FOUNDER'S DAY

It was decided to recommend Friday, 17th February 1950 as Founder's Day.

Proposed Speaker for that day :-

Mr. Alfred Stirling
High Commissioner for Australia,

or alternatively :-

Professor Wilcocks
Rector of Stellenbosch University.

ANNUAL MEETING

It was decided to fix the Annual Meeting of the Association for Friday, 9th December 1949.

LAUNDRY

It was reported that Tromp and Sons had on offer a complete new Laundry Plant comprising one Snow White Washer, one Simplex Ironer and a Drying Tumbler, for £748. The cost of installation was estimated at £250.

The members of the Sub-committee were of the opinion that it was well fitted to the School's needs. The prime cost for Water, Soap, Power and Water Heating, and Wages was estimated at £380 a year. An allowance of £170 a year for Maintenance, Depreciation and Insurance would bring the total annual operating cost up to £550.

It was decided to buy the Plant and to meet the cost by an appropriation from the Extension Trust Fund.

The choice of the site for housing the Plant was deferred for the time being.

PROPERTY "The Hill"

It was reported that the owner was again offering the property for sale as a whole or in sub-divisions.

It was decided to consider the subject anew. The Secretary was instructed to arrange with the owner a suitable time for the Committee and as many other members of the Council as possible, to inspect the property and the house.

PROSPECTUS

The draft of the new Prospectus was discussed point by point and approved.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REPORT ON AN INSPECTION OF THE PROPERTY - "THE HILL", MADE
ON TUESDAY 22ND NOVEMBER 1949 AT 4.0. P.M.

PRESENT : Mr. W. Duncan Baxter, Mr. G. D. Jooste,
Mr. H. Alers Hankey, Mrs. J. F. Brock,
Mr. G. H. Starck, Mr. F. C. Robb,
Mrs. R. Lane Forsyth,
Miss McLean and Mr. Bertram Baker.

A complete inspection was made of the grounds and of the house.

Mr. Wilks was asked to submit, on a marked plan, his prices for certain sub-divisions, his price for the property as a whole and his conditions of sale. Mr. Wilks promised to give these particulars, in writing, to the Secretaries on November 23rd.

The Members present then retired to the School for a short discussion and decided to meet again early in the following week should the terms of Mr. Wilks's reply warrant a further meeting.

THE HILL,

HERSCHEL ROAD,

CLAREMONT.

23rd November, 1949.

B. Baker, Esq.,
Messrs. Dalgleish & Baker,
Barclays Bank Building,
Adderley Street,
CAPE TOWN.

Dear Mr. Baker,

In accordance with the request of Mr. Duncan Baxter I return herewith your plan of "The Hill" Claremont, marked in the manner he suggested and the following are the figures required:-

A B D C K	approx. $2\frac{1}{3}$ acres.	£ 12,830.
E A G F	1.1/6th "	6,416.
A G H I J K		
(with buildings)	4 acres.	47,000.
F L M N O H	5 "	<u>27,500.</u>
	$12\frac{1}{2}$	<u>£ 93,746.</u>

These figures are all arrived at by valuing the land at £5,500 an acre, which figure I think there will be no difficulty in my obtaining on the open market. The buildings have been assessed at £25,000 and they cannot be replaced to day for more than double that figure. If this School wishes to purchase the whole of the Estate, in view of the fact that it would not be necessary to cut it up or put any roads through it, I would be prepared to accept £85,000. All these figures are reducible by $2\frac{1}{2}\%$ which would be the commission that I should have to pay to an Agent were I not dealing direct.

I must point out that Lot E A G F excludes the road-way at "A". I am prepared to leave 95% of the purchase price on Bond to be reduced 1/20th of the total amount per annum for ten years and thereafter, six months' notice on either side. Interest at $4\frac{1}{2}\%$. The cost of transfer and Surveyors Fees will naturally be borne by the Buyer. Possession can be given any time after the middle of July.

Upon agreement the general terms set out herein would be embodied in a Deed of Sale in which provision will be made for Date of Transfer, Cash Deposit and the passing of the Bond.

I am leaving for Great Britain on Friday, the 25th instant and my address there will be:

c/o Barclays Bank (D.C. & O.), Oceanic House,
1, Cockspur Street, London, S.W.1.

Yours sincerely,

R. W. Smith

I am not prepared to sell the garage without the house.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, 7TH DECEMBER,
1949, AT 5-0 P.M.

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

Apologies for absence :-

Mr. F. C. Robb
Mrs. Brock

FOUNDER'S DAY Speaker

Miss McLean said that Mr. Stirling was speaking at the Diocesan College Prize Day and had other engagements of a similar nature. She asked for other names. The suggestions were :-

Mr. Carinus
Professor Wilcocks
Professor M. C. Botha

LEAVE Staff

Miss McLean said that she had been asked by Miss Lansdale and Miss Stevenson to thank the Council for granting the leave they enjoyed this year.

Miss McLean said that Mrs. Steyn had asked for leave during the Second Term of 1950.

It was decided, on the grounds of Mrs. Steyn's service to the School and her state of health, to recommend the granting of this leave with full pay.

LAUNDRY

Miss McLean said that the Laundry Plant had been delivered and paid for. She asked if the installation could now be put in hand as she would naturally like to have the Laundry working at the beginning of next Term.

Miss McLean said that the site originally proposed had been inspected by the Architect and that, in his opinion, the Class Rooms above it would not be disturbed provided that no part of the Plant was attached to the walls.

It was decided to ask Tromp & Sons to tender for the immediate installation of the Plant and to ask them to employ the School's regular Electricians and Plumbers unless they had specific reasons for wishing to employ tradesmen of their own choice.

The Secretary was instructed to attend to the matter.

BATHING CUBICLES

Miss McLean said that the work had been finished .../

BATHING CUBICLES
continued

finished and invited the Members to inspect. This was done.

The finished job was very satisfactory apart from the unsuitable height at which the hooks for clothes had been placed.

ANNUAL ACCOUNTS

The Accounts for the Financial Year ended 30th September 1949, together with Council's Report to the Association, were discussed.

It was decided to recommend the adoption of the Accounts and Report by Council for submission to the Annual General Meeting of the Association.

LEAVE

For Headmistresses

The Committee reports to Council that this subject has not been dealt with because of special and urgent business such as the Laundry and "The Hill". In the meantime, more information was being sought from other Private Schools.

15 SEP 1949

P.O. BOX 78.
CAPE TOWN.

14th September, 1949.

The Secretaries,
English Church Schools Association (Inc.),
P.O. Box 1161,
CAPE TOWN.

Dear Sirs,

As I am finding it increasingly difficult to attend Meetings, and as this difficulty is likely to increase rather than diminish in the future, I feel that I must give up my seat on the Council. Will you therefore please accept this letter as a notice of resignation.

My position as a Member of the General Purposes Committee and as the Chairman of the Teachers' Retiral Fund will thus automatically fall away as well.

I much regret having to make this decision but after mature consideration, I am satisfied that it is the only course to adopt in the circumstances.

With best wishes for the continued success of Herschel School -

Yours sincerely,



H. E. HOCKLY.

27th September, 1949.

W. E. Hockly, Esq.,
O. Box 78,
ALBANY TOWN.

Dear Mr. Hockly,

I have your letter of September 14th tendering your resignation from the School Council of the School and therefore from your very valuable activities on the Committee and on the Board of Management of the Retiral Fund.

I fully appreciate your difficulties, but I know that my personal regret will be fully shared by the Council, the Committee and the Headmistress, when I give them the news at our next Meeting.

Yours sincerely,

HEADMISTRESS' REPORT: December 1949.

STAFF. MRS. TOWNSON returns to England in December and MISS FENNEL from the Slade School of Art, is coming from England on a three years contract.

MISS COLLINS returns to England in December and so far the post of Matron has not been filled.

MRS. DONOVAN Assistant Matron, left in November. I had decided to make the change at the end of the term, but she saw no reason to fulfil her agreement and accepted another post before she was free to do so. MISS STEWART filled the post at a moment's notice and looks as though she will do so very well.

MISS LANSDALE and MISS STEVENSON returned from their leave in time for the last term of the year.

MES. STEYN proved a very successful Senior Mistress and House Mistress in Miss Lansdale's absence; we all appreciated her help very much.

HEALTH. This has been good and the sick-room has been occupied very seldom. The new arrangements in this department are very satisfactory

ADMISSION. Numbers remain at 254, with 54 boarders and 12 with Mrs. Stobie. Waiting lists are long and applications many.

ACTIVITIES. Clubs have continued to be active; parties of children have been to the Municipal Concerts, Bishops Carol Service, Wynberg production of "The Tempest", and the Australian cricket. We have had An Hour of Music her, a film and exhibition of swimming by Mr. Minto, the American Swimming Champion (through the generosity of Mr. Jooste) and our own Carol Service on the last night of term.

EQUIPMENT. The BATHING BOXES are almost complete and the WEATHER VANE is well on the way to being erected.

The tennis courts have been re-wired most satisfactorily.

Machinery for our own Laundry has been purchased with the Extension Fund money and now awaits installation.

Mr. Robb has given us an excellent new motor lawn mower,

The Hirschhorn Estate has sent us a cheque for £250 with the promise of a further £250 to follow. This has been put on fixed deposit and I am investigating the possibility of a diving stand for the swimming bath.

The sick bay has been equipped from the Jooste Donation Fund and gives great satisfaction.

November 24th, 1949.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at the Church House, Cape Town, on Friday, 9th December 1949, at 4.15. P.M. for the following purposes :-

1. Transacting the business of the Association.
2. Receiving the Accounts, with the Auditor's Report thereon and the Report of the Council on the past year's transactions and to elect Members to fill the vacancies on the Council in place of Members who retire by rotation.
3. Fixing the remuneration of the Auditors.
4. Discussing questions incidental to the Association and its Members.

DAIGLEISH & BAKER,
Secretaries.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE
ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HELD AT THE CHURCH HOUSE, CAPE TOWN, ON FRIDAY
9TH DECEMBER 1949, AT 4-15 P.M.

PRESENT: His Grace the Archbishop - In the Chair.
Bishop Lavis.
Rev. Eustace Wade.
Mr. W. Duncan Baxter.
Mr. H. Alers Hankey, Mr. F. C. Robb,
Professor W. F. Grant, Mr. G. D. Jooste,
Mrs. P. G. Grant,
Miss H. C. McLean and Mr. Bertram Baker.

Apologies for absence :-

Mr. G. H. Starck.
Mrs. Lane Forsyth.
Mrs. Brock.

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 1949, 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 1949 be adopted.

This was carried unanimously.

COUNCIL His Grace the Archbishop informed the Meeting that he selected and re-appointed Mr. Robb.

There are now four vacancies on the Council; three to be selected by the Archbishop and one to be nominated by Members.

AUDITORS On the motion of Mr. H. Alers Hankey, seconded by Mr. F. C. Robb, 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.

Heffery Capetown

CHAIRMAN.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REPORT of the Council to be presented at the ANNUAL MEETING to be held on Friday, 9th December, 1949.

The Revenue and Expenditure Account for the year ended 30th September 1949 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 £520; a decrease of £517 when compared with last year.

The variations are :-

	<u>Favourable Variations</u>	<u>Unfavourable Variations</u>
REVENUE		
Tuition and Board.	668	
Extra Subjects.		68
Registration Fees.		10
Sundry.		411
EXPENDITURE		
Salaries.		613
Coaching and Special Fees.	3	
Wages.		236
Provisions.		71
Domestic Charges.		290
Sports Requisites.		6
Property Charges.	457	
Administration.		11
Contributions.	10	
Insurance.	17	
Depreciation.	44	
	<u>1,199</u>	<u>1,716</u>
		<u>1,199</u>
Comparative DECREASE in Surplus.		£ <u>517</u>

Notes on Variations :-

Salaries

Cost of Living Allowances increased by Regulation in October 1948, accounts for £202 out of the total rise of £613 for Salaries.

Wages

Cost of Living Allowances, as above, accounts for £91 of the total rise of £236 for Wages.

Sundry Revenue

The School supplies Text Books, Class Stationery, Art Materials, Uniform and the .../

the like and carries stocks for this purpose. The corresponding charges to parents should give a reasonable margin over cost. Variations in this margin cannot be avoided nor satisfactorily explained until this part of the School's work is put on a business footing. The subject is having attention.

