

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

MINUTES OF COUNCIL MEETINGS IN

1950 and 1954

with Reports of

GENERAL PURPOSES COMMITTEE

and

MINUTES OF ANNUAL GENERAL MEETINGS

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

MEMBERS OF COUNCIL

His Grace the Archbishop.

Position A.G.M. <u>1950.</u>	Retires A.G.M.
------------------------------------	-------------------

SELECTED BY ARCHBISHOP

Rev. Eustace Wade.	Sitting	1951
H. Alers Hankey.	Sitting	1952
Mrs J. F. Brock	Sitting	1952
Advocate F. C. Robb.	Sitting	1954
Mr Justice Searle	Sitting	1954
Mr David Baxter	Sitting	1954
Bishop Lavis	Retired and re-selected.	1955
Vacant		

NOMINATED BY MEMBERS:

Professor W. F. Grant	Sitting	1951
Mrs Lane Forsyth	Sitting	1952
W. Duncan Baxter	Retired and re-elected.	1954
G. H. Starck	do	
Mrs Ballantine	do	
H. L. Kennedy	Elected for First time	
Vacant		
Vacant		

Note: G. D. Jooste - Resigned 6th December 1950
Bertram Baker - Resigned 7th February 1951.

GENERAL PURPOSES COMMITTEE

NOTICES OF MEETINGS to be sent to Members
as follows :-

Advocate F. G. Robb,
Inter-Union Finance,
Room 637, Boston House,
Strand Street,
CAPE TOWN.
(Telephone No. 2-5384)

H. L. Kennedy, Esq.,
c/o Syfret's Trust Company Limited,
P. O. Box 206,
CAPE TOWN.
(Telephone No. 2-6182)

W. Duncan Baxter, Esq.,
"Oakwood",
Lourensford Estate,
SOMERSET WEST. Cape.
(Telephone No. Som.W.899)

Resigned.

David Baxter, Esq.,
60, St. George's Street,
CAPE TOWN.
(Telephone No. 2-0011)

Act.
Mrs. ~~F.~~ Ballantine,
Hopeton House,
Oak Avenue,
KENILWORTH. Cape.
(Telephone No. 7-3190)

Mrs. J. F. Brock,
Helderberg,
Oak Avenue,
KENILWORTH. Cape.
(Telephone No. 7-1298)

Mrs. R. Lane Forsyth,
"Ochterlony",
Camp Ground Road,
RONDEBOSCH. Cape.
(Telephone No. 6-8706)

Copy of Notice to be
sent to :-
Miss H. C. McLean,
Headmistress,
Herschel School,
CLAREMONT. Cape.
(Telephone No. 7-5067)

NOTE:-

The Committee meets at the School
at 5-0 o'clock in the afternoon on
the first Wednesday in each month.

- COUNCIL -

NOTICES OF COUNCIL MEETINGS, COUNCIL MEETING MINUTES
AND REPORTS OF GENERAL PURPOSES COMMITTEE
MEETINGS to be posted to Members as follows :-

His Grace the Archbishop,
Bishopscourt,
CLAREMONT. Cape.
(Telephone No. 7-3689)

H. Alers Hankey, Esq.,
"The Sanctuary",
MILNERTON. Cape.
(Telephone No. 5-1825)

Bishop Lavis,
24, Hof Street, 16 *Burnside Rd*
CAPE TOWN. *Tambourhough*
(Telephone No. 2-8500)

A. J.
Mrs. P. Ballantine,
Hopeton House,
Oak Avenue,
KENILWORTH. Cape.
(Telephone No. 7-3190)

Rev. Eustace Wade, *John Aubrey*
St. Saviour's Rectory,
Bowwood Road,
CLAREMONT. Cape.
(Telephone No. 7-2593)

Mrs. J. F. Brock,
Helderberg,
Oak Avenue,
KENILWORTH, Cape.
(Telephone No. 7-1298)

W. Duncan Baxter, Esq.,
"Oakwood",
Lourensford Estate, *Resigned*
SOMERSET WEST. Cape.
(Telephone No. Som. W. 899)

Mrs. R. Lane Forsyth,
"Ochterlony",
Camp Ground Road,
RONDEBOSCH. Cape.
(Telephone 6-8706)

David Baxter, Esq.,
60, St. George's Street,
CAPE TOWN.
(Telephone No. 2-0011)

Copies of all Notices,
Minutes and Reports to be
sent to :-

Advocate F. C. Robb,
Inter-Union Finance,
Room 637, Boston House,
Strand Street,
CAPE TOWN.
(Telephone No. 2-5384)

Miss H. C. McLean,
Headmistress,
Herschel School
CLAREMONT. Cape.
(Telephone No. 7-5067)

H. L. Kennedy, Esq.,
c/o Syfret's Trust Co. Ltd.,
P. O. Box 206,
CAPE TOWN.
(Telephone No. 2-6182)

Notice of Council Meeting
to be sent to :-
G. Abernethy, Esq.,
Diocesan Secretary,
Church House,
Queen Victoria Street,
CAPE TOWN.
(Telephone No. 2-0558)

Professor W. F. Grant,
The Cottage, *Clausentium*
off Burg Road, *Wolmunster Rd* **NOTE:-**
RONDEBOSCH. Cape. *Rosebank*
(Telephone No.)

The Council meets at the Church
House, Queen Victoria Street,
Cape Town, at 4-0 o'clock in the
afternoon on the first Friday in
March, June, September and Decem-
ber.

Mr. Justice Searle,
Judges' Chambers, *Deceased*
Supreme Court,
CAPE TOWN.
(Telephone No. 2-7331)

G. H. Starck, Esq.,
"Lidcote",
Harfield Road, *Resigned*
KENILWORTH. Cape.
(Telephone No. 7-2901
and 9-8501)

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

SIGNING POWERS

EXTRACTS FROM MINUTES OF MEETING OF COUNCIL
HELD ON 9TH MARCH 1951

BARCLAYS BANK (D.C. & C.) - Claremont.

It was decided that any two of the following persons be authorised to sign cheques drawn on this Account :-

David Baxter
H. L. Kennedy
F. C. Robb
Ruth M. Brock (Mrs.)
H. C. McLean (Miss)

A Resolution in terms of Bank Form 25a was passed.

It was also resolved that Mrs. E. R. Withers, in her capacity as Bursar, be authorised to endorse cheques for credit of this Account.

S. A. PERMANENT MUTUAL BUILDING AND
INVESTMENT SOCIETY - Cape Town.

It was resolved that any one of the following Members be authorised to sign documents in connection with the withdrawal of monies from the Accounts standing in the name of the :-

English Church Schools Association (Incd.)
and

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

David Baxter or
H. L. Kennedy or
F. C. Robb

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 March 1951.

A G E N D A

1. Election of Chairman
2. Minutes to be confirmed :-
 Quarterly Meeting of Council -
 8th December 1950.
3. Reports of General Purposes Committee:-
 Monthly Meeting held on 7th February
 1951.
 Monthly Meeting to be held on 7th March
 1951.
4. Retiral Fund
 Balance Sheet at 31st December 1950.
5. Report of Headmistress.

Dalgleish & 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 MARCH 1951, AT 4-0 P.M.

PRESENT: His Grace the Archbishop.
Mr. W. Duncan Baxter, Mr. F. C. Robb,
Professor W. F. Grant, Mr. Justice Searle,
Mr. G. H. Starck, Mr. H. L. Kennedy,
Mr. David Baxter, Rev. Eustace Wade,
Mrs. P. Ballantine, Mrs. J. F. Brock,
Mr. Bertram Baker and Miss H. C. McLean.

Apology for Absence :-

Bishop Lavis.

Leave of Absence :-

Mrs. Lane Forsyth.

CHAIRMAN

Election in terms
of Article 24

On the motion of Mr. W. Duncan Baxter
seconded by Mr. F. C. Robb, 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 8th December 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 :-

Monthly Meeting - 7th February 1951.
Monthly Meeting - 7th March 1951.

Arising out of these Reports :-

Transfer of Town Office

The plan to conduct the official business of
the School from the Office at the School was
approved in terms of the Committee's recommen-
dations.

Secretary's Remuneration

The payment of an additional sum of £150 to
Mr. Baker to cover his increased expenses for
the eighteen months from October 1949 to the
end of the first school term 1951, was approved.

Bursar's Salary

Mr. Robb said the Committee agreed that the
Bursar's salary will have to be increased but
it made no recommendation at this stage.

Transfer of Bank Account

The transfer of the School Bank Account from
Barclays Bank (D.C. & O.), Adderley Street
Branch, Cape Town, to the Claremont Branch of
that Bank, was approved.

It .../

It was decided that any two of the following persons be authorised to sign cheques drawn on this Account :-

David Baxter
H. L. Kennedy
F. C. Robb
Ruth M. Brock (Mrs.)
H. C. McLean (Miss)

A Resolution in terms of Bank Form 25a was passed.

It was also resolved that Mrs. E. R. Withers, in her capacity as Bursar, be authorised to endorse cheques for credit of this Account.

Trust Funds

It was resolved that any one of the following Members be authorised to sign documents in connection with the withdrawal of monies from the Accounts standing in the name of the English Church Schools Association (Incd.) and English Church Schools Association (Incd.) - Sonia Beck Memorial Prize at the S. A. Permanent Mutual Building and Investment Society :-

David Baxter or
H. L. Kennedy or
F. C. Robb

Appointment of Council and Committee Member

Mr. Robb said that Mr. R. G. Welsh was unable to accept nomination.

Grounds - Trees

The acceptance of the Tender for the removal of tree stumps and for the topping of certain trees was approved.

Staff

Salaries

The Salary Scale recommended by the Committee for the positions of Housekeeper, Matron and Assistant Matron, was approved. The Scale, to be effective from 1st March 1951, is :-

Housekeeper	- £ 156 x 12 x 240
Matron	- £ 156 x 12 x 240
Assistant Matron	- £ 132 x 12 x 204

Responsibility Allowance

An increase in the Responsibility Allowance paid to Miss Lansdale, from £40 a year to £60 a year, as from the 1st March 1951, was approved.

Cost of Food

The Meeting expressed appreciation of the work being done by Mrs. Brock and Mrs. Ballantine.

Increase .../

Increase of School Fees

The Scale of Fees recommended by the Committee, to be effective from the Term beginning on the 19th July 1951, was approved.

The Scale is :-

Kindergarten	-	30 guineas a year
Lower I.	-	40 guineas a year
Junior Day	-	70 guineas a year
Senior Day	-	80 guineas a year
Boarders	-	180 guineas a year

Retiral Fund

The Income and Expenditure Account for the year ended 31st December 1950, and Balance Sheet at that date, were presented in terms of Rule 14 of the Fund.

The dissolution of the Fund was approved in terms of the recommendations of the Committee.

REPORT OF HEADMISTRESS

The Report was submitted.

The Meeting congratulated the Headmistress and the Staff on the excellent Examination results at the end of 1950.

CONFIRMED

P. G. Lewis

CHAIRMAN

DATE:

June 8.

TO THE MANAGER OF

BARCLAYS BANK (DOMINION, COLONIAL AND OVERSEAS).

(REGISTERED AS A COMMERCIAL BANK.)

CLAREMONT Branch.

SIR,

We beg to inform you that at a Meeting of the COUNCIL of the

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

held at CAPE TOWN on the 9th day of

MARCH 1951, it was resolved "That an account be opened at the CLAREMONT

"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
(INCORPORATED)

"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 * ANY TWO

"AUTHORISED OFFICIALS for the time being of the said

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

"~~What is the present signature of the said~~

"~~for the time being of the said~~

"

"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 same 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 MEMORANDUM AND ARTICLES OF ASSOCIATION

(2) A full list of the present AUTHORISED OFFICIALS with their respective signatures.

Dated 9th March 1951

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

* Insert "Treasurer," "Secretary," as appropriate.

* Insert "Constitution," "Regulations," etc.

H. J. C. C. Chairman.

Joseph D. D. Secretary.

The Manager,

BARCLAYS BANK (DOMINION, COLONIAL AND OVERSEAS).

(REGISTERED AS A COMMERCIAL BANK)

DIE NATIONALE BANK VAN SUID-AFRIKA BEPERK.

CLAREMONT

Branch.

Dear Sir,

With reference to Bank's Form 25 dated 9th March 1951

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

(INCORPORATED)

Directors:

Authorised Officials:

David Baxter

H. L. Kennedy

F. G. Robb

Ruth M. Brock (Mrs.)

H. C. McLean (Miss)

Secretary:

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

Chairman.

Dated 9th March

1951.

Secretary.

Form 25 Supplementary. 11/49.

Aan die Bestuurder,

BARCLAYS BANK (DOMINIUM, KOLONIAAL EN OORSEE)

DIE NASIONALE BANK VAN SUID-AFRIKA BEPERK.

meneer,

Met verwysing na Bankvorm 25, gedateer
gee ons hieronder 'n lys van die name en heg hieraan proef-handtekeninge
persone wat op die oomblik gemagtig is om te teken, kragtens die beslu
in daardie vorm.

Naam van maatskappy/publieke liggaam

Direkteure :

DAVID BAXTER

H. L. Kennedy

F. G. Robb

BRUCE M. BROOK (Mrs.)

H. G. McLean (Miss)

Sekretaris :

Ons verklaar dat die bostaande 'n korrekte lys is, ooreenkomstig
geneem op 'n vergadering gehou te op

hoogagtend,

Gedateer

19

The Manager,
Barclays Bank (D.C. & O.),
CLAREMONT. Cape.

Sir,

We beg to inform you that at a Meeting of the Council of the English Church Schools Association (Incd.) held at Cape Town on the 9th day of March 1951, it was resolved that E. R. Withers (Mrs.), in her capacity as Bursar, be authorised to endorse cheques for credit of the Account of the English Church Schools Association (Incd.) only.

H. H. C. C. C. Chairman.

J. J. J. J. Secretary.

9th March 1951.

HERSCHEL SCHOOL,
CLAREMONT.

.....
(Date).....12th March 1951.....

To the Manager

SOUTH AFRICAN PERMANENT MUTUAL
BUILDING AND INVESTMENT SOCIETY,

.....CAPE TOWN.....(Branch).

Dear Sir,

We have to inform you that at a meeting of the *.....COUNCIL.....
OF THE ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).....

held at.....CAPE TOWN.....on the.....9TH.....day of.....MARCH.....

19⁵¹.....it was resolved: "That +.....DAVID BAXTER or H. L. KENNEDY.....
.....or F. C. ROBB.....

.....MEMBERS.....
be authorised in their capacity as = ...
.....OF THE COUNCIL.....

.....respectively to sign documents in connection with the withdrawal of
any monies from the account standing in the name of.....ENGLISH CHURCH
.....SCHOOLS ASSOCIATION (INCORPORATED) - 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 said Society of a copy of a resolution notifying
any change of the said officials."