BALANCE SHEET

A comparison of the 1949 Balance Sheet with that of last year explains how the surplus for 1949 is accounted for :-

LIQUID ASSETS have increased by :- £ 606

Cash up by	301
Debtors up by	159
Stock up by	88
Creditors down by	58
	<u>£ 606</u>

FIXED ASSETS have increased by
Additions of :- £ 388

Furniture	174
Laboratory Equipment	10
Crockery and Cutlery	98
Refrigerator Unit	63
Sewing Machines	43
	<u>£ 388</u>

DEPRECIATION written off Fixed Assets 994
474

SURPLUS for year. £ 520

The Council is committed to the following Expenditure not allowed for in the Accounts under report :-

Replacing Netting round Tennis Courts and erecting two Walls on Nos. 3 and 4 Courts.	£ 432
Completed in October 1949	
Laundry Plant comprising Washer, Ironer and Drier.	£ 748
Delivered in November 1949	
Estimated cost of Installation.	£ 250
The cost will be met by an appropriation from the Extension Trust Fund.	

PUPILS

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

Average .../

	Average 1948 <u>Fin. Year</u>	Average 1949 <u>Fin. Year</u>	Fourth Term <u>1949</u>
Boarders.	52	53	54
Day Girls.	143	147	144
Kindergarten.	48	53	54
	<u>243</u>	<u>253</u>	<u>252</u>

EXPENDITURE FROM DONATED FUNDS

The following Improvements have been made possible during the year by private donation :-

The re-surfacing of the Entrance Drive and adjacent areas with Asphaltic Macadam.

New Furnishings and Equipment for Sick Bay.

Dressing Cubicles for Swimming Pool.

COUNCIL

Mr. F. C. Robb, selected by the Archbishop, retires but is eligible for re-selection and re-appointment by the Archbishop.

A letter of resignation has been received from Mr. H. E. Hockly, elected by Members.

There are four vacancies on the Council; three to be selected by the Archbishop and one to be nominated by Members.

AUDITORS

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

Jeffrey C. ...

CHAIRMAN.

Josephine ...
SECRETARIES AND TREASURERS.

CAPE TOWN.

November 25th, 1949.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 30TH SEPTEMBER 1949

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. 149. 5. 6. 15,076.17. 3.

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

SUNDRY CREDITORS AND CREDIT BALANCES. 1,181. 1. 0.

TRUST FUNDS.

Extension Trust Fund. 2,117. 2. 5.
Sonia Beck Memorial Fund. 50. 0. 0. 2,167. 2. 5.

ENDOWMENT ACCOUNT. 24,225.15. 3.

REVENUE AND EXPENDITURE ACCOUNT.

Balance at 30th September
1948. 22,105.17. 4.
Surplus for year ended
30th September 1949. 520.13. 3. 22,626.10. 7.

£ 65,534. 8. 6.

CHAIRMAN.

TREASURERS.

H. H. C. C.
J. J. B. B.
Chartered Accountants. (S.A.).

LAND AND BUILDINGS, at Cost.

Herschel School - Claremont.
At 30th September 1948. 54,319.11. 4.

Subject to Mortgages per Contra.

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

BATHING BOX - St. James. 10. 0. 0.

FURNITURE AND EQUIPMENT.

At 30th September 1948. 2,080. 0. 0.
Additions during year. 290.19.10.

Less Depreciation. 300.19.10. 2,070. 0. 0.

PIANOS.

At 30th September 1948. 420. 0. 0.
Less Depreciation. 45. 0. 0. 375. 0. 0.

LINEN AND CURTAINS.

At 30th September 1948. 300. 0. 0.
Less Depreciation. 50. 0. 0. 250. 0. 0.

CUTLERY, CROCKERY, GLASSWARE
AND KITCHEN UTENSILS.

At 30th September 1948. 210. 0. 0.
Additions during year. 98. 5. 0.
Less Depreciation. 308. 5. 0. 230. 0. 0.
78. 5. 0.

STOCKS ON HAND. 736.10. 6.

SUNDRY DEBTORS AND DEBIT BALANCES. 1,356.14. 9.

CASH.

At Bank. 2,525.15.10.
On Hand. 10. 7. 8. 2,536. 3. 6.

TRUST FUND INVESTMENTS.

S. A. Permanent Mutual Building
and Investment Society.

Fixed Deposit. 2,117. 2. 5.
One Permanent Share of £50. 50. 0. 0. 2,167. 2. 5.

£ 65,534. 8. 6.

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 25th, 1949.

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

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 1949

To SALARIES of Teaching Staff.

By FEES.

Permanent Staff.	8,728.17. 5.	
Coaching and Special Fees.	<u>1,901.16. 6.</u>	10,630.13.11.
" WAGES of Domestic Staff and Garden Boys.		1,882. 3. 7.
" PROVISIONS.		
Bread.	249.17. 7.	
Butter.	146. 7. 6.	
Fish, Fruit, Vegetables, Eggs, etc.	1,097. 5. 4.	
Groceries.	896. 9. 2.	
Meat.	930. 6. 1.	
Milk.	<u>448. 9. 6.</u>	3,768.15. 2.
" DOMESTIC CHARGES.		
Electricity, Gas and Coal.	397.14. 2.	
General Maintenance.	705. 7. 0.	
Laundry - less Refunds.	69. 1. 0.	
Miscellaneous Supplies.	147. 7. 0.	
Water.	<u>166. 8. 0.</u>	1,485.17. 2.
" SPORTS REQUISITES.		56. 1. 1.
" PROPERTY CHARGES.		
Grounds.	52.19.10.	
Maintenance.	676. 5. 1.	
Rates and Specific Services.	52. 1. 1.	
Rent - Bathing Box.	10. 0. 0.	
Swimming Bath - Water, less Refund.	<u>36. 9. 6.</u>	827.15. 6.
" ADMINISTRATION.		
Advertising.	32.11. 8.	
Audit Fees.	52.10. 0.	
Bank Charges.	11.12. 4.	
Miscellaneous.	134. 4.11.	
Postages and Telegrams.	65.11.10.	
Printing and Stationery.	216. 6. 8.	
Secretarial Fees.	350. 0. 0.	
Telephone.	<u>61.19.11.</u>	924.17. 4.
" CONTRIBUTIONS.		
Retiral Fund.	364. 9. 4.	
Unemployment Insurance Fund.	145. 7. 0.	
Pension.	<u>60. 0. 0.</u>	569.16. 4.
" INSURANCE.		106.11. 0.
" INTEREST on Bonds.		597. 2. 0.
" DEPRECIATION.		474. 4.10.
" BALANCE, being Surplus for year.		<u>520.13. 3.</u>

£ 21,844.11. 2.

Tuition and Board.	18,335.13. 3.	
Extra Subjects, Music, etc.	<u>3,113. 1. 0.</u>	21,448.14. 3.
" REGISTRATION FEES.		92. 8. 0.
" SUNDRY REVENUE.		303. 8.11.

£ 21,844.11. 2.

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 1949.

CAPE TOWN.

November 25th, 1949.

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

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

MINUTES OF COUNCIL MEETINGS IN
1950

with Reports of
GENERAL PURPOSES COMMITTEE

and

MINUTES OF ANNUAL GENERAL MEETING
1950

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, 10th March 1950.

A G E N D A

1. Election of Chairman
2. Minutes to be confirmed:-
 Quarterly Meeting of Council -
 9th December 1949
3. Reports of General Purposes Committee:-
 Monthly Meeting - 1st February 1950
 Special Meeting - 20th February 1950
 Monthly Meeting - 1st March 1950
4. Retiral Fund
 Balance Sheet at 31st December 1949
5. Report of Headmistress
6. Comparative Statement of Number of
 Scholars and Net Fees

Dalgleish & Baker,
Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF MEETING OF THE COUNCIL AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET, CAPE TOWN, ON
FRIDAY, 10TH MARCH, 1950, AT 4-0 P.M.

PRESENT: His Grace the Archbishop.
Mr. G. H. Starck, Professor W. F. Grant,
Mr. H. Alers Hankey, Mr. F. C. Robb,
Rev. Eustace Wade, Mrs. Lane Forsyth,
Mr. Bertram Baker and Miss McLean.

Apologies for absence :-

Mrs. P. G. Grant and Mrs. J. F. Brock.

CHAIRMAN

Election in terms
of Article 24

On the motion of Mr. F. C. Robb, seconded
by the Rev. Eustace Wade, it was resolved:

That His Grace the Archbishop of
Cape Town be elected Chairman to
hold Office and preside at all
Meetings during the year.

This was carried unanimously.

MINUTES

The Minutes of the Quarterly Meeting of the
Council held on 9th December 1949, 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.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of the following Meetings were
submitted and approved :-

Monthly Meeting - 1st February 1950
Special Meeting - 20th February 1950
Monthly Meeting - 1st March 1950

The Members present wished to record the
gratitude of the Council to Mr. Duncan Baxter
for twenty-eight years unbroken service and
help to the School and their pleasure in the
knowledge that he was continuing as a Member
of the General Purposes Committee.

RETIRAL FUND

The Income and Expenditure Account for the
year ended 31st December 1949 and Balance
Sheet at that date, were presented in terms
of Rule 14 of the Fund.

Mr. F. C. Robb, the Nominee of the Council on
the board of Management of the Fund, said that
he had put before the Members at the Annual
Meeting held on March 1st, 1950, for their
consideration, a quotation from each of the
two Companies for an Insurance Pension Scheme
to take the place of the existing Retiral Fund.

The Teachers present had voted in favour of
the Insurance Scheme.

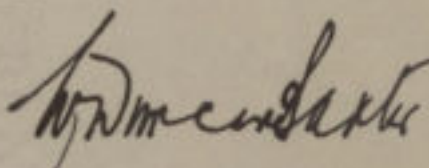
It was decided to appoint a sub-Committee to
consider the subject, with power to act. The
Members appointed to this Committee were :-

Mr. F. C. Robb
Mr. G. D. Jooste
Mr. G. H. Starck
Miss H. C. McLean

REPORT OF HEADMISTRESS The Report was submitted.

COMPARATIVE STATEMENT A Comparative Statement showing the number of Scholars and Net Fees earned, was submitted.

CONFIRMED



CHAIRMAN

DATE: 9 June 1950.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT,
ON WEDNESDAY, 1ST FEBRUARY 1950.

PRESENT: Mr. W. Duncan Baxter.
Mr. G. D. Jooste.
Mrs. J. F. Brock.
Mr. Bertram Baker and Miss McLean.

Apologies for absence:

Mrs. Lane Forsyth.
Mrs. P. G. Grant.

CHAIRMAN

Mr. Duncan Baxter asked the Meeting to elect another Chairman as he was leaving Cape Town to live at Somerset West. He would be happy to remain on the Committee but would not be able to attend every Meeting.

The Members present elected Mr. G. D. Jooste as Chairman, and he thereupon took the Chair.

LAUNDRY

Miss McLean had a Tender from Trop & Sons for the installation of the Plant. This Tender included all electrical and plumbing work as Mr. Tromp wished to use his own men.

It was agreed that the School should be responsible for running the power and water to the point of use and that the School's regular Electrician and Plumber respectively should do this part of the work. Mr. Robb undertook to speak to Mr. Tromp about this.

It was agreed that the Municipal Departments concerned be called in to approve the plan of work and the Insurance Company notified.

BURSAR

Miss McLean reported that Miss Goodacre was unable to continue her duties on account of illhealth.

Miss McLean said that she had engaged Mrs. Withers to act pending further arrangements.

GENERAL AND PROPERTY
MAINTENANCE

Miss McLean was asked to prepare a list of the anticipated needs of the 1950 financial year for General Upkeep, Replacements and Additions and Mr. Baker to consider an amount that could be set aside for this purpose.

FOUNDER'S DAY

Miss McLean said that Professor M. C. Botha had consented to speak on Founder's Day.

PROSPECTUS

Miss McLean had the proofs of the new Prospectus. These were approved.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF SPECIAL MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY, 20TH FEBRUARY, 1950.

PRESENT: Mr. G. D. Jooste - in the Chair.
Mr. F. C. Robb.
Mrs. Lane Forsyth.
Mr. Bertram Baker and Miss McLean.

PROPERTY

Miss McLean said that she wished to draw attention to the sale, by Public Auction on February 23rd, of a Private Residence near the School. This house might be converted for use as a Junior School.

After close discussion it was agreed that the Committee could not recommend the calling of an Emergency Meeting of the Council to consider the acquisition of a Property which was being sold in three day's time, particularly when the buying of any further property could only be considered in the light of the Council's policy for the future.

The feeling of the Meeting was that the School was at a turning point. It was agreed to ask Council to decide :-

Whether the School should remain at its present size of about two hundred and fifty pupils

or

Whether, from an educational standpoint it is desirable to extend, and if so, is extension practicable from an economic standpoint.

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT,
ON WEDNESDAY, 1ST MARCH 1950.

PRESENT: Mr. G. D. Jooste - in the Chair.
Mr. W. Duncan Baxter.
Mr. F. C. Robb.
Mrs. R. Lane Forsyth.
Mrs. J. F. Brock.
Mrs. P. G. Grant
Mr. Bertram Baker and Miss McLean.