Certified correct,

.....Chairman.

.....Secretary.

Specimen signatures of signing officials:

.....

.....

.....

- * Insert name of Association or Company
- + Insert names of officials authorised to sign
- = Insert "Chairman", "Secretary", or official capacity.

Noted

.....Initials.

.....Date

Accounts in the names of
Associations or Companies.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)

THE MONTHLY MEETING OF THE GENERAL PURPOSES COMMITTEE
WAS HELD AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY,
FEBRUARY 7TH, 1951, AT 5. P.M.

PRESENT: Mrs. Ballantine
Mr. Duncan Baxter
Mrs. J.F. Brock
Mr. H. L. Kennedy
Mr. F. C. Robb

In attendance Miss H. C. McLean

CHAIRMAN

It was resolved that Mr. Robb be elected Chairman for the ensuing year.

WELCOME

The Chairman welcomed Mr. Kennedy as a member of the Committee.

MINUTES

As the Secretary was not present the Chairman requested that Miss McLean should take the Minutes of the Meeting.

TRANSFER OF
TOWN OFFICE

A discussion took place as to the advisability of having the official business of the School conducted from one office. This having been previously discussed with Mr. Baker, who had offered to resign as Secretary and Treasurer, it was resolved to recommend to the Council that :-

- a) the work hitherto undertaken at the Town Office be transferred to the School.
- b) that Mr. Baker's resignation be accepted.
- c) that additional help for the work thus entailed be engaged.

In connection with the above plan Mr. Kennedy reported that Messrs. Syfret's Trust Co. Ltd., had offered to give initial help.

SECRETARY'S
REMUNERATION

It was resolved to recommend to the Council that Mr. Baker be paid an additional sum of £150. to cover his increased expenses for the eighteen months from October 1949 to the end of the first school term 1951.

BURSAR'S
SALARY

The question of the Bursar's salary arose and it was agreed that this be discussed at a future meeting.

TRANSFER OF
ACCOUNT

It was resolved to recommend to the Council that the School Bank Account be transferred from Barclay's Bank, Adderley Street, Cape Town to their Branch at Claremont.

INCREASE OF
SCHOOL FEES

After some discussion it was agreed that estimates of figures prepared by the Headmistress be circulated to all members of the Committee and that further discussion be deferred to a future Meeting.

COST OF FOOD

It was agreed that Mrs. Ballantine and Mrs. Brock be appointed to investigate the cost of feeding in the School, and that they should have the power to co-opt further help.

REPAIRS .../

REPAIRS

The Chairman suggested that the Headmistress be asked to submit a list of necessary repairs to structure and furnishings in the School, this to be prepared without consideration of the present financial situation of the School.

APPOINTMENT OF COUNCIL AND COMMITTEE MEMBER

It was agreed that the Chairman and Mr. Kennedy should approach Mr. R. G. Welsh to accept nomination as a member of the Council and of the General Purposes Committee, and to accept office as Honorary Treasurer to the School in an advisory capacity.

In the event of Mr. Welsh declining to accept nomination the Chairman was asked to seek other nominees.

There being no further business the meeting then closed.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD.)

REPORT OF MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY,
7TH MARCH 1951, AT 5-0 P.M.

PRESENT: Mr. F. C. Robb - in the Chair.
Mr. W. Duncan Baxter, Mr. H. L. Kennedy,
Mrs. P. Ballantine, Mrs. J. F. Brock,
Mr. Bertram Baker and Miss H. C. McLean.

PROPERTY

Boundary Fence

Miss McLean said that the appropriate Committee of the City Council had approved the matter in terms of the correspondence.

GROUNDS

Trees

Miss McLean submitted a Tender from W. Dau as follows :-

- i. For removing and carting away eight tree stumps. £15. 0. 0.
- ii. For topping Oak, Pine and Gum Trees. £17.10. 0.

It was decided to accept the Tender on condition that the Contractor avoided damage to the asphalt and levelled the ground.

STAFF

Salaries

Miss McLean said she felt that the Salaries for the positions of Housekeeper, Matron and Assistant Matron should be put on an increasing Scale. She suggested the following :-

Housekeeper	-	£ 156	x 12	x 240.
Matron	-	£ 156	x 12	x 240.
Assistant Matron	-	£ 132	x 12	x 204.

It was decided to recommend Council to approve this Scale and to make it effective from the 1st March 1951.

Responsibility Allowance

Miss McLean asked the Committee to consider increasing Miss Lansdale's Responsibility Allowance from £40 a year to £50 a year.

It was decided to recommend Council to approve this increase.

Wages

Miss McLean said that she had made the following Wage increases :-

Monthly Paid - Basic

Freda Martin	-	From	£6. 0. 0.	to	£6.11. 0.
Mary Thomson	-	"	£5.10. 0.	"	£5.12. 6.
Joel Milandi	-	"	£7.12. 6.	"	£7.17. 6.

Weekly Paid - Basic

Donnie Pelsen	-	From	£2.15. 5.	to	£2.19. 0.
Peter Felix	-	"	£2.13. 6.	"	£2.16. 0.
Solomon Thuynsma	-	"	£2. 0.11.	"	£2. 3. 0.
Joseph George	-	"	£1.19. 8.	"	£2. 3. 0.
Adam Adams	-	"	£1.19. 8.	"	£2. 3. 0.
Dotwana Elliott	-	"	£2. 0.11.	"	£2. 3. 0.

COST OF FOOD

Mrs. Brock reported on the action taken to obtain Provisions at lower cost. The Ladies appointed to investigate the cost of feeding will continue this work.

INCREASE OF SCHOOL FEES

The figures prepared by Miss McLean and circularised to all Members of the Committee were again discussed.

It was decided to recommend Council to fix the revised fees, to be effective for the Term beginning on 19th July 1951, at :-

Kindergarten	-	30 guineas a year
Lower I.	-	40 guineas a year
Junior Day	-	70 guineas a year
Senior Day	-	80 guineas a year
Boarders	-	180 guineas a year

The proposed fees, calculated on the 261 pupils attending in 1951, would produce an annual gain of £3,673.

Only one Term at the proposed fees would fall in the 1951 financial year.

		At present Scale	At proposed Scale
31 K.G.	26 g.	846. 6. 0.	30 g. 976.10. 0.
17 L. I.	32 g.	571. 4. 0.	40 g. 714. 0. 0.
85 Jun. Day	56 g.	4,998. 0. 0.	70 g. 6,247.10. 0.
74 Sen. Day	64 g.	4,972.16. 0.	80 g. 6,216. 0. 0.
54 Boarders	164 g.	9,298.16. 0.	180 g. 10,206. 0. 0.
261		£20,687. 2. 0.	£24,360. 0. 0.

RETIRAL FUND

Mr. Robb said that the Members present at the Annual Meeting of the Fund had decided to wind up the Fund and to that end had by unanimous resolution amended the Rules and Regulations, as follows :-

Add Rule 25

By reason of the English Church Schools Association (Incd.) Staff Pension Fund having been established as from 1st November, 1950, and notwithstanding the provisions of Rule 1, no further teacher or mistress shall be admitted to membership of this Fund and such existing teachers and mistresses who made application to enter the English Church Schools Association (Incd.) Staff Pension Fund prior to the 1st November, 1950 shall be transferred to membership of that Fund as from 1st November, 1950.

This Fund shall cease on 31st March, 1951 and the amount standing to the credit of each teacher or mistress under the Fund as at 31st March, 1951, including interest calculated to date and such portion of the Reserve Fund in proportion to the total amount standing to her credit as at 31st March, 1951, shall in the case of a teacher or mistress who is a member of the English Church Schools Association (Incd.) Staff Pension Fund be transferred by the Managers on her behalf to that Fund and in the case of a teacher or mistress who is not a member of the English Church Schools Association (Incd.) Staff Pension Fund be paid to her by the Managers in cash.

RETIRAL FUND continued

It was decided to recommend Council :-

- i. To make the dissolution of the Fund effective by approving the addition of Rule 25.
 - ii. To approve the payment, to each of the six members not eligible for membership of the Staff Pension Fund, of a sum equivalent to 5 per cent of her salary for as long as she is employed by the School.
 - iii. To approve the payment without deduction, to each of the six members not eligible for membership of the Staff Pension Fund, of the total amount standing to her credit as at 31st March 1951, and of her portion of the Reserve Fund, irrespective of her length of service.
 - iv. To approve instructions to the Brokers for the sale of Shares held by the Fund and to the Secretary for the withdrawal of Fixed Deposits.
-

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

BALANCE SHEET AS AT 31ST DECEMBER 1950

LIABILITIES

ASSETS

AMOUNTS STANDING TO THE CREDIT
OF TEACHERS' ACCOUNTS.

3,343. 0. 7.

RESERVE FUND.

Balance at 1st January 1950. 473.12. 6.

Add: Amounts credited in
terms of Rule 6 (b). 83.10.11.

557. 3. 5.

Add: Surplus transferred from
Income and Expenditure
Account.

67.19. 2.

625. 2. 7.

INVESTMENTS - At Cost.

1,000 Grosvenor Consolidated
Investments Limited 5½%
Cumulative Preference
Shares of £1 each. 1,000. 0. 0.

400 Anglo-Transvaal Indust-
ries 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. 457. 5. 3. 1,958.13. 0.

(Market Value - £1,750. 0. 0.)

CASH ON FIXED DEPOSIT with South
African Permanent Mutual Build-
ing and Investment Society. 1,732.12.11.

CASH at Barclays Bank (D.C. & O.). 276.17. 3.

£ 3,968. 3. 2.

CHAIRMAN.

TREASURERS

Chartered Accountants (S.A.)

£ 3,968. 3. 2.

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.

J.R. Sympson & Co
CHARTERED ACCOUNTANTS. (S.A.)
Auditors.

CAPE TOWN.

February 1st, 1951.

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

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1950

<u>EXPENDITURE</u>	<u>INCOME</u>
INTEREST credited to Teachers' Accounts. 82.10. 9.	INCOME from Investments. 150.12. 5.
ADMINISTRATIVE EXPENSES. Bank Charges. 2. 6.	
SURPLUS carried to Reserve Fund. 67.19. 2.	
<u>£ 150.12. 5.</u>	<u>£ 150.12. 5.</u>

We have to report that to the best of our knowledge and belief and on the information supplied to us, the above Account reflects a true statement of the Income and Expenditure for the year ended 31st December 1950.

CAPE TOWN.

February 1st, 1951.

E. R. Sympson
CHARTERED ACCOUNTANTS. (S.A.)
Auditors.

HEADMISTRESS' REPORT. MARCH, 1951.

STAFF

MRS deBEER is in charge of the Art for this Six Months and we are fortunate to have her here.

MRS BUDTZ-OLSEN returned to the Biology post at 12 hours notice. I had found Mrs Palmer, recently Headmistress at St. John's School, Pietermaritzburg, but she too withdrew 48 hours before she was due. However, we are fortunate in the change.

MRS HORWITZ has to remain in England for 2 years or more for a succession of small operations. She tells me she will keep her own eye in the socket. Unofficially I have heard there is some hope of there being life in it still.

I am hoping that Miss Millward will return to this Biology post and Miss Hedges to the Art one; both have expressed a desire to do so but I have not had formal acceptance as yet.

MISS BROWN, B.Mus, U.T.L.M., has replaced Miss Budd as resident music staff, with the flute as her second instrument.

HEALTH

We have had one case of measles in the boarding House and one of German measles in the Kindergarten; otherwise all has been well.

ADMISSION

By utilising a language division room as a form division one, we have divided Form Upper IV into two and increased the numbers in the Senior School to 128 and the total number to 261.

There are 54 in the boarding house and 12 with Mrs Stobie.

The demand for places both as full boarder and day boarder continues.

ACTIVITIES

Of the 21 candidates who entered for the School Leaving Certificate, all passed, 17 with exemption from Matriculation, 11 in the first class, 8 in the second and 2 in the third; there were 14 distinctions, Anne Robertson having 6; Jean Pollard, 2, and she has been awarded an Honorary Scholarship at the Cape Town University.

Parties from various parts of the School have been to the House of Assembly; the Supreme Court; Municipal Orchestral Concerts; Art Exhibitions; Rosebank Show both to ride and for Domestic Science; and the film "King Solomon's Mines" Mr Ellis from St. Dunstons has spoken to the Sociological Club.

We are confining our money raising effort to one this term, a School Concert to be held on March 16th at 8.15. p.m.

H.C. Mather

MINUTES OF MEETING OF THE COUNCIL HELD AT THE CHURCH
HOUSE, QUEEN VICTORIA STREET, CAPE TOWN ON FRIDAY,
8TH JUNE, 1951 AT 4. 0. P.M.

PRESENT: Bishop Levis In the Chair.

Mr David Baxter
Mrs Lane Forsyth
Professor W.F.Grant
Mr Alers Hankey
Rev.Eustace Wade
Mr. Kennedy.

In attendance:

Miss H.C.McLean
Mrs. E.R.Withers Secretary.

Apologies for absence:

His Grace the Archbishop
Mr W Duncan Baxter
Mr G.H.Starck

APPOINTMENT OF
SECRETARY.

It was proposed by Mr Kennedy and seconded by Mr Baxter that Mrs Withers be appointed and this was passed unanimously.

MINUTES OF THE
PREVIOUS MEET-
ING.

The Minutes of the Quarterly Meeting held on the 9th March, which had been sent to Members, were taken as read and signed by the Chairman as a true record of the proceedings.

REPORTS OF THE
GENERAL PURPO-
SES COMMITTEE.

The Reports of the following Meetings were submitted:-

Monthly Meeting held on 4th April 1951
Monthly Meeting held on 9th May 1951
Monthly Meeting held on 6th June 1951

Arising out of these Minutes:

Transfer of Cape Town Office:-

Mr Kennedy reported that the change was working very satisfactorily from all angles. One good feature was that in the event of any accounts being in arrear, Miss McLean was in the position to write to the parents requesting payment and he was pleased to say that at the end of term the position so far as outstanding accounts, was most satisfactory.

Mr Kennedy pointed out that it would be necessary to purchase certain items of furniture and it was agreed by the Council that these be purchased.

The following RESOLUTION was proposed by Mr Alers Hankey and seconded by Professor W.F.Grant and passed unanimously:-

"that in Article No.32 the date of the Annual General Meeting should be changed from the latter half of December to the latter half of March. And in Article 43, that the Accounts of the Association shall be closed on the 31st day of December in each year, instead of the 30th day of September".

AMENDMENT OF
ARTICLES OF
ASSOCIATION NOS
32 & 43.

...../..

INCREASE OF FEES.

Mr Kennedy reported that so far no comment had been received in connection with the increase in fees.

RETIRAL FUND.

Mr Kennedy notified the Council that the Retiral Fund had now been wound up and that most of the staff who were eligible had joined the Pension Fund. Miss McLean had received several letters from the members who had been paid out, expressing their appreciation for the generous payment made to them.