INSURANCE

Miss McLean said that the Insurance Company had declined to admit a claim for Fire Brigade Charges in putting out a Hedge Fire in the far corner of the Games Field on the grounds that the seat of the fire was too distant to imperil the School Buildings. Mr. Baker said that the Agents expected the Company to make some ex gratia payment.

This led to a discussion on Insurance and it was decided to review all insurance values in the light of present day costs. Mr. Baker was asked to present all particulars at the next Meeting.

GENERAL AND PROPERTY
MAINTENANCE

Miss McLean submitted a list of anticipated special needs for 1950 financial year for General Upkeep, Replacements and Additions. After discussion it was decided :-

A. TO APPROVE THE PUTTING IN HAND OF THE FOLLOWING
WORK:-

KITCHEN SINKS

Replacement - Estimated Cost £60 to £70.

STAFF BATHROOM

Conversion of Store Room for this purpose - Estimated Cost £80.

B. TO CALL FOR ESTIMATES FOR INTERIOR DECORATION
OF SELECTED ROOMS

Amount not specified at this stage.

C. TO APPROVE THE ACQUISITION OF:-

CONFISCATION CUPBOARD

A quotation of £27.15. 0. for the making of a Cupboard was considered too high and certain Members of the Committee promised to make personal efforts to obtain a suitable article at a lesser figure.

D. TO HOLD OVER:-

DIVING STANDS

Estimated Cost £174 to £204.

PROPERTY "The Hill"

Mr. Robb said he had been informed that the owner was negotiating the sale of the Property to a Public Body.

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

BALANCE SHEET AS AT 31ST DECEMBER 1949

LIABILITIES		ASSETS	
AMOUNTS STANDING TO THE CREDIT OF TEACHERS' ACCOUNTS.		INVESTMENTS - At Cost.	
	3,104.17. 6.	1,000 Grosvenor Consolidated Investments Limited 5½% Cumulative Preference Shares of £1 each.	1,000. 0. 0.
RESERVE FUND.		400 Anglo-Transvaal Industries Limited 5½% Cumulative Preference Shares of £1 each.	501. 7. 9.
Balance at 1st January 1949.	135. 9. 3.	400 The Goodyear Tyre and Rubber Company (S.A.) Limited 5% Cumulative Redeemable Preference Shares of £1 each.	457. 5. 3.
Add: Amounts credited in terms of Rule 6 (b).	282. 3. 4.		1,958.13. 0.
	417.12. 7.		
Add: Surplus transferred from Income and Expenditure Account.	55.19.11.		
	473.12. 6.		
CHAIRMAN		CASH ON FIXED DEPOSIT with South African Permanent Mutual Building and Investment Society.	1,532.12.11.
TREASURERS		CASH at Barclays Bank (D.C. & O.)	87. 4. 1.
Chartered Accountants (S.A.)	£ 3,578.10. 0.		£ 3,578.10. 0.

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 the affairs of the Retiral Fund at the date thereof as shown by the Books.

CAPE TOWN.

February 22nd, 1950.

E. R. Sympson & 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 1949

EXPENDITURE

INCOME

To INTEREST credited to
Teachers' Accounts. 76. 0. 9.

" ADMINISTRATIVE EXPENSES.
Bank Charges. 4. 3.

" SURPLUS carried to Reserve Fund. 55.19.11.

£ 132. 4.11.

By INCOME from Investments. 132. 4.11.

£ 132. 4.11.

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 1949.

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

CAPE TOWN.

February 22nd, 1950.

HEADMISTRESS' REPORT. MARCH, 1950.

STAFF.

Mrs. HODGSON, Domestic Science, handed in her resignation for the end of this term as they have bought a farm at Tulbagh. Unfortunately she has been ill most of this term, and I have only been able to find a part time substitute to date.

Mrs. JACKSON, assistant games, is away for health reasons for a month and Miss Botha Reid and Miss Walden-Smith have once again volunteered to help.

Mrs. STEYN'S health is far from well and I am looking for a substitute now as I do not think she will last the term; she has next term on leave and I hope will be fit to return in July.

Mrs. HORWITZ, B.Sc., Capetown, has taken Miss Millward's place from the beginning of this term.

Mrs. BALLARD, has been appointed as Matron; unfortunately Miss Stewart, as assistant, has not fitted in and I shall have to replace her.

Violet Latogan, coloured cook, died in Rondebosch Hospital on February 24th, she had been here some three to four years.

HEALTH.

This is good; there have been two cases of ringworm, both now well. The first was brought back from contact with a cat in the holidays.

GENERAL.

Two boarders from Standard IV ran away on the morning of February 15th - They were missing for five hours. One lives in Northern Rhodesia and the other at Muizenberg. They have both returned to their homes for the time being.

Two bicycles were stolen from outside the bicycle shed one Friday afternoon; both were found and returned by the Police. The children had to appear in the Juvenile Court.

The Hedge and fir tree in the far corner of the games field were set on fire one Saturday lunch time. The fire brigade was called and it is difficult to decide how irremediably the hedge is damaged.

The public services, Police, Tramways, Railways, C.I.D., and firemen were most helpful and courteous in all these problems.

ADMISSION.

The School is full and there are waiting lists and continuous applications for all parts of the School.

ACTIVITIES.

Of the 17 candidates for the School Certificate, 16 passed, 14 with exemption from Matriculation; 4 in the first class, 9 in the second and 3 in the third.

Parties from various parts of the School have been to Parliament, to hear Yehudi Menuhin, to the Australian cricket and American tennis matches,

Teams have competed in the Inter School tennis and swimming events.

Some of the Riders competed at the Rosebank Show.

The Guides are taking part in the Pageant in honour of Lady Baden Powell's visit.

EQUIPMENT.

The bathing boxes are complete and in use. Mr. McCarthy completed the cementing round the bath and painted the inside of the walls and we have had additional glass on the top.

We have the estimates for the diving stand and hope that the work may go forward at once.

The tender has been accepted for erecting the weather vane, but work has not yet begun.

The 50 chairs for the dining hall have arrived and Old Girls are slowly buying them and having their names carved on the back.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS AND NET FEES
March 1950

NUMBER OF SCHOLARS

	First Term <u>1950</u>	Fourth Term <u>1949</u>	Average 1949 <u>Fin. Year</u>
Boarders.	54	54	53
Day Girls.	147	144	147
Kindergarten.	50	54	53
	<u>251</u>	<u>252</u>	<u>253</u>

NET FEES

First Term 1950	£4,677
Fourth Term 1949	£4,619

STATEMENT

Prepared by Mr. W. Duncan Baxter and
Mr. G. D. Jooste and presented at an
informal Special Meeting of the
General Purposes Committee held at the
School at 5 P.M. on Thursday, 9th
March 1950

HERSCHEL SCHOOL

F E E S.

Number of Pupils.	Profit.	Loss	Boarders		Day Girls	
			Junior	Senior	Junior	Senior
1922	36	£ 468	150 gns.	150 gns.	60 gns.	60 gns.
1923	38	1,226	"	"	"	"
1924	44	390	"	"	"	"
1925	53	1,226	"	"	"	"
1926	57	1,577	"	"	"	"
1927	53	795	115 gns.	120 gns.	42 gns.	50 gns.
1928	58	557	"	"	"	"
1929	84	1,442	"	"	"	"
1930	83	1,271	"	"	"	"
1931	85	2,008	"	"	"	"
1932	82	482	"	"	"	"
1933	66	-	£1,131	"	"	"
1934	62	-	1,504	"	"	"
1935	108	-	1,124	"	"	"
1936	113	-	148	"	"	"
1937	124	129	"	"	"	"
1938	139	1,014	"	"	"	"
1939	141	882	"	"	"	"
1940	173	1,486	"	"	"	"
1941	194	2,639	"	"	"	"
1942	215	2,497	"	"	"	"
1943	216	3,035	"	"	"	"
1944	210	1,354	"	"	"	"
1945	215	665	"	"	"	"
1946	234	697	125 gns.	130 gns.	47 gns.	55 gns.
1947	240	610	£144	£160	£56	£64
1948	243	1,036	"	"	"	"
1949	253	520	"	"	"	"
		£ 28,016	£ 3,907			
		3,907				
Total Profits		£ 24,109				

Average Profit over 28 years = £861

Up to the beginning of 1934 there were three terms per year.
Since then there have been four terms per year.

June 9th, 1950.

G. D. Jooste, Esq.,
"Highlands",
Tennant Road,
WYNBERG. Cape.

Dear Mr. Jooste,

Informal Special Meeting of General Purposes
Committee held at the School on 9th March
1950

I thought you might like to have in brief form my notes about this Meeting.

- i. Mr. BAXTER gave a short history of the School, said the Property originally cost about £3,600 and that when the School was enlarged in 1933 the number of pupils in mind was 200.
- ii. Mr. ROBB said that the purchase of "The Hill" would be impossible without gifts amounting to not less than £20,000.
- iii. Miss McLEAN said that an additional 50 girls could be taken if "The Hill" was bought.
- iv. The ARCHBISHOP summed up the feeling of the Meeting by saying :-

It was agreed that in the interests of the School and local community, it was desirable to expand but that the financial side must first be clear. Therefore the immediate need was to investigate and estimate.

Yours sincerely,

EXTRACTS FROM ARTICLES OF ASSOCIATION

- CLAUSE 14 The management of the Association and the custody of the funds and property thereof shall vest in a Council consisting of the Archbishop of Cape Town for the time being, together with sixteen other councillors.
- CLAUSE 15 Of the sixteen councillors, one-half shall be selected and appointed by the Archbishop of Cape Town and the other half be elected by members. One-fourth of the Council shall retire annually, but retiring members shall be eligible to be again selected and reappointed by the Archbishop or for renomination and re-election by members.
- CLAUSE 17 Before noon on the first day of November in each year the Secretary shall be notified by the Archbishop of the persons selected and appointed by him to take office as members of the Council for the calendar year commencing on the first day of January, following. Each appointment shall be accompanied by an acceptance thereof by the person appointed.
- CLAUSE 18 Likewise at or before noon on the first day of November in each year nominations for members to be elected on the Council to take office for the calendar year commencing on the first day of January following must be lodged with the Secretary, each nomination must be accompanied by an acceptance thereof by the person nominated.
- CLAUSE 19 In the event of nominations for the Councillors to be elected exceeding the number of such vacancies on the Council, election shall be by ballot and be carried out in such manner as the Chairman of the Council for the time being shall prescribe.
- CLAUSE 20 If any member of the Council ceases to be a member of the Association, he shall thereupon cease to be a member of the Council.

9. 5. 1950

From the Archbishop of Cape Town

TEL 7-3689

BISHOPSCOURT.
CLAREMONT.
CAPE.
S. AFRICA.

23rd March, 1950.

Bertram Baker, Esq.,
Messrs. Dalgleish and Baker,
P.O. Box 1161,
Cape Town.

Dear Mr. Baker,

I am glad to be able to inform you
that Mr. Justice Searle, of Judges'
Chambers, Supreme Court, Cape Town, has
accepted my invitation to be one of the
members of the Council of Herschel
School appointed by myself. Will you
kindly in future send him notices.

Yours sincerely,

Heath Cupel

CLAREMONT,
CAPE.
S. AFRICA.

16th March, 1950.

Bertram Baker, Esq.,
Messrs. Dalgleish & Baker,
P.O. Box 1161,
Cape Town.

Dear Mr. Baker,

This is to inform you that Mr. David
Baxter, of 60, St. George's Street, Cape
Town, has accepted my invitation to be
one of the members of the Council of
Herschel School appointed by myself:
Will you kindly in future send him
notices?

Yours sincerely,

Jeffrey Cape

March 28th, 1950.

His Grace the Archbishop,
Bishopscourt,
CLAREMONT. Cape.

My Lord Archbishop,

On behalf of Mr. Baker we thank you for your letters of March 16th and 23rd telling him that Mr. David Baxter and Mr. Justice Searle, respectively, have accepted your invitation to be Members of the Council, appointed by yourself.

We shall, in future, send Notices to both these gentlemen.

Mr. Baker is away on holiday.

Yours faithfully,

for DALGLEISH & BAKER,
Secretaries and Treasurers.

June 1st, 1950.

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, 9th June 1950

A G E N D A

1. Minutes to be confirmed :-
Quarterly Meeting of Council held on 10th March 1950.
2. Reports of General Purposes Committee :-
Monthly Meeting held on 3rd May 1950.
Monthly Meeting to be held on 7th June 1950.
3. Leave of Absence.
Members of Council.
4. Additional Signing power.
5. Report of Headmistress.
6. Comparative Statement of Number of Scholars and Net Fees.

Dalglish & Baker,
Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

MINUTES OF MEETING OF THE COUNCIL HELD AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET, CAPE TOWN, ON
FRIDAY, 9TH JUNE, 1950, AT 4-0 P.M.

PRESENT: Mr. W. Duncan Baxter.
Mr. G. D. Jooste, Mr. H. Alers Hankey,
Mr. F. C. Robb, Professor W. F. Grant,
Mrs. Lane Forsyth, Mrs. J. F. Brock,
Mr. Bertram Baker and Miss H. C. McLean.

Apologies for absence :-

His Grace the Archbishop,
Mr. Justice Searle,
Mr. David Baxter,
Mrs. P. G. Grant.

Mr. Duncan Baxter was elected to the Chair.

The Minutes of the Quarterly Meeting of the Council held on 10th March 1950, 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.

Arising out of these Minutes :-

Retiral Fund

The Chairman said that the Sub-Committee appointed by Council had met and had selected the Insurance Pension Scheme of the Southern Life Association of Africa. The Sub-Committee was authorised to go ahead with this Scheme.

The Reports of the following Meetings were read and approved :-

Monthly Meeting - 3rd May 1950
Monthly Meeting - 7th June 1950

Leave of Absence was granted as follows :-

To the Rev. Eustace Wade - from
April 30th to August 31st.

To Mr. G. H. Starck - from
May 16th to July 16th.

BARCLAYS BANK (D.C.&O.)

The action of the General Purposes Committee in adding the name of Miss H. C. McLean to the list of persons authorised to sign cheques drawn on the Account in the name of the English Church Schools Association (Incd.), at the Adderley Street Branch of Barclays Bank (D.C.&O.) was confirmed by a Resolution in terms of Bank Form 25a and 25 Supplementary attached.

REPORT OF HEADMISTRESS

The Report was submitted.

COMPARATIVE .../

CHAIRMAN

MINUTES

REPORTS OF GENERAL
PURPOSES COMMITTEE

LEAVE OF ABSENCE

COMPARATIVE STATEMENT

A Comparative Statement showing the number of Scholars and Net Fees earned was submitted.

CONFIRMED.

J. G. Davis.

CHAIRMAN.

DATE:

Sept 8. 1950

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT,
ON WEDNESDAY, 3RD MAY 1950.

PRESENT: Mr. G. D. Jooste - in the Chair.
Mr. W. Duncan Baxter.
Mr. F. C. Robb.
Mrs. P. G. Grant, Mrs. Lane Forsyth.
Mr. Bertram Baker and Miss H. C. McLean.

Apology for absence:

Mrs. J. F. Brock.

BARCLAYS BANK (D.C. & O.)

It was decided to add the name of Miss H. C. McLean to the list of persons authorised to sign cheques drawn on the Account in the name of the English Church Schools Association (Incd.), at the Adderley Street Branch of Barclays Bank (D.C. & O.).

GENERAL AND PROPERTY
MAINTENANCE

Kitchen Sinks and Staff
Bathroom.

Miss McLean said this work was finished, but the actual cost was likely to exceed the estimates.

Interior Decorations.

Miss McLean presented a Painter's estimate of £638. This estimate, in effect, quoted for work throughout the School Building.

The feeling of the Meeting was that the School could not afford to have all this work done at once and that in any case other estimates should be called for.

It was decided to ask the ladies on the Committee, together with the Headmistress, to select the work of greatest need up to a cost of about £250.

PROPERTY - "The Hill"

This subject was again discussed but no decision could be made at this stage.

LAUNDRY

Miss McLean presented estimates for the Installation of the Plant. It was decided to hold this subject over pending further news about "The Hill".

CHURCH DUES

It was decided to make a payment of £30 to St. Saviour's Church, Claremont, for Church Dues for the calendar year 1950.

It was also decided to fix August as the month of donation.

INSURANCE

The Chairman said that Mr. Baxter had examined the insured values in the Fire Policies and was of the opinion that the cover was inadequate. Mr. Baxter's conclusions closely corresponded with a survey carried out by the Company at the same time.

The .../

INSURANCE - continued

The Chairman had therefore asked the Company to give immediate additional cover of £30,000.

The figures were discussed in detail and it was decided that the Chairman, Mr. Duncan Baxter and Mr. Baker settle the matter and at the same time go into the question of a Consequential Loss Policy.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, 7TH JUNE 1950

PRESENT: Mr. G. D. Jooste - in the Chair.
Mr. W. Duncan Baxter.
Mr. F. C. Robb.
Mrs. Lane Forsyth.
Mr. Bertram Baker and Miss H. C. McLean.

Apologies for absence:

Mrs. P. G. Grant.
Mrs. J. F. Brock.

OLD GIRLS' DANCE

Miss McLean said that she had been asked by a section of the Old Girls' Association for permission to use the School Hall for a Dance.

All agreed that the School was not a suitable place for this function.

INSURANCE

Mr. Baker said that the revised insured values in the Fire Policies had been fixed with the Company and that Consequential Loss cover had been arranged for at a provisional figure pending settlement of detail.

In the light of a recent accident at the School Mr. Baker was asked to review the Public Liability Policy.

PROPERTY - "The Hill"

Mr. Robb said his most recent news was that the owner's negotiations with a Public Body for a sale at £80,000 were still alive but tardy, and that the owner was open to receive an offer from the School for a lesser figure.

Miss McLean presented estimated figures of additional revenue and corresponding expense which might be expected as a result of buying "The Hill", and an estimate of Capital needs additional to the price of the Property itself.

After earnest discussion it was agreed that the School could make no offer until :-

1. The Council is assured of getting a large sum of money by gift, without which help the purchase could not be contemplated.
 2. The Council is convinced that the School, thus enlarged, would pay its way.
-

TO THE MANAGER OF

BARCLAYS BANK (DOMINION, COLONIAL AND OVERSEAS).

(REGISTERED AS A COMMERCIAL BANK)

CAPE TOWN, CAPE PROVINCE. Branch.

SIR,

We beg to inform you that at a Meeting of the Council of the
ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
held at Cape Town on the 9th day of
June 1950, it was resolved "That an account be continued at the Cape Town, Cape Province
Branch of Barclays Bank (Dominion, Colonial and Overseas), and that the said Bank be
hereby authorised and requested to pay all Cheques, Bills of Exchange, Promissory Notes and
other negotiable instruments purporting to be signed, made or accepted on behalf of the said
English Church Schools Association and to debit the same to the account
to be kept with them by the said Association, whether such
account be in credit or otherwise; to hold the said Association liable on all Cheques,
Bills of Exchange, Promissory Notes, other negotiable instruments and all agreements, indemnities and documents
in connection with all the usual banking transactions, including amongst others the lodging and withdrawal
of moneys on Fixed Deposit or on Savings Bank Account, the pledging by the said Association
of any of its property, the issue of Letters of Credit, Drafts and Telegraphic Transfers, provided that such
Cheques, Bills, Promissory Notes, or other documents are signed by * The Treasurer(s)
for the time being of the said
English Church Schools Association
and countersigned by the † One Authorised Official
for the time being of the said
English Church Schools Association;
that a list of the names and specimen signatures of the persons at present authorised to sign under
this resolution be furnished to the said Bank at the said Branch and that they be advised in writing
of all changes that may take place in the name from time to time; that a copy of this resolution
be furnished to the said Bank at the said Branch; and that it remain in force until the receipt by the said
Bank at the said Branch of a copy of a resolution passed by the said Association
rescinding the same." We beg to hand you herewith:—

- (1) Copy of our
(2) A full list of the present with their respective signatures.

Dated 9th June 1950

(Sgd) W. Duncan Baxter Chairman.

(Sgd) Dalgleish & Baker Secretary.

* Insert "Chairman," "one," "two," Committee members as the case may be.

† Insert "Treasurer," "Secretaries," as appropriate.

‡ Insert "Constitution," "Regulations," etc.

The Manager,

BARCLAYS BANK (DOMINION, COLONIAL AND OVERSEAS).

CAPE TOWN, CAPE PROVINCE Branch.

Dear Sir,

With reference to Bank's Form 25 dated 9th June, 1950 we give below the names of the persons at present authorised to sign under the resolution contained in that form and enclose specimens of their respective signatures.

Name of company/public body ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

Directors:

Authorised Officials:

His Grace The Archbishop of Cape Town (Member of Council)

G. D. Jooste. (Member of Council)

F. C. Robb. (Member of Council)

H. C. McLean. (Miss).

W. Duncan Baxter (Member of Council)

Secretary:

Dalgleish & Baker.

We certify that the above is a correct list and is in terms of a Resolution passed at a meeting held at Cape Town on 9th June, 1950

(Sgd). W. Duncan Baxter Chairman.

Dated 9th June, 1950 (Sgd). Dalgleish & Baker. Secretary

Form 25 supplementary. 7/48. GWP.

HEADMISTRESS' REPORT. JUNE, 1950.

STAFF. Mrs. HORWITZ, was badly burned by an explosion while demonstrating in a Science lesson. She will lose the use of one eye but the other has now been declared sound and the extensive burns to the face will not scar. Two children had slight burns to the face and were somewhat shocked; three others had minute burns and one, holes in her jersey; there was no further damage.

Mrs. SACHS, has filled the Domestic Science post since April, she came temporarily, but will remain until the end of the year and longer, if agreeable to both of us. I am finding her work very good.

Miss WALKER, has come as Assistant Matron this term, she has previous experience at the Dragon School, Oxford, and is Norland trained.

Mrs. WEBB, is teaching Latin in Mrs. Steyn's absence and Mrs. NAUDE is taking the two Afrikaans classes.

HEALTH. To date this is good; there has been one case of Scarlet Fever and one of Whooping cough, both in the Kindergarten.

ADMISSION. The position remains as last term.

ACTIVITIES. Parties from various parts of the school have been to "The Yeomen of the Guard", the Recital by Elsie Hall and Herman Saloman, will go to one Recital by Lili Kraus, and have played with Schools Orchestra in the Cathedral Hall.

The Clubs and Houses have been busy with meetings work-parties and outside expeditions.

Those learning Afrikaans in VI, V, with Mrs. Cilliers' help, organised an Afrikaans evening at which £100.9.6 was made for the Extension Fund.

EQUIPMENT. By knocking down a wall between a store cupboard and an existing lavatory a staff bathroom has been made and is giving great satisfaction.

The Stainless Steel Sinks have been fixed in the Kitchen replacing the original sinks of the old house.

Rona Ashton gave £100 as a leaving present.

The remaining £250 has been received from the Hirshhorn Estate.

THE HILL. I am enclosing figures and numbers in respect of this property as I see them, and once again I would ask you to give it consideration for I feel that we have a responsibility to the coming generations and that the future of Herschel rests in the decision which you make now.

CALCULATIONS IN CONNECTION WITH THE POSSIBLE PURCHASE OF
THE HILL.

COST of BOARDERS - Calculated on.

	<u>Provisions</u>	<u>and DOMESTIC</u>	<u>TOTAL.</u>
		<u>CHARGES</u>	
1948....	£3,698. 8.8.	£1,195. 19.0.	£4,894.7.8.
With 52 Boarders: 143 Day Girls taken in proportion to their fees giving £44.15.: £17.18.:			
1949.....	£3,768. 15. 2.	£1,485. 17. 2.	£5,224. 12. 4.
With 53 Boarders : 147 Day Girls taken in proportion to their fees giving £47.: £18.16.:			
1950 Estimated	£50.: £20.:		

PURCHASE ?

Levelling 2 Hockey pitches 1 gravel 1 grass	£1,000.
Equipment and Furnishing.	1,500.
Additional Baths and Lavatories.	<u>1,500.</u>
	£4,000
Roofing in Courtyard(could wait)	<u>1,000</u>
	<u>£5,000</u>

POSSIBLE REVENUE:

AT THE HILL

Boarders: 20 @ 100 gns	2,100. 0. 0.
<u>Day Girls</u>	
K.G. plus 9 @ 26 guineas	245. 14.0.
Lower I plus 2 @ 32 guineas	67. 4.0.

AT SCHOOL

Lower IV plus 10 @ 64 guineas	672. 0.0.
Upper III plus 20 @ 64 guineas	<u>1,344. 0.0</u>
	£4,428. 18.0

PROBABLE EXPENSES

Cost of 20 Boarders.	£1,000 0 0
" " 10 Day Girls	200. 0 0

STAFF

House Mistress	340 0 0
Housekeeper/Matron	240 0 0
4 maids	240 0 0
Gardeners	<u>450 0 0</u>
	£2,470 0 0

POSSIBLE PROFIT: £1,958.

ALLOWING: £49,000 @ 4%

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS AND NET FEES
June 1950

NUMBER OF SCHOLARS

	<u>Second Term</u>	<u>First Term</u>	<u>Average 1949 Fin. Year</u>
Boarders.	54	54	53
Day Girls.	149	149	147
Kindergarten.	50	52	53
	<u>253</u>	<u>255</u>	<u>253</u>

NET FEES

Second Term 1950.	£ 4,613.
First Term 1950.	£ 4,677.