REPAIRS.

It was agreed that the question of repairs could be gone into thoroughly once the Accounts had been completed. It was suggested that a Maintenance Fund should be started for this purpose but that the matter be further discussed.

THE HILL.

This was discussed and it was agreed that no conclusion could be reached at this stage.

OFFICE.

Mr David Baxter asked if Mr Kennedy could give them some idea as to whether it was involving a great deal more expenditure running the Office from the School. Mr Kennedy said he felt that taking everything into consideration, it would prove a financial saving, more especially in connection with the accounts, where Miss McLean was able to notice possible errors either in the Accounts or in the payments and to have this put right immediately, as had already been done in one or two instances.

HEADMISTRESS' REPORT

This was submitted.

COMPARATIVE NUMBERS

Mr Alers Hankey asked if a list showing the numbers on the waiting lists at the School could be put before the Council at each Quarterly Meeting. Agreed.

There being no further business, the Meeting closed.

CONFIRMED

Arthur Cyril

CHAIRMAN.

September 14 1957

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON APRIL
4TH at 5 P.M.

Present: Mr. P. C. Robb (In the Chair)
Mr. W. Duncan Baxter.
Mrs. A. J. Ballantine.
Mrs. J. F. Brock.
Mr. H. L. Kennedy.
Mrs. Lane Forsyth.

In attendance Miss H. C. McLean
Mrs. E. R. Withers - Secretary.

Mr. Robb welcomed Mrs Lane Forsyth back from her holiday overseas and also welcomed Mrs Withers, as Secretary to the Meeting.

Miss McLean reported that she had received a letter from Mr. Gale to say that steps were being taken to have the necessary fence erected by the Council.

Miss McLean informed the Meeting that the Tree Stumps had been removed and that the topping of the trees would be attended to in June next.

Miss McLean reported that these had been completed and were already in the various classrooms and would prove most useful.

The cost of the Lockers was to be paid for out of the D. Jooste Trust Money.

Arising out of this, the question came up as to whether there was any correspondence dealing with the actual Jooste Trust Funds and it was agreed that this should be gone into.

Miss McLean reported that the shelves were in the process of being completed in the store-room. Mr. Hoare is carrying out the work in this connection. Miss McLean also advised the Meeting that she had received a donation towards the cost of the shelves.

Miss McLean had received a letter from Mr Elsworth in reply to her's asking for details of his Account. It would appear that part of the total represented a sum for plans prior to 1949. After discussion, it was agreed that this bill be paid in full.

This matter was fully discussed and Mrs Brock outlined to the Meeting what the Ladies Committee had done and were doing in trying to bring down the high costs.

It was agreed that the Ladies Committee should meet once a month at the School and go through the Domestic Accounts and see where they could improve in the matter of ordering supplies, if necessary.

Mr Robb asked Mr Kennedy if he would give his views on the matter.

Mr Kennedy informed the Meeting that all the books and
/correspondence

correspondence had now been brought out to the School and that he would be coming to the school on Saturday to go through all these.

Mr Kennedy asked the Meeting if there is any specific reason why the School's Financial Year ended on the 30th September and if it could not be changed to December. The matter was fully discussed by the Meeting and it was agreed that the present Financial Year be for the 15 months ending December 1951.

It was resolved that the notice necessary for such a change be checked in the Constitution and such notice be given to the Council.

Mr Robb asked what additional furniture would be required and it was resolved that this matter be gone into once all the records were in order.

Miss McLean reported that Mrs Harrison had been appointed as Assistant Book-keeper on a month's trial and that she was proving quite satisfactory.

Mrs Ballantine said she felt the Meeting would like to say how grateful they were to Miss McLean for foregoing her holiday to attend to the transfer of the Office out to the School.

The letter advising parents that these would be increased as from the Third Term of this year had been approved by the Archbishop, signed by him and sent out with the current accounts. In this connection it was asked that a list of outstanding fees be produced at each monthly meeting.

The question of Bursaries was also discussed and it was agreed that if the need arose each request should be considered on its own merits.

Miss McLean reported that the increases which had been made to the House Staff salaries were much appreciated by them.

Miss McLean reported that Miss Craik has asked for 3 months unpaid leave since she knew there was someone available to do her work while she was away and that as there had been insufficient time to consult the Committee on this matter, after discussing it with Mr Robb, she had granted Miss Craik this leave.

Mrs Grootes will be doing her work.

Mr Kennedy reported that he had spoken to Mr Baker about this matter but that so far the Fund had not been wound up.

It was urgent that this matter should be completed since the Pension Fund had not yet been recognised from exemption of the Unemployment Insurance.

At the previous meeting the Chairman asked Miss McLean to submit a list of necessary repairs to structure; she now submitted that the most necessary work was:-

Interior redecoration of:

- 1) The classroom blocks.

- 2) The Staff Quarters in the Main Building.
- 3) The Entrance Hall and the Upstairs Landing.

Mrs Forsyth said that having been away the need for new covers in the Drawing room seemed more urgent, than she had previously thought and proposed that these should be renewed. Mrs Ballantine seconded this suggestion.

It was agreed that the Ladies Committee be asked to proceed with the matter.

BANK BALANCE
The Chairman asked that the Bank Balance be placed before each General Purposes Committee Meeting.

It was agreed that this should be done.

LEAVE OF ABSENCE
Mr Robb asked for leave of absence as from April for 5 months, which was granted.

There being no other business, the Meeting then closed.

MINUTES OF THE GENERAL PURPOSES COMMITTEE
MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT
ON 9th MAY, 1951, at 5. P. M.

Present:- Mrs Ballantine
Mr Duncan Baxter
Mrs Brock
Mrs Lane Forsyth
Mr Kennedy (In the Chair)

Miss H.C. McLean (In attendance)
Mrs E.R. Withers (Secretary)

MINUTES OF THE
PREVIOUS MEETING: The Minutes of the previous Meeting were confirmed.

Matters arising out of the Minutes :

Miss McLean reported that she had found the Compilation Plan and that it was being forwarded to Mr Myles Syfret, of Messrs Syfret, Godlonton & Low.

SHELVES Miss McLean advised the Meeting that these had now been completed and will prove most useful.

OUTSTANDING FEES Miss McLean handed Members lists showing the outstanding fees and after the whole matter was discussed, it was resolved that Reminders should be sent to the ones in question, requesting payment.

RETIRAL FUND Mr Kennedy reported that the proceeds of the winding up of the Retiral Fund had now been paid over to Mr Baker but that the money had not, as yet, been handed over to the Southern Life Association. Miss McLean said that Mr Rowe was coming to see her in the morning.

ITEM OF £329: Miss McLean reported that she had received the sum of £329. from Messrs Syfrets, being the bequest from the late Mr. R.M. Grant's Estate.

The Meeting asked that an official letter be sent and expressed their thanks to Mrs Ballantine for the very generous gesture in allocating this sum of money to the School.

They also asked if it was for any particular purpose and in this connection Miss McLean wondered if a wall and better entrance might be made for the School. No conclusion was reached.

THE HILL
Mrs Lane Forsyth informed the Meeting that she had attended a Meeting that morning of parents to discuss ways and means of raising funds for Herschel. She pointed out that a large number of parents were under the impression that the Fund raising efforts were towards the hope of being able to purchase THE HILL. This point was very fully discussed and Mr Kennedy felt that there

were/.....

were so many points to be considered when embarking on such a big venture, and said that he would endeavour to see over THE HILL and let the Meeting know his opinion after his visit.