August 4th, 1950.

A Special Meeting of the Council will
be held at the Church House, Queen Victoria Street,
Cape Town, at 4-0 P.M. on Friday, 11th August 1950.

A G E N D A

"The Hill"

Dalgleish & Baker,
Secretaries and Treasurers.

MINUTES OF THE SPECIAL MEETING OF THE COUNCIL HELD AT
THE CHURCH HOUSE, QUEEN VICTORIA STREET, CAPE TOWN,
ON FRIDAY, 11TH AUGUST 1950

PRESENT: His Grace the Archbishop - in the Chair
Bishop Lavis, Mr. G. D. Jooste,
Mr. F. C. Robb, Professor W. F. Grant,
Mr. G. H. Starck, Mr. H. Alers Hankey,
Mr. David Baxter, Mrs. J. F. Brock,
Mrs. Lane Forsyth, Mrs. P. G. Grant,
Mr. Bertram Baker, Miss. H. C. McLean.

On Leave of Absence:

Rev. Eustace Wade.

Apology for Absence:

Mr. W. Duncan Baxter.

The Chairman welcomed Mr. David Baxter to the Council.

The Chairman said that the Meeting had been called for the discussion of matters arising out of the proposed expropriation of the property "The Hill" Claremont.

Mr. Jooste, Chairman of the General Purposes Committee, said that for years the Council had been interested in "The Hill" because it was the only piece of land which could afford any hope of the School's expansion. The owner had been approached from time to time but the price asked was always too high. The Council had agreed that it could make no counter offer until it was assured of getting a large sum of money by gift and was convinced that the School, if enlarged, would pay it's way.

The Property is now to be expropriated by the Provincial Administration as the Education Department needs the ground for School-building purposes. This is a very serious turn in events as it removes all hope of expansion and must be detrimental to the School even if it remains at it's present size.

It was agreed that :-

1. The Council, being vitally interested, is entitled to ask the Administrator what the intentions of the Department are and to find out if there is any possibility of the Department giving up the property.
2. The Council asks the Administrator, as soon as possible, to receive a deputation even though the deputation can go armed with no offer for the purchase of the property.
3. The deputation consists of all members of the Council who can attend, and the Headmistress.
4. The Council does not appeal to the parents or take any other action until the deputation has met the Administrator.

The Archbishop undertook to write to the Administrator.

Confirmed

DATE:

18.8.1950

CHAIRMAN

August 14th, 1950.

From the Archbishop of Cape Town.

To His Honour the Administrator.

Dear Mr. Carinus,

I am writing to ask you whether you will be kind enough to receive a deputation from the Council of Herschel School, Claremont, in connection with matters arising from the reported expropriation of "The Hill", Claremont.

"The Hill" is the adjoining property to the School and we desire to discuss with you the effect on the future and possible expansion of Herschel School of the erection of another School next door.

Yours sincerely,

COPY

Administrator's Office,

CAPE TOWN.

17th August, 1950.

His Grace the Archbishop,
Chairman,
English Church Schools Association,
P. O. Box 1161,
CAPE TOWN.

Dear Sir,

I am directed by His Honour the Administrator to acknowledge receipt of your letter of the 14th August, 1950, and to inform you that he has agreed to receive a deputation from your Council to discuss matters arising out of the proposed expropriation of the property "The Hill", Claremont, on Thursday, 31st August, 1950, at 10-30 a.m.

Yours faithfully,

(Signed)
PRIVATE SECRETARY.

August 24th, 1950.

The Administrator has agreed to receive a deputation from the Council to discuss matters arising out of the proposed expropriation of the property "The Hill", Claremont, on Thursday, 31st August, 1950, at 10-30 a.m.

If you are able to attend will you please go to the Private Secretary's Waiting Room on the First Floor in the Provincial Buildings.

Dalglish & Baker,
Secretaries and Treasurers

September 1st, 1950.

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, 8th September 1950.

A G E N D A

1. Minutes to be confirmed :-
 Quarterly Meeting of Council held on
 9th June 1950.
 Special Meeting of Council held on
 11th August 1950.
2. Reports of General Purposes Committee :-
 Monthly Meeting held on 2nd August 1950.
 Monthly Meeting to be held on 6th September
 1950.
3. Report of Headmistress.
4. Comparative Statement of Number
 of Scholars and Net Fees.

Dalglish & Baker,
Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

MINUTES OF THE MEETING OF THE COUNCIL HELD AT
THE CHURCH HOUSE, QUEEN VICTORIA STREET, CAPE
TOWN, ON FRIDAY 8TH SEPTEMBER 1950 AT 4-0 P.M.

PRESENT: Bishop Lavis,
Mr. G. D. Jooste, Professor W. F. Grant,
Mr. F. C. Robb, Rev. Eustace Wade,
Mr. Alers Hankey, Mr. David Baxter,
Mrs. J. F. Brock, Mrs. Lane Forsyth,
Mrs. P. Ballantine.
Mr. Bertram Baker and Miss H. C. McLean.

Apologies for absence:-

His Grace the Archbishop.
Mr. W. Duncan Baxter.

CHAIRMAN

Bishop Lavis was elected to the Chair.

MINUTES

The Minutes of the Quarterly Meeting of the Council held on 9th June 1950 and of a Special Meeting of the Council held on 11th August 1950, 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.

Arising out of these Minutes :-

Property "The Hill"

The Chairman asked Professor Grant to speak on the Deputation's interview with the Administrator.

Professor Grant said :-

That the Administrator, supported by a Professional Advisor but not by a Member of the Executive Committee, received the Deputation with courtesy.

That the Deputation emphasised the growth of the School and that the Administration would realise that the expropriation of "The Hill" debarred its natural expansion.

That the Deputation claimed that the School did serve the neighbourhood and so relieved the tax payer.

That the Deputation pointed out that if the pupils for the School proposed by the Administration were to be drawn from a distance, then they would have to negotiate traffic in its peak hours.

In reply the Administrator said that he would give his personal attention to the subject and would communicate with the Council before anything went further.

Professor Grant added that he was sure the Deputation had made an impression and felt that the Administrator might stay his hand until the whole affair had been properly investigated.

Property .../

Property "The Hill"

Mr. Robb asked Council to consider whether or not the Provincial Administration should be asked if it would buy the School property. A new Herschel might then be built elsewhere.

It was decided to ask Syfret's Trust to value the School Property.

When the facts are known the subject could be discussed at a Special Meeting.

Micklefield School

Mr. Robb said that Micklefield School was for sale and could be acquired for the market value of the property and moveables. The present Proprietors were asking nothing for Goodwill.

The feeling of the Meeting was that the opportunity should be seriously considered.

It was decided to ask the General Purposes Committee to investigate and to call a Special Meeting of the Council in about two weeks time.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of the following Meetings were submitted and approved :-

Monthly Meeting - 2nd August 1950
Monthly Meeting - 6th September 1950

REPORT OF HEADMISTRESS

The Report was submitted.

COMPARATIVE STATEMENT

A Comparative Statement showing the number of Scholars and Net Fees earned, was submitted.

CONFIRMED

H. Davis Bp
CHAIRMAN.

DATE: Dec 8.

SYFRET'S TRUST COMPANY LIMITED

CHAIRMAN
GERALD EDWARD D'ARCY OBPEN
DIRECTORS
WILLIAM KERN GIBSON
CLIVE SINCLAIR CORDER
HORACE DENON DUNCAN
EDWARD CARTER

TELEGRAPHIC & CABLE ADDRESS
"SYFRETS"

TELEPHONE
NT 2-6182 (9 LINES)

POST OFFICE BOX
NT 206

56 WALE & BURG STREETS
CAPE TOWN

THE COMPANY UNDERTAKES
THE INVESTMENT OF CAPITAL, EXECUTORSHIPS,
TRUST ESTATE & AGENCY BUSINESS OF EVERY
DESCRIPTION

IN REPLY PLEASE QUOTE
GHS/IW

20th October, 1950.

PLEASE ADDRESS ALL COMMUNICATIONS TO P.O. BOX 206, CAPE TOWN

F.C. Robb Esq.,
Inter Union Finance Ltd.,
Boston House,
Strand Street,
CAPE TOWN.

Dear Sir,

HERSHEL SCHOOL, CLAREMONT, REPORT AND VALUATION.

In accordance with your request I have inspected the above and have to report as follows:-

Situation: The property is situate in Herschel Road with frontage thereon of over 1000 feet and also has frontage of approx. 360 feet on Church Street, and is about two hundred yards from the Main Road.

Area: The total area, according to the compilation plan framed by Mr. Surveyor Morgan, is 2.74 morgen as per Title Deed, but only 2.71 morgen as per Beacons. I have compiled my figures on the latter area which works out at 5.73 acres.

Description of Buildings: The buildings which are interwoven, comprise chiefly:-

1. The old main building, forming staff quarters etc.,
2. The dining hall with dormitory above - a modern building.
3. The new 3 storey wing, comprising, garages and Chapel in the semi-basement with library, class rooms and further staff quarters, domestic science room and laboratories etc., above.
4. The New Entrance and Gymnasium.
5. Music rooms, main change rooms, lavs. and showers etc., with Art rooms above.
6. Kitchen block in old portion of the main building with new showers, baths and servants quarters above.
7. Outside, large swimming bath with bathing cubicles, three boys' rooms, shower and w.c. - 5 tennis courts and playing fields.

Remarks: All the buildings are in a substantial state of repair and I consider the staff deserve great credit for the manner in which
the.....

the whole of the premises are maintained. The new buildings have been pleasingly designed for an Institution of this character and appear to be well planned for the work which is being carried on therein. The property lies in a thickly built up area and, therefore, ground in this vicinity is much sought after for residential purposes and consequently site values have risen to a high figure.

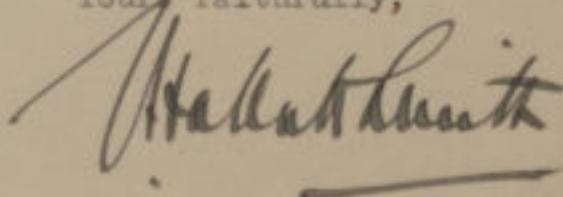
I have found it difficult to arrive at a figure which a property of this description could reasonably be expected to realise in the open market as between a willing buyer and a willing seller, for the obvious reason that the intrinsic value of the buildings is considerably higher than a figure which a prospective purchaser is likely to value them at if the whole property were put up to Auction, unless someone could be found who wished to acquire a property for a similar Institution, an Hotel, Convalescent Home, Maternity Home, or Boarding House.

The ground, as I have remarked above, is very valuable and some $2\frac{1}{2}$ to 3 acres are quite suitable for sub-division and I should say it is possible that approx. 10 quarter acre plots could be sold off without interfering with the amenities of the buildings, unless, of course, the ground is still required for scholastic uses.

Valuation: In arriving at my figure I have felt compelled to heavily write down the intrinsic value of the buildings in order to establish a figure for the property as a whole which I consider could possibly be obtained in the open market to-day, and on this basis I estimate its' value at £45,000 (FORTY FIVE THOUSAND POUNDS)

I am returning the plans of the buildings, Title Deeds and Mr. Morgan's compilation plan directly to Mr. Baker.

Yours faithfully,

A handwritten signature in dark ink, appearing to read "William L. Smith". The signature is fluid and cursive, with a long horizontal line extending from the bottom of the name.

SYFRET'S TRUST COMPANY LIMITED

CHAIRMAN: G. E. D. ORPEN DIRECTORS: W. K. GIBSON, C. S. CORDER, H. D. DUNCAN, E. CARTER, A. B. MURPHY
S. E. L. LE TRUYRE, J. M. BORTON, H. L. KENNEDY, L. M. ROOS SECRETARY: A. L. FORSTER
SWORN APPRAISER: G. HALLATT SMITH

TELEPHONE
NY 2-0182 (9 LINES)

TELEGRAPHIC & CABLE ADDRESS
"SYFRETS"

POST OFFICE BOX
NY 208

24, WALE STREET
CAPE TOWN

THE COMPANY UNDERTAKES
THE INVESTMENT OF CAPITAL, EXECUTORSHIPS,
TRUST ESTATE & AGENCY BUSINESS OF EVERY
DESCRIPTION

IN REPLY PLEASE QUOTE

GHS/IW

30th October, 19 50.

F.C. Robb Esq.,
Inter Union Finance Ltd.,
Boston House,
Strand Street,
CAPE TOWN.

Dear Sir,

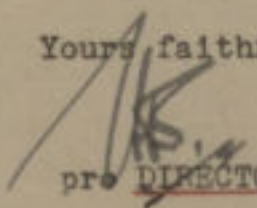
PROPOSED SALE "THE HILL", CLAREMONT.