BANK BALANCE: This was presented.

MUSIC LIBRARY Miss McLean asked whether it was possible to allocate a sum of money each quarter to the Music Library, as was done in the case of the Reading Library. It was agreed that £5.0.0. be allocated each quarter.

DRAWING-
ROOM COVERS Mrs Ballantine reported that she and Miss McLean had looked at materials for the Drawingroom covers and had found suitable Cretome at Cleghorn & Harris'. Estimates were being sent for the making from two or three firms before putting the matter in hand.

There being no further business, the Meeting then closed.

MINUTES OF THE GENERAL PURPOSES
COMMITTEE MEETING HELD AT HERSCHEL
SCHOOL, CLAREMONT, ON 6th, JUNE
1951 at 5. P.M.

Present:- Mrs A.J.Ballantine.
Mr. W.Duncan Baxter.
Mrs J.F.Brock.
Mrs Lane Forsyth.
Mr. W.L.Kennedy. (In the Chair)

Miss H.C.McLean (In attendance)
Mrs E.R.Withers (Secretary)

MINUTES OF THE
PREVIOUS MEETING:

The Minutes of the previous Meeting were confirmed.

OUTSTANDING FEES:

Miss McLean handed members a list showing the fees outstanding to date and advised the Meeting that a registered letter had been sent to Mrs Rockey and also reported on the position of the remaining outstanding accounts.

BANK BALANCE:

This was presented.

RETIRAL FUND:

Miss McLean handed in several letters which she had received from members of the Retiral Fund, expressing their appreciation for the generous amounts paid out to them as a result of the winding up of the Retiral Fund; as well one had given a donation to the School.

OFFICE FURNITURE:

Mr Kennedy recommended that additional office furniture was needed. After discussion it was agreed that the matter be put in hand, but that further prices should be obtained for the filing cabinet.

LIGHTING.

Miss McLean asked that a light be put on the roof in order to facilitate the evacuation of the building in the case of fire. Should a fire occur in the kitchen quarters, where it was most likely, the maids would then have to cross the roof in question, as there was no other exit. After discussion it was agreed that a large electric torch should be purchased as the electricity was likely to be cut should a fire occur.

CLASSROOM FLOORS:

Miss McLean suggested that the classroom floors be stained and polished rather than, as at present, scrubbed. It was agreed that the matter should be left over until re-decoration took place.

THE HILL

Mr Kennedy informed the Meeting that he had arranged to go over the Hill on Saturday morning and would give his report at the next Meeting.

OFFICE

Mr Kennedy said that he considered that the Office work was being carried out efficiently and that having it under one roof would prove finally to be beneficial to the school.

THERE BEING NO FURTHER BUSINESS, THE MEETING THEN CLOSED.

HEADMISTRESS' REPORT, JUNE, 1951

STAFF :

MISS HEDGES is after all, unable to return to South Africa for family reasons and MRS de BEER has accepted the Art post permanently. We are doubly fortunate in this since she is also producing a School play for us.

MISS MILLWARD will return to the Biology post in October of this year and will be resident.

MISS CRAIK is taking three months unpaid leave and Mrs Grootes is doing her work during that time.

HEALTH

We have one case of chicken-pox in the Boarding House, while among the day girls there has been one case of almost every other infectious disease.

ADMISSION

The School is very full and many requests are being made for an already long waiting list.

ACTIVITIES

Parties from various parts of the school have attended the "Helen Keller" meeting for Schools; the Annual General Meeting of the "Save the Children Fund"; the Elizabeth Schumann Recital; Municipal Orchestral Concerts; Koopman de Wet's House; the Ballet; C.A.P.D.A. Elsie Hall Recital; the Castle, Kirstenbosch.

Within the School Mrs Davie has spoken to the Sociological Club, Miss Jurgens to Rolt House; Yvonne Roux has played to the Music Club; debates have been held and rehearsals for "The Zeal of Thine House" are in progress.

Miss Lansdale, with Miss Stevenson, has planned a motor tour of the Eastern Province for 8 Senior girls who would otherwise have little opportunity of seeing the Cape and who come mainly from Rhodesia; so far we have heard from only one parent and she is most interested and appreciative.

EQUIPMENT

Lockers have been fitted in 6 class rooms and are proving a great asset, and the new desks are in use.

H. C. Retman

Herschel School,

Claremont, Cape.

August 27th, 1951.

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, September 14th, 1951.

A G E N D A

1. Minutes to be confirmed.

Quarterly Meeting of Council
held on 8th June, 1951.

2. Reports of the General Purposes Committee:-

Monthly Meeting held on August
1st, 1951.

Monthly Meeting held on September
5th, 1951.

3. Report of Headmistress.

4. Comparative Statement of Number of Scholars
and Net Fees.

(sgd) E.R.WITHERS.

Secretary.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE QUARTERLY COUNCIL MEETING HELD AT
CHURCH HOUSE, QUEEN VICTORIA STREET, CAPE TOWN,
ON SEPTEMBER 14th, 1951, AT 4.P.M.

PRESENT: - His Grace the Archbishop-In the Chair.
Mrs A.J. Ballantine
Mrs J.F. Brock
Mrs Lane Forsyth
Mr H.L. Kennedy
Mr G.H. Starck
Rev. Eustace Wade

In attendance: Miss H.C. McLean
Mrs E.R. Withers - Secretary

Apologies for absence :-

Mr David Baxter
Mr Alers Hankey
Bishop Lewis

MINUTES: The Minutes of the Quarterly Meeting of the Council held on 8th June, 1951, 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 The Reports of the following Meetings were submitted:-

MONTHLY PUR-
CHASES COMMITTEE. Monthly Meeting - 1st August 1951
Monthly Meeting - 5th September 1951

Arising out of these Reports:-

OFFICE

Mr Kennedy was pleased to report that everything was working very satisfactorily in connection with the work now being carried out at the School.

BOUNDARY FENCE:

Mr Kennedy reported that the fence had now been put up and had made a big improvement to the grounds.

OUTSTANDING FEES :

The position is very satisfactory. It was pleasing to record that we have no arrears, beyond certain accounts outstanding for the present term.

ABE BAILEY TRUST:

Miss McLean reported that she had received a cheque for £50., from the ABE Bailey Trust for The Afrikaans Library.

-2-

LAUNDRY :

His Grace, the Archbishop, asked if anything had been decided about the Laundry. Mr Kennedy replied, saying that as yet no decision had been reached.

REPORT OF

SECRETRESS: The Report was submitted.

Miss McLean reported on the position of numbers on the waiting list.

MEETING'S DAY: Friday, 15th February 1952, was decided on.

Proposed Speaker for that day :-

Mr H. Kidd,
Diocesan College,
RONDEBOSCH.

In the event of Mr Kidd being unable to accept, the matter would be left for the General Purposes Committee to deal with.

His Grace, the Archbishop, intimated that he would write to Mr Kidd.

MISS McLEAN:

Mr Kennedy said that the dates for these Christmas holidays made it possible for Miss McLean to go to England during them and that, while it would mean she was not in charge of the School during that time, he would recommend that she should take this opportunity.

It was unanimously agreed that Miss McLean should be allowed to go.

THERE BEING NO FURTHER BUSINESS, THE MEETING THEN CLOSED.

CONFIRMED

Harry C. L.