We write to confirm our conversation with you on the telephone this morning when we informed you that the Provincial Administration had withdrawn the Notice served on our client, Major J.M. Wilks, expropriating the above property.

You informed us that the Governors of Herschel School would be interested in the property and Major Wilks instructs us to inform you that he is prepared to accept the sum of £64,500 (SIXTY FOUR THOUSAND FIVE HUNDRED POUNDS), subject to the Conditions of Sale being agreed and signed. He does not wish to leave any Bond so payment would be expected in cash against Transfer.

Major Wilks informs us that he could give vacant occupation of the whole property on the 1st June, 1951 or earlier by arrangement.

Yours faithfully,


pro DIRECTOR.

SYFRET'S TRUST COMPANY LIMITED

CHAIRMAN: D. E. D. ORDEN DIRECTORS: W. H. GIBSON C. B. CORDER H. D. DUNCAN E. CARTER A. B. MURPHY
S. J. C. LE FEUVRE J. H. BORTON H. L. KENNEDY L. H. ROOD SECRETARY: A. L. FORSTER
SWORN APPRAISER: G. HALLATT SMITH

TELEPHONE
NT 2-6162 (9 LINES)

TELEGRAPHIC & CABLE ADDRESS
"SYFRETS"

POST OFFICE BOX
NT 208

24, WALE STREET
CAPE TOWN

THE COMPANY UNDERTAKES
THE INVESTMENT OF CAPITAL, EXECUTORSHIPS,
TRUST, ESTATE & AGENCY BUSINESS OF EVERY
DESCRIPTION

IN REPLY PLEASE QUOTE
GHS/IW

13th November, 1950.

F.C. Robb Esq.,
Inter Union Finance Ltd.,
Boston House,
Strand Street,
CAPE TOWN.

Dear Sir,

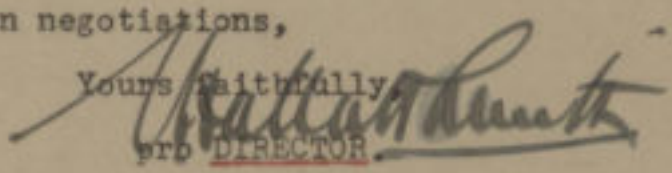
HERSCHEL SCHOOL - PROPOSED SALE "THE HILL" CLAREMONT.

Referring to our conversation on the telephone this morning, we write to confirm that you informed us the Governors of the School were unable to come to any decision at present as to purchasing the portion of the above property shewn on the plan you have in your possession as:

Portion ABDCK	Approx.	2½ acres
Portion AGHIJK	"	4 acres
Total approx.		<u>6 acres</u>

which was recently offered to them for the sum of £40,000 (FORTY THOUSAND POUNDS).

As you know Major Wilks is anxious to dispose of the property as soon as possible and under the circumstances you will appreciate that efforts are now being made to sell the property elsewhere. Should the Governors wish to discuss the matter again at some time in the future and the property is still unsold, we shall be happy to re-open negotiations,

Yours faithfully,

G. HALLATT SMITH
pro DIRECTOR

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF THE MONTHLY MEETING OF THE GENERAL PURPOSES
COMMITTEE HELD AT HERSCHEL SCHOOL, CLAREMONT, ON
WEDNESDAY THE 2ND AUGUST, 1950, AT 5 P.M.

PRESENT: Mr. G. D. Jooste - in the Chair.
Mr. F. C. Robb.
Mrs. P. G. Grant.
Mrs. R. Lane Forsyth.
Mrs. J. F. Brock.
Mr. Bertram Baker and Miss McLean.

Apology for Absence:

Mr. W. Duncan Baxter.

UNEMPLOYMENT INSURANCE

Miss McLean said that she believed the Coloured Maids employed at the School need not contribute.

Mr. Baker said that a reply to a letter to the Commissioner had not settled the point. The Official in Cape Town representing the Commissioner said at a recent interview that all persons employed by the School were now exempt from contributions but declined to give confirmation from his Office. The subject has therefore been revived with the Commissioner in Johannesburg.

WORKMEN'S COMPENSATION

Mrs. Horwitz

Mr. Baker said that the Official in Cape Town representing the Commissioner was unwilling to commit himself to figures but estimated the compensation at £5. a month in terms of a Pension or at £1,450. in terms of a lump sum payment.

GENERAL AND PROPERTY
MAINTENANCE

Miss McLean reported that the Interior painting had been finished to her satisfaction and invited the Committee to inspect the work.

PROPERTY - "The Hill"

Mr. Robb said that this property is to be expropriated by the School Board.

It was decided that the subject was one for immediate consideration by the Council. Mr. Baker was instructed to ask the Archbishop if he would attend a Special Meeting of the Council.

STAFF - Mrs. Butz Olsen

Miss McLean said that Mrs. Butz Olsen, substituting for Mrs. Horwitz, refused an appointment which she could have accepted had she known that Mrs. Horwitz was returning to duty at the beginning of this Term.

It was decided to make an ex gratia payment of one month's salary to Mrs. Butz Olsen by way of compensation.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, 6TH SEPTEMBER
1950, AT 5 P.M.

PRESENT: Mr. G. D. Jooste - in the Chair.
Mr. W. Duncan Baxter, Mr. F. Robb,
Mrs. P. Ballantine, Mrs. R. Lane Forsyth,
Mr. Bertram Baker and Miss H. C. McLean.

Apology for Absence:

Mrs. J. F. Brock.

CLERGY RETREAT

Miss McLean said that the Archbishop had asked if the School was willing to accommodate, and cater for, about forty Clergy from January 21st to January 26th 1951.

This was agreed to.

GENERAL MAINTENANCE

Desk:

Miss McLean asked if she might buy a larger desk for her private office. She had seen a suitable one for £22.10. 0.

This was agreed to.

Roof:

A letter from the Architects about cracks in certain partition walls was read. The Architects said that, in their opinion, the cracks were due to movement of the roof during high winds and that the trouble might be cured by closing the eaves.

It was decided to ask Mr. McCarthy to give his opinion as a practical builder.

THE HEADMISTRESS

Leave:

Miss McLean put forward a leave scheme to apply to Headmistresses only. Miss McLean was asked to get particulars of leave schemes from other Girls Schools before the subject was discussed further.

FOUNDER'S DAY

Proposed Speaker:

Mrs. Ballinger or
Mrs. W. F. Grant or
Lady Mary Baring.

HEADMISTRESS' REPORT. SEPTEMBER

1950..

STAFF

MRS. HORWITZ returned in time for the Third Term. She has lost one eye, but the other is fully recovered. She will, at a later stage, have to undergo treatment as the socket is not in a condition to be fitted with an artificial eye.

MRS. STEYN has been away on sick leave this term; she returns in time for the last term of the year. Miss. Ward replaced her for this term.

MISS. BUDD completes her three years at the end of this term and wishes to return to England. I am not sure how I shall replace her.

HEALTH

We have had two cases of measles in the Boarding House and several among the Day Girls, otherwise the health has been good.

ADMISSION

Numbers stand at 256, which include 49 in the Kindergarten and Lower I; 14 boarding with Mrs. Stobie and 54 in the Boarding House.

ACTIVITIES

Parties from various parts of the School have attended; Natural History Club Meetings in Cape Town, International Womens Hockey Matches, Bishops VI Form Dance, Lili Kraus Trio at Montebello, Exhibition of French Posters at Michaelis Art Gallery.

The Choir took part in the Bach Festival in the City Hall.

At School the Junior Play, "The Washerwoman's Child" was produced on two nights in aid of the Extension Fund which benefitted by about £80; Mr. Pringle spoke to the Sociological Club on "Municipal Finance"; the Examinations of the Royal School of Music were held; Miss Taylor, English International, coached the hockey teams.

The Guide Company has been closed, but there are open Companies which all can join if they wish.

EQUIPMENT

The changing-rooms, kitchen and stair-cases were painted in the July holidays.

The Diving Stand is in hand and should be ready for this coming season.

Herschel School,
CLAREMONT, CAPE.

August 8th, 1950.

Dear

I have been asked by the General Purposes Committee to circulate the enclosed figures again.

I would mention that I calculated these with the least possible alterations to the existing House.

The levelling of the hockey fields should be looked on as a charge on the existing school, this being an addition most essential to the number of pupils we have in the school now.

Having bought the land, would in the future, necessitate building and there are endless possibilities for this. I would suggest the following alternatives:-

1. CLASSROOMS and using these classrooms for sleeping accommodation.
2. BOARDING HOUSES for some 30 - 40 girls.
3. JUNIOR SCHOOL
4. KINDERGARTEN DEPARTMENT

All this would of course be for future planning and needs expert advice.

Yours sincerely,

HEADMISTRESS.

CALCULATIONS IN CONNECTION WITH THE POSSIBLE PURCHASE OF THE HILL.

COST of BOARDERS - Calculated on:

	<u>Provisions</u>	<u>and Domestic</u> <u>Charges.</u>	<u>TOTAL</u>
1948.....	£3698. 8. 8.	£1195.19. 0.	£4894. 7. 8.
With 52 Boarders: 143 Day Girls taken in proportion to their fees giving <u>£44.15.0.</u> <u>£17.18. 0:</u>			
1949.....	£3768.15. 2.	£1485.17. 2.	£5224.12. 4.
With 53 Boarders: 147 Day Girls taken in proportion to their fees giving <u>£47. 0.0.</u> <u>£18.16. 0:</u>			
1950: Estimated	<u>£50. 0. 0.</u>	<u>£20. 0. 0.</u>	

PURCHASE

Leveling 2 Hockey pitches	
1 gravel 1 grass.	£1000. 0. 0.
Equipment and Furnishing.	1500. 0. 0.
Additional Baths and Lavatories.	<u>1500. 0. 0.</u>
	£4000. 0. 0.
Roofing in Courtyard (could wait)	<u>1000. 0. 0.</u>
	<u>£5000. 0. 0.</u>

POSSIBLE REVENUE

THE HILL

Boarders: 20 @ 100 gns.	£2100. 0. 0.
Day Girls:	
K.G. plus 9 @ 26 gns.	245.14. 0.
Lower I plus 2 @ 32 gns.	67. 4. 0.

SCHOOL

Lower IV plus 10 @ 64 gns.	672. 0. 0.
Upper III plus 20 @ 64 gns.	<u>1344. 0. 0.</u>
	£4428.18. 0.

POSSIBLE EXPENSES

Cost of 20 Boarders.	£1000. 0. 0.
" " 10 Day Girls.	200. 0. 0.

MAFF

House Mistress.	340. 0. 0.
Housekeeper/Matron.	240. 0. 0.
4 Maids.	240. 0. 0.
Gardeners.	<u>450. 0. 0.</u>
	£2470. 0. 0.

POSSIBLE PROFIT: £1,958.
 ALLOWING: £49,000 @ 4%

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS AND NET FEES
September 1950

NUMBER OF SCHOLARS

	<u>Third Term</u>	<u>Second Term</u>	<u>Average 1949 Fin. Year</u>
Boarders.	55	54	53
Day Girls.	152	149	147
Kindergarten.	51	50	53
	<u>258</u>	<u>253</u>	<u>253</u>

NET FEES

Third Term 1950.	£ 4,993.
Second Term 1950.	£ 4,613.

November 22nd, 1950.

The Quarterly Meeting of the Council will be held at the Church House, Cape Town, at 4-0 p.m. on Friday, 8th December 1950.

A G E N D A

1. Minutes to be confirmed :-
Quarterly Meeting of Council held on 8th September 1950.
2. Reports of General Purposes Committee :-
Monthly Meeting held on 1st November 1950.
Monthly Meeting to be held on 6th December 1950.
3. Members of Council
 - i. Resigning - Mr. G.D. Jooste, elected by Members.
 - ii. Nominated for Election by Members - Mr. H. L. Kennedy.
 - iii. Retiring and Eligible for :-
Re-appointment by the Archbishop - Bishop Lavis.
Re-election by Members -
Mr. W. Duncan Baxter.
Mr. G. H. Starck.
Mrs. P. G. Ballantine.
4. Report of Headmistress.
5. Report and Audited Statement of Accounts for 1950 for presentation to the Annual General Meeting of the Association.

DALGLEISH & BAKER,
Secretaries and Treasurers.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

MINUTES OF MEETING OF THE COUNCIL HELD AT THE CHURCH HOUSE,
QUEEN VICTORIA STREET, CAPE TOWN, ON FRIDAY, 8TH DECEMBER,
1950, AT 4-0 P.M.

PRESENT: Bishop Lavis, Rev. Eustace Wade,
Mr. W. Duncan Baxter, Mr. F. C. Robb,
Mr. David Baxter, Mrs. P. Ballantine,
Mrs. R. Lane Forsyth, Miss H. C. McLean
and Mr. Bertram Baker.