CHAIRMAN

DATE: 24 Feb 1952

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT, AT 5. P.M.
AUGUST 1st, 1951

PRESENT: Mr W. Duncan Baxter
Mrs J.F. Brock
Mrs Lane Forsyth
Mr H.L. Kennedy In the Chair
Miss H.C. McLean In attendance
Mrs E.R. Withers Secretary

Apology for absence:

Mrs A.J. Ballantine

Arising from the previous Minutes:-

Office Furniture

Miss McLean reported that the furniture required for the Office had now been purchased. It was felt at this stage that it would not be necessary to purchase a Filing Cabinet and if such Cabinet was required at a later date, that a single draw one would serve the purpose.

Lighting

Miss McLean reported that the lighting asked for previously had been done and it was satisfactory. But that when the electrician came to attend to the light, he found one of the fuse boxes broken and dangerous and this had been replaced at a cost of £19.0.0.

Boundary Fence

Miss McLean reported that she had been in touch with the Council and that there appeared to be some delay in regard to the fence being erected. But it is hoped that it will be started in a month's time.

Trees

Miss McLean reported that the topping of the trees had been done, and that she had received a letter from Mrs Rust of Church Street, complaining that the trees still blocked her view of the mountain. Miss McLean was asked to write to Mrs Rust, stating that the Committee were satisfied with the trees.

Miss McLean informed the Meeting that one of the old oak trees had blown down and when the Parks and Gardens people came to remove the tree, they inspected the others at the same time and they advised Miss McLean to have one tree in particular attended to, as it was in a bad condition and would probably cause damage if it should blow down. It was agreed that Miss McLean should get an estimate for this work to be done.

KILN
Miss McLean notified the Meeting that she had received a letter from Mr deWitt who was interested in the Kiln. After lengthy discussion on the matter, it was decided that she should go into the sale of the Kiln and endeavour to obtain as high a price as possible.

...../

BURSARY

Miss McLean informed the Meeting that she had received a letter from Mr Woolford, which letter Mr Kennedy read to the Members, asking if it would be possible for the Council to grant his daughter Moira a Bursary, for the reasons as stated by him. This was discussed and it was agreed that Miss McLean should write to Mr. Woolford informing him that the Council had agreed to grant a Bursary of 1/3rd of the term's fees.

The question was raised in connection with the 25% rebate granted in cases where children were given leave of absence for going overseas. It was decided to discontinue this concession.

INSURANCE

Miss McLean reported that she had received a letter in connection with one of the School's Insurance Policies. Mr Kennedy said he would give the matter his attention.

SCHOOL REFUND FEES SCHEME

This matter was discussed and it was suggested that particulars be obtained from other Schools as to whether it was used by many parents.

BANK BALANCE

This was presented.

THE HILL

Mr Kennedy reported that he had seen Mr Wilks but after discussing the matter with him, he informed Mr Kennedy that he was not interested in selling part of the land at present, but would reconsider this when it had been surveyed into plots.

LAUNDRY

Mrs Lane Forsyth asked if there was any prospect of the Laundry being installed. The question of where the Laundry could be housed was discussed but no conclusion was reached.

ABE BAILEY TRUST

Miss McLean reported that she had applied to the Abe Bailey Trust to know whether we were eligible for a Grant towards the Afrikaans Library.

TOUR

Miss McLean reported that the proposed Michaelmas Tour of the Eastern Province had been cancelled, owing to lack of response.

SALARIES

These would be considered at the end of the year and re-adjusted, if necessary.

There being no further business, the Meeting closed.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT , ON 5TH
SEPTEMBER, AT 5. 0. P.M

PRESENT:- Mrs A.J.Ballantine.
Mr David Baxter.
Mrs J.F.Brock.
Mrs Lane Forsyth.
Mr H.L.Kennedy. Chairman.

In attendance Miss H.C.McLean.
Mrs E.R.Withers. Secretary.

ARISING FROM THE
PREVIOUS MINUTES

KILN Miss McLean reported that she had now sold the Kiln for £275. to Mr deWitt, who had also given her a guarantee to pay the customs duty.

The proceeds would be refunded to the Jooste Trust.

BURSARY Miss McLean informed the Meeting that she had received a letter from Mrs Woolford expressing her appreciation to the Council for the Bursary granted to her daughter.

REFUND INSURANCE FEES SCHEME This matter was discussed and it was agreed by all that the Scheme should not be taken up.

UNEMPLOYMENT
INSURANCE

Miss McLean informed the Meeting that a letter had been received from the Secretary of Labour, notifying her that the School would be exempt from paying Unemployment Insurance as from the 1st October 1951.

BANK BALANCE

This was presented.

OUTSTANDING
FEES

A list showing the outstanding fees was handed to Members. Miss McLean reported that reminders had been sent to all names on the list and felt that these would have the desired effect.

ANY OTHER
BUSINESS

Miss McLean informed the Meeting that a wreath had been sent from the Headmistress and Council for the late Hon.Mr Justice St.Leger Searle.

FOOD

The Ladies Committee reported that they had looked at the domestic accounts and these were discussed.

FENCE

Miss McLean reported that the fence was being put up.

EXTENSION FUND

Miss McLean advised the Meeting that she had received a cheque for £1,000 from the Parents Committee towards the Extension Fund. Mr David Baxter asked if it had been decided on what this money would be spent. It was agreed at this stage that the money should be invested on Fixed Deposit.

THE HILL

Mr Kennedy said that nothing further had developed in this connection.

THE MEETING THEN CLOSED.

HEADMISTRESS' REPORT

SEPTEMBER 1951

STAFF:

MISS MULLINER has been on sick leave for two months, but we have been able, by re-arrangement, to avoid engaging a substitute.

MISS CRAIK returned in time for the beginning of the Third Term from her leave in England.

HEALTH:

This has been good.

ADMISSION:

The School is full; there have been many applications for names to be put on an already long waiting list.

ACTIVITIES:

Parties from various parts of the School have attended; the Opera; a Puppet Display; Symphony Concerts; the Bach Mass in the City Hall; "Beauty and the Beast" at the Little Theatre; "Lady Precious Stream" at St. Cyprian's; Bishop's Dance; and visited the Castle; Groot Constantia; Lever Brother's Soap Factory; and Michelsen's Ice Cream Factory.

Clubs and Houses have been active. Rolt have visited the Princess Alice Homes, Merriman have had Miss Rollo to tell them about the Child Welfare and Jagger House heard the history of the Founder of the School.

The Sociological Club have seen Professor Brock's film on "Malnutrition in Africa" and are to hear the Head of Cedara College speak on Soil Erosion.

The Choir is to take part in the Purcell Festival in the City Hall. The Orchestra will perform with the Joint Schools Orchestra.

We are producing "The Zeal of Thy House" by Dorothy Sayers on September 24th and 25th; for this we are extremely lucky to have Jean deBeer as our producer.

Three girls were chosen for the Western Province Schools Hockey Eleven and went to Natal in July for the tournament there.

EXTENSION FUND

At a Bridge Drive organised by the parents, I was handed a cheque for £1,000 as their effort towards the Extension Fund during last year.

H. C. McLean

.....

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS AND NET

FEEs: SEPTEMBER 1951.

NUMBER OF SCHOLARS.

THIRD TERM

BOARDERS: 54

DAY GIRLS: 160

KINDERGARTEN: 52

266

NET FEES: £6,039. 8. 9.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

MINUTES OF THE SPECIAL COUNCIL MEETING HELD AT
CHURCH HOUSE, QUEEN VICTORIA STREET, CAPE TOWN
ON SEPTEMBER 14th, 1951, at 5.P.M.