Apologies for absence :-

His Grace the Archbishop,
Mr. G. H. Starck,
Mr. H. Alers Hankey,
Mrs. J. F. Brock.

CHAIRMAN

Bishop Lavis was elected to the Chair.

MINUTES

The Minutes of the Quarterly Meeting of the Council held on 8th September 1950, 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.

REPORTS OF GENERAL
PURPOSES COMMITTEE

The Reports of the following Meetings were submitted and approved :-

Monthly Meeting - 1st November 1950
Monthly Meeting - 6th December 1950

Arising out of these Reports :-

FINANCE - Fees

It was agreed that the School Fees must be increased.

The General Purposes Committee was authorised to fix the amount of the increase.

PROPERTY - Boundary Fence

Mr. Baker said that his letter to the Town Clerk of Cape Town had been formally acknowledged.

STAFF PENSION FUND

The draft Rules and Regulations of the Fund, as drafted, were approved.

FEE - Secretaries
and Treasurers

Mr. Robb said that this had not yet been fixed.

REPORT OF HEADMISTRESS

The Report was submitted.

ANNUAL ACCOUNTS

The Report of the Council and the audited Statement of Accounts for the year ended 30th September 1950 for presentation to, and adoption by, the Annual General Meeting of the Association were submitted.

LEAVE .../

LEAVE OF ABSENCE

Leave of absence was granted as follows :-

To Mr. H. Alers Hankey from 25th November 1950 to 31st January 1951.

To Mrs. R. Lane Forsyth from 1st January to 31st March 1951.

EXTENSION TRUST FUND

Mrs. Lane Forsyth said that the Mothers of girls at the School had between them privately raised £900. This sum is presently deposited on Savings Account with the S. A. Permanent Mutual Building and Investment Society at 2%.

She hoped that the Council would still strive for "The Hill".

MR. G. D. JOOSTE

On the motion of Mr. Duncan Baxter and seconded by Mr. F. C. Robb, it was resolved :-

That the Council thanks Mr. Jooste for his untiring work in the interests of the School and deeply appreciates his unfailing generosity.

Bishop Lavis undertook to ask the Archbishop to write a letter to Mr. Jooste.

CONFIRMED

H. C. Robb

CHAIRMAN

DATE: 9th March 1951.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL
SCHOOL, CLAREMONT, ON WEDNESDAY, 1ST NOVEMBER 1950.

PRESENT: Mr. G. D. Jooste - in the Chair.
Mr. W. Duncan Baxter, Mr. F. C. Robb,
Mrs. P. Ballantine, Mrs. J. F. Brock,
Mrs. Lane Forsyth, Mr. Bertram Baker
and Miss H. C. McLean.

PROPERTY "The Hill"

Mr. Robb presented a letter addressed to him by Syfret's Trust Company Limited which said :-

That the Provincial Administration had withdrawn the Expropriation Notice served on Major Wilks.

That Major Wilks is prepared to accept £64,500, cash against transfer.

It was agreed that the price of £64,500 was obviously out of the question and that even at a much lower price the purchase could not be contemplated without the Council getting a large sum of money by gift.

Rather than abandon all thoughts of "The Hill" it was decided to ask the owner for an option, for three months, to buy the property at £40,000.

Although a refusal of the option could be expected it was decided to begin without delay to collect estimates of what could be done in the event of the property becoming available at £40,000.

The Chairman stressed the amount of work and expert assistance the collection of reliable estimates would mean, and that this could only be done by getting properly qualified volunteers.

Mr. Robb was asked if he would undertake to approach suitable people and to act as Chairman of such Special Committee of Investigation.

Mr. Robb replied that he was willing to do this but could not possibly begin yet.

It was decided to leave it to Mr. Robb to make a start when he can.

FINANCE

The Chairman said that the Accounts for the year ended at 30th September 1950 would show a four figure loss. In the case of Provisions alone, as much had been spent in the nine months to the end of June as was spent in the whole of the 1949 financial year.

Certain Members of the Committee undertook to look into the manner in which provisions were ordered, menus made up and the like.

PROPERTY - Boundary
Fence

Miss McLean presented a letter addressed to her .../

her by the Town Clerk of Cape Town together with a Plan showing how the Boundary Fence between the School and the Claremont Public Gardens encroaches upon the Gardens.

The letter suggests that a narrow strip of the School Property be transferred to the City Council so as to allow the erection of a 6 ft. chain mesh fence clear of the line of trees and that the construction of such fence be carried out by and at the expense of the City Council.

It was decided to accept this suggestion subject to the following conditions :-

- i. That the City Council would maintain the fence.
- ii. That any trimming of the trees by the City Council would be done only in accordance with the requirements of the School.
- iii. That the Council would not cut down any of the trees without the sanction of the School.

The Secretary was instructed to inform the Town Clerk accordingly.

FEE - Secretaries and Treasurers

The Chairman said that the Secretaries and Treasurers had spoken of the amount of the fee in relation to the cost of doing the work.

At this stage Mr. Baker withdrew from the Meeting.

It was decided to ask the Chairman to see Mr. Baker on the subject.

MEMBERS OF COUNCIL

It was decided to recommend Council to elect Mr. Harold Kennedy on the Council to take office for the calendar year commencing on 1st January 1951.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

REPORT OF GENERAL PURPOSES COMMITTEE HELD AT HERSCHEL
SCHOOL, CLAREMONT, ON WEDNESDAY, 6TH DECEMBER, 1950

PRESENT: Mr. G. D. Jooste - in the Chair.
Mr. W. Duncan Baxter, Mr. F. C. Robb,
Mrs. P. Ballantine, Mrs. R. Lane Forsyth,
Mr. Bertram Baker and Miss H. C. McLean.

Apology for absence :-

Mrs. J. F. Brock.

ANNUAL ACCOUNTS

The Accounts for the financial year ended 30th September 1950, with Council's Report to the Association, were discussed.

It was decided :-

- i. To inform Council that the Committee is investigating the cause of the deficit.
- ii. To inform Council that, in the opinion of the Committee, the fees must be increased. Indications are that the increase will have to be in the neighbourhood of 20 per cent.
- iii. To ask Council to authorise the Committee, after completing its investigations, to fix the amount of the increase.
- iv. To recommend the adoption of the Accounts and Report for presentation to the Annual General Meeting of the Association.

STAFF PENSION FUND

Miss McLean presented the draft Rules and Regulations of the Staff Pension Fund together with an explanatory letter from the Southern Life Association of Africa.

The letter asked for a decision on the disposal of refunds not made over to Employees who leave the School before completion of five years service.

The alternatives are :-

- i. To retain the refunds for the benefit of the remaining Employees (as provided in the draft Rules)
- ii. To apply the refunds in reduction of Contributions payable by the Council.

It was decided to recommend Council to adopt Alternative i. above and to approve the Rules and Regulations as drafted.

Miss McLean reported :-

- i. That the compensation received by the School for salary paid to Mrs. Horwitz during her absence was £34.19. 7.
- ii. .../

WORKMEN'S COMPENSATION
Mrs. Horwitz

- ii. That Mrs. Horwitz had been awarded compensation in the form of a Pension of £9. 0. 0. a month for life.

MR. G. D. JOOSTE

Mr. Duncan Baxter said that as this was the last Meeting which Mr. Jooste would attend he wished to record the gratitude of the Committee to Mr. Jooste for his great services to the School.

16 NOV 1950

P. O. BOX 68.

CAPE TOWN.

15th Nov 1950

B. Baker Esq.

Secretary, Herschel School
Claremont,
P. O. Box 1161
Cape Town.

Dear Mr Baker,

Subsequent to the forthcoming general
purposes Committee meeting at which I shall be
present, I shall be pleased if you will advise
chairman of The Herschel Council of my
resignation as a member ^{of the Council}. Inadvertently, I have
nominated a member for a longer period
than I had originally intended. I ^{now} want to
make way for new blood on the Council.

I have always held a high opinion
of Herschel; and as a parent was more than
satisfied when I had daughters in attendance
over a period of eighteen consecutive years.

Yours Sincerely
F. D. Joubert.

November 17th, 1950.

G. D. Jooste, Esq.,
P. O. Box 68,
CAPE TOWN.

Dear Mr. Jooste,

I have your letter of November 15th asking me
to tell the Chairman of the Council of the Association of your
resignation as a Member of the Council.

As you wish, I will only do this after the Meeting
of the General Purposes Committee to be held on Wednesday, December
6th.

Yours sincerely,

TELEPHONE:
2-6878
P.O. BOX 378

437 BOSTON HOUSE
STRAND STREET
CAPE TOWN

31. x. 50

The Secy
English Church Schools Assn.

Dear Mr. Baker,

I have pleasure in
nominating Mr H. L. Kennedy,
a director of Tyfords Trust, as a
member of the Council of the Association
and I enclose a letter from him
expressing his willingness to
serve.

Yours faithfully

J. J. Oke

TELEPHONE 2-2361
TELEGRAMS } "SOCIAL"
CABLES } CAPE TOWN.
P. O. BOX 130, CAPE TOWN.

CIVIL SERVICE CLUB,
9, CHURCH SQUARE,
CAPE TOWN.

31st Oct 1950.

The Secretary
English Bantu Schools Assoc.
Cape Town.

Dear Sir:

I understand that my
name has been put forward to fill
a vacancy in the Council of
Herchel School, and if I am
nominated I confirm that
I am willing to serve.

Yours faithfully

H. H. Kennedy.

6 DEC 1950
From the Archbishop of Cape Town

TEL. 7-3689

BISHOPSCOURT.
CLAREMONT.
CAPE.

5th December, 1950. ^{S. AFRICA.}

Messrs. Dalgleish and Baker,
P.O. Box 1161,
Cape Town.

Dear Mr. Baker,

There seems to be a fatality against my attending Herschel Council Meetings. On Friday I shall be at Hermanus confirming. I note from the Agenda that Bishop Lavis retires and is eligible for re-appointment by me. I have asked him to serve again and he has consented.

Yours sincerely,

Heather Caplan

TELEPHONE
S-1825.

27 NOV 1950

THE SANCTUARY

MILNERTON

CAPE

Nov. 25/50.

Dear Mr. Baker,

Herschel School

This is to apply for LEAVE OF ABSENCE until the middle or end of January next. Will you please do the necessary on my behalf.

With kindest regards and best wishes,

Yours sincerely,

Humphrey A. Hankley

HEADMISTRESS' REPORT. DECEMBER, 1950.

STAFF

MRS HORWITZ leaves for England in connection with her eye and will be away for the first term of next year. I had found a substitute who after accepting the post withdrew at a late date, and I have not yet found another.

MISS PENNELL gave notice in October and leaves at the end of the year. She has only fulfilled one year of her Contract, but has repaid the two-thirds passage money due to us. I am hoping Miss Hedges will return, but how soon this is possible, if at all, I am still uncertain.

MRS STEYN returned this term and we are very glad to have her back again.

Illness has made many substitutes necessary this year, with consequent additional cost.

HEALTH

This has been good.

ADMISSION

Numbers are 4 less this term owing to unexpected changes and the places being already booked for January 1951.

ACTIVITIES

We had a Service on the morning of General Smut's Funeral after which Miss Mulliner and Miss Porter spoke to the Senior and Junior Schools on his life. Indoor and Outdoor staff also attended this.

The Bishop of Natal said Evensong in the Chapel on the evening of Sunday November 19th.

Nineteen girls were confirmed by the Archbishop in St Saviours Church on the evening of Wednesday November 1st.

Five girls attended the Citizenship Course in the Michaelmas holidays.

Wynberg Orchestra combined with ours one Saturday evening in the Hall here.

Two girls played in the 2nd Provincial School Girls Hockey team.

The VI Form held their dance on the last night of the Third term.

Dr Skaife spoke to the School on "Science as a Career" and Miss Lockyer of the Grey Ladies has spoken on their work in Cape Town.

As well parties from various parts of the school have been to Natural History Club Meetings in Cape Town; Art Lectures by John Paris; farewell concert by Lilli Kraus; Athlone School for the Blind; C.A.P.D.A.; the Ballet; Bishops Carol Service.

Throughout the year we have had concerts, plays, displays and exhibitions of the work

done by the children making a charge on each occasion, with the result that we have contributed about £450 to the Extension Fund. This sum includes the amount earned by Staff for one day, which they contributed.

EQUIPMENT

The Diving Stands are completed and were put into use officially on Monday December 4th.

SEAFIELD

The Staff house was broken into on the morning of November 21st. Personal cupboard were rifled and money was taken. The Police and the C.I.D. are investigating but so far we have heard nothing further. Once again the Insurance Company does not admit the claim.

November 22nd, 1950.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at the Church House, Cape Town, on Friday, 8th December 1950, at 4-15 P.M. for the following purposes :-

1. Receiving the Accounts, with the Auditors' Report thereon, and the Report of the Council on the past year's transactions.
2. Electing Members to fill the vacancies on the Council in place of Members retiring by rotation and Members resigning.
3. Fixing the remuneration of the Auditors.
4. 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 FRIDAY
8TH DECEMBER 1950, AT 4-15 P.M.

PRESENT: Bishop Lavis, Rev. Eustace Wade,
Mr. W. Duncan Baxter, Mr. F. C. Robb,
Mr. David Baxter, Mrs. P. Ballantine,
Mrs. R. Lane Forsyth, Miss H. C. McLean
and Mr. Bertram Baker.

Apologies for absence :-

His Grace the Archbishop,
Mr. G. H. Starck,
Mr. H. Alers Hankey,
Mrs. J. F. Brock.

NOTICE OF MEETING

The Notice convening the Meeting was submitted.

REPORT AND ACCOUNTS

The Report of the Council, the Statement of Revenue and Expenditure for the year ended 30th September 1950, the Balance Sheet at that date and the Auditors' Report, were submitted and adopted.

COUNCIL

Mr. H. L. Kennedy, nominated for election by Members, was elected.

The following retiring Members, eligible for re-election by Members, were re-elected :-

Mr. W. Duncan Baxter
Mr. G. H. Starck
Mrs. P. Ballantine

His Grace the Archbishop informed the Meeting by letter that he re-appointed Bishop Lavis.

GENERAL PURPOSES
COMMITTEE

The following Members of the Council were appointed to the General Purposes Committee :-

Mr. W. Duncan Baxter
Mr. F. C. Robb
Mr. H. L. Kennedy
Mrs. P. Ballantine
Mrs. J. F. Brock
Mrs. R. Lane Forsyth

and

Mr. David Baxter as Alternate
to Mr. Duncan Baxter.

AUDITORS

The remuneration of the Auditors, Messrs. E. R. Syfret & Company, Chartered Accountants (S.A.), for the past year was fixed at sixty-five guineas.

There being no further business the Meeting concluded.

A true record of the proceedings.

L. Lavis. G.
CHAIRMAN.

December 13th, 1950.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REPORT of the Council to be presented at the ANNUAL MEETING to be held on Friday, 8th December, 1950.

The Revenue and Expenditure Account for the year ended 30th September 1950 and the Balance Sheet at that date, certified by the Auditors, are submitted with this Report.

BALANCE SHEET AND ACCOUNTS

The Revenue and Expenditure Account shows a deficit of £1,652.

The Loss proclaims itself in the Balance Sheet by a corresponding diminution of Assets. A comparison with the 1949 Balance Sheet shows where the loss lies :-

CASH is down by	£ 1,726	
STOCKS are down by	<u>236</u>	1,962
On the other hand :-		
DEBTORS are up by	240	
CREDITORS are down by	<u>320</u>	<u>560</u>
NET LIQUID ASSETS down by		1,402
FIXED ASSETS have been depreciated by	<u>250</u>	
DEFICIT for year	£ 1,652	<u><u>1,652</u></u>

A comparison of this year's Revenue and Expenditure Account with 1949 shows what items are responsible for this year's deficit. There was a surplus of £520 in 1949 compared with a deficit of £1,652 this year; a falling-off in results of £2,172. This is explained below :-

	<u>Favourable Variations</u>	<u>Unfavourable Variations</u>
REVENUE		
Tuition and Board.	228	
Extra Subjects.		286
Registration Fees.	10	
Sundry.	263	
EXPENDITURE		
Salaries.		425
Coaching and Special Fees.	151	
Wages.		77
Provisions.		1,250
Domestic Charges.		197
Sports Requisites.		6
Property Charges.		531
Administration.		258
Contributions.	8	
Insurance.		26
Depreciation.	224	
	<u>884</u>	<u>3,056</u>
		<u>884</u>
COMPARATIVE DECREASE in results.	£	<u><u>2,172</u></u>

The financial affairs of the School demand routine attention by the Sub-Committee quite separate from administrative and domestic business. It is recommended that one or more Members of the Sub-Committee be appointed to meet the Treasurers every month to receive monthly figures, to settle immediate financial business, and to report at the full Sub-Committee Meetings.

PUPILS

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

	Average 1949 <u>Fin. Year</u>	Average 1950 <u>Fin. Year</u>
Boarders.	53	54
Day Girls.	147	148
Kindergarten.	53	52
	<u>253</u>	<u>254</u>

MEMBERS OF COUNCIL

Mr. G. D. Jooste, elected by Members, is resigning.

Mr. H. L. Kennedy has been nominated for election by Members and is willing to serve.

Bishop Lavis, selected by the Archbishop, retires but is eligible for re-appointment.

Mr. W. Duncan Baxter, Mr. G.H. Starck and Mrs. P. G. Ballantine, all elected by Members, retire but are eligible for re-election.

AUDITORS

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

CHAIRMAN.

L. B. Lavis.

SECRETARIES AND TREASURERS.

CAPE TOWN.

November 22nd, 1950.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 30TH SEPTEMBER 1950

LIABILITIES

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.

14,927.11. 9.
Interest Accrued. 149. 5. 6. 15,076.17. 3.

Secured on Land and Buildings
known as Herschel School.

SUNDRY CREDITORS.

861. 4.11.

TRUST FUNDS.

Extension Trust Fund. 1,793. 4. 4.
Hirschhorn Trust Fund. 500. 0. 0.
Sonia Beck Memorial Prize. 50. 0. 0. 2,343. 4. 4.

ENDOWMENT ACCOUNT.

24,225.15. 3.

REVENUE AND EXPENDITURE ACCOUNT.

Balance at 30th September
1949. 22,626.10. 7.

Deficit for year ended
30th September 1950. 1,651.17. 8. 20,974.12.11.

ASSETS

LAND AND BUILDINGS, at Cost.
Herschel School - Claremont.
Subject to Mortgages.

54,319.11. 4.

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

BATHING BOX - St. James.

10. 0. 0.

FURNITURE AND EQUIPMENT.

At 30th September 1949.
Less Depreciation.

2,070. 0. 0.
120. 0. 0.

1,950. 0. 0.

PIANOS.

At 30th September 1949.
Less Depreciation.

375. 0. 0.
50. 0. 0.

325. 0. 0.

LINEN AND CURTAINS.

At 30th September 1949.
Less Depreciation.

250. 0. 0.
50. 0. 0.

200. 0. 0.

CUTLERY, CROCKERY, GLASSWARE
AND KITCHEN UTENSILS.

At 30th September 1949.
Less Depreciation.

230. 0. 0.
30. 0. 0.

200. 0. 0.

STOCKS ON HAND.

500.13. 6.

SUNDRY DEBTORS.

1,596.15. 4.

CASH.

At Bank.
On Hand.

780. 3. 1.
30. 3. 1.

810. 6. 2.

TRUST FUND INVESTMENTS.

S. A. Permanent Mutual Building
and Investment Society.

Fixed Deposits.

Extension Trust Fund.
Hirschhorn Trust Fund.

1,793. 4. 4.
500. 0. 0.

Permanent Share.

Sonia Beck Memorial Prize.

50. 0. 0.

2,343. 4. 4.

£ 63,738.16. 8.

A. D. Davis
Nov 8. 1950
£ 63,738.16. 8.

CHAIRMAN

TREASURERS

Daylight Baker

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 22nd, 1950.

Z. R. Synt. Co.
CHARTERED ACCOUNTANTS. (S.A.)
Auditors.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH SEPTEMBER 1950

SALARIES of Teaching Staff.

Permanent Staff.	9,153.17. 9.	
Coaching and Special Fees.	<u>1,751. 4.10.</u>	10,905. 2. 7.

WAGES of Domestic Staff and Garden Boys.

1,959. 8. 9.

PROVISIONS.

Bread.	240. 5. 6.	
Butter.	254. 3. 8.	
Fish, Fruit, Vegetables, Eggs, etc.	1,467.19. 6.	
Groceries.	<u>1,170. 9. 0.</u>	
Meat.	1,325. 4. 8.	
Milk.	<u>560. 5. 0.</u>	5,018. 7. 4.

DOMESTIC CHARGES.

Electricity, Gas and Coal.	499.16.11.	
General Maintenance.	547. 7. 7.	
Laundry - less Refunds.	284. 6. 2.	
Miscellaneous Supplies.	208. 7. 2.	
Water.	<u>143. 8. 0.</u>	1,683. 5.10.

SPORTS REQUISITES.

62. 0. 9.

PROPERTY CHARGES.

Grounds.	497.16. 7.	
Maintenance.	762. 6.11.	
Rates and Specific Services.	51. 3. 4.	
Rent - Bathing Box.	10. 0. 0.	
Swimming Bath - Water, less Refund.	<u>37. 9. 0.</u>	1,358.15.10.

ADMINISTRATION.

Advertising.	15. 0. 4.	
Audit Fee.	52.10. 0.	
Bank Charges.	15.14.11.	
Miscellaneous.	306. 7. 9.	
Postages and Telegrams.	69. 6. 0.	
Printing and Stationery.	296. 3. 1.	
Secretarial Fee.	350. 0. 0.	
Telephone.	<u>78. 3. 1.</u>	1,183. 5. 2.

CONTRIBUTIONS.

Retiral Fund.	389. 1. 7.	
Unemployment Insurance Fund.	142.15. 7.	
Pension.	<u>30. 0. 0.</u>	561.17. 2.

INSURANCE.

133. 3. 3.

INTEREST on Bonds.

597. 2. 0.

DEPRECIATION.

250. 0. 0.

£ 23,712. 8. 8.

FEES.

Tuition and Board.	18,563.13. 6.	
Extra Subjects.	<u>2,827. 5. 9.</u>	21,390.19. 3.

REGISTRATION FEES.

102.18. 0.

SUNDRY REVENUE.

566.13. 9.

BALANCE, being Deficit for year.

1,651.17. 8.

£ 23,712. 8. 8.

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 1950.

CAPE TOWN.

November 22nd, 1950.

Z. R. Syfret. Co
 CHARTERED ACCOUNTANTS. (S.A.)
 Auditors.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

SUNDRY DEBTORS AT 30TH SEPTEMBER 1950

COMMEMORATIVE CHAIRS

Balance of Cost not yet donated by Old Girls.	65. 9. 6.
--	-----------

DEBTORS for School Accounts rendered to 30th September 1950.	382. 7. 6.
--	------------

FEEs for Extra Subjects taken
by Pupils in the Third Term
of 1950 but charged on School
Accounts for the Fourth Term.

Art Club.	12.12. 0.	
Dancing.	84.12. 0.	
Elocution.	56.14. 0.	
Languages.	74. 7. 9.	
Piano.	321. 6. 0.	
Practice.	17.17. 0.	
Violin.	16.16. 0.	
Riding.	<u>100.16. 0.</u>	685. 0. 9.

AMOUNTS DISBURSED on behalf of
Pupils during the Third Term
of 1950, but charged on School
Accounts for the Fourth Term.

Text Book Account.	75.16. 3.	
Office Account.	344.17. 3.	
Matron's Account.	<u>30. 7.10.</u>	451. 1. 4.

COST OF PLANS for Swimming Bath Cubicles held at debit.	<u>12.16. 3.</u>
--	------------------

£ 1,596.15. 4.

CAPE TOWN.

November 22nd, 1950.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

SUNDRY CREDITORS AT 30TH SEPTEMBER 1950

G. D. JOOSTE TRUST.

Balance of Donation for 1950 unspent.	89. 8. 5.
--	-----------

ACCOUNTS PAYABLE for September 1950.	769. 6. 6.
---	------------

CREDITOR FOR SPECIAL FEE.

Miss Dartey, deceased.	<u>2.10. 0.</u>
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£	<u>861. 4.11.</u>
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CAPE TOWN.

November 22nd, 1950.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

SCHEDULE OF STOCKS AT 30TH SEPTEMBER 1950

PROVISIONS.

Groceries.	129.12. 4.
------------	------------

DOMESTIC CHARGES.

Miscellaneous Supplies.	19. 6. 9.
-------------------------	-----------

ADMINISTRATION.

Stationery.	75.14. 5.
-------------	-----------

TEXT BOOK ACCOUNT.

Text Books, Manuscript and Sketch Books, Coloured Pencils.	125. 3. 2.
--	------------

OFFICE ACCOUNT.

Uniform Material and School Ribbon.	63. 5. 7.
--	-----------

CLASS MATERIAL.

Pencils, Penholders, Exercise Books, Paper and Paints.	<u>87.11. 3.</u>
---	------------------

£	<u>500.13. 6.</u>
---	-------------------

CAPE TOWN.

November 22nd, 1950.