PRESENT: - His Grace the Archbishop
Mrs Ballantine
Mrs Brock
Mrs Lane Forsyth
Mr H.L.Kennedy
Mr G.H.Starek
Rev Eustace Wade
Miss H.C.McLean and
Mrs E.R.Withers - Secretary

Apologies for absence:-

Mr David Baxter
Mr Alers Hankey
Bishop Iavis

SPECIAL YEAR:

The following proposal was put before the
Council Members:-

"The Proposals are that in Article
"No.32. the date of the Annual
"General Meeting should be changed
"from the latter half of December
"to the latter half of March. And
"in Article No.43, that the Accounts
"of the Association shall be closed
"on the 31st day of December in each
"year, instead of the 30th day of
"September".

His Grace, the Archbishop, asked for a
member to put forward the proposal and
this Mr Kennedy did and was seconded by
Rev.Eustace Wade.

CLAREMONT.

November 28th, 1951.

The Quarterly Meeting of the Council will be held at HERSCHEL SCHOOL, CLAREMONT, in the Library at 4-30. p.m. on THURSDAY, December 13th, 1951.

A G E N D A.

1. Minutes to be confirmed.
Quarterly Meeting of Council held on September 14th, 1951.
2. Reports of the General Purposes Committee:-
Monthly Meeting held on November 7th, 1951.
Monthly Meeting held on December 5th, 1951.
3. Report of Headmistress.
4. Comparative Statement of Number of Scholars and Net Fees.
5. Any other business.

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL HELD
AT HERSCHEL SCHOOL, CLAREMONT, ON THURSDAY DECEMBER
13TH AT 5.0. P.M.

PRESENT:- His Grace, the Archbishop -In the Chair
Mrs A.J.Ballantine
Mr David Baxter
Mrs J.F.Brock
Mrs Lane Forsyth
Professor W.F.Grant
Mr Alera Hankey
Mr H.L.Kennedy
Mr P.C.Robb

In attendance Miss H.C.McLean
Secretary Mrs E.R.Withers

Apologies for Absence:- Mr Duncan Baxter,
Bishop Lavis

The Minutes of the Quarterly Meeting of the Council held on September 14th, 1951, copies of which had been sent to Members, were taken as read and were signed by the Chairman as a true record of the proceedings.

REPORT OF
GENERAL PUR-
POSES COMMITTEE The Reports of the following Meetings were submitted:-

Monthly Meeting held on November 7th, 1951.
Monthly Meeting held on December 5th, 1951.

Arising out of these Reports :-

KILN:- Mr Kennedy reported that Mr Jooste would like the proceeds to be retained by the School.

TREES: Mr Kennedy reported that there was no urgency about cutting them down, this could better be done in April and that they were still going into the question of the cost.

RENEWAL OF WATER TANKS: Mr Kennedy reported that Messrs Hoare's tender had been accepted. It was felt that they were extremely reliable people and this work could be done during Miss McLean's absence.

THE HILL: Mr Kennedy reported that the Plans for subdivision were still before the Town Planning Committee but no progress could be made until they had been passed. An estimate of £4,600 (Four Thousand Six Hundred Pounds) was received from Mr Steens for levelling the piece of land and the making of two Hockey Pitches. It was agreed that Mr Robb and Mr Kennedy would go into the matter and would report on the position at a later date, but it was felt that the figure asked for the land was very high.

OUTSTANDING FEES: There was an amount of approximately Thirty Pounds (£30.) outstanding at the end of the Financial year.

OFFICE STAFF: Mr Kennedy reported that increases had been recommended for Mrs Withers and Mrs Harrison -Agreed.

MR BAXTER'S GIFT: Mr Kennedy asked that a Resolution be passed in order that two Members of the Council could sign the Transfer Deed in respect of the One Thousand (1,000) J.W.Jagger 5 $\frac{1}{2}$ Preference Shares to be registered in the name of the ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

IT WAS RESOLVED

"that the Transfer Deed covering the Registration of the One Thousand (1,000) J.W. Jagger & Company 5½% Preference Shares to be registered in the name of the ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD) should be signed by any two Members of the COUNCIL."

His Grace requested that a resolution be passed expressing the Council's gratitude and appreciation of Mr Baxter's Gift. **AGREED.**

SIGNATIONS
The Reverend Eustace Wade resigned his seat on the Council on his Appointment as the Vicar of St. Pauls, Durban. The Council expressed their regret at his resignation. The Archbishop said he intended to invite the Reverend John Aubrey to take the place of the Reverend Eustace Wade on the Council.

COUNCIL
On the Motion of Mr Kennedy, Seconded by Mr G.H. Stark, **IT WAS RESOLVED:-**

that Professor Grant, nominated by the Members, be re-elected.

Mrs Dowie-Dunn proposed by Mr Kennedy, Seconded by Professor Grant, and Miss Fenella Douglas, proposed by Mr Wade and Seconded by Mrs Brock, were elected to the Council.

There are still three vacancies on the Council, two to be Selected by the Archbishop and one to be nominated by the Members.

ADMINISTRATIVE
The Report was submitted.

CHAIRMAN'S
This was presented.

THE HILL
Arising out of these last two Reports, discussion took place on numbers, accommodation and **THE HILL**. In answer to a question by the Archbishop, Miss McLean considered that ideally the Junior School should be housed separately from the Senior School; that the Junior Department should consist of seven classes each of twenty (20) from the Kindergarten to Standard V and that the Senior Department should have five (5) standards each run in 2 groups of twenty (20). Thus the Senior School would number Two Hundred (200) and the Junior School would number One Hundred and Forty (140) which would include the Kindergarten.

Miss McLean urged that consideration might be given to the purchase of half of the property, including the House known as "THE HILL" which once had been offered to the School for Forty Thousand Pounds (£40,000).

After discussion it was still held in doubt whether this could be made a financial success.

Mr Kennedy and Mr Robb had the matter in hand to consider the question of raising a Fund in preparation for the purchase of some of this land, when it came into the market.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

CONFIRMED:

Hedley Cuthbert
CHAIRMAN

DATE *June 21 1952*

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT, NOVEMBER
7TH AT 5.0.P.M.

PRESENT:- Mrs A.J.Ballantine.
Mr. W.Duncan Baxter.
Mrs J.F.Brock.
Mrs Lane Forsyth.
Mr H.L.Kennedy - In the Chair.
Mr P.C.Robb.
In attendance - Miss H.C.McLean.
Secretary Mrs E.R.Withers.

CHAIRMAN Mr Robb suggested to the Meeting that Mr Kennedy should remain in the Chair and accordingly tendered his resignation as Chairman. This was Seconded by Mr Duncan Baxter and agreed to by the Meeting.

MINUTES
OF PRE-
VIOUS
MEETING
Arising from the Minutes:-

CUSTOMS DUTY ON KILN

Miss McLean reported that she had now received a cheque in payment of the Customs Duty from Mr deWitt and had paid the Customs Department.

Mr Robb asked what amount was paid for the Kiln and if anything had been decided as to the disposal of the proceeds. Mr Kennedy stated that the money would be returned to the Jooste Family Trust.

FENCE:

Miss McLean reported that after the completion of the work it was found necessary to make some adjustment to the drains, owing to there being too wide a space, which would enable people to come through. This has now been attended to and is now satisfactorily completed.

TREES.

Miss McLean informed the Meeting that she had received quotations from two firms for removing the tree, namely £20 and £35 respectively; it was felt these quotations were on the high side and Mr Robb said he would ascertain from "Bishops" the name of the man who usually did their trees. Miss McLean said that she was advised that the work should be done in April.

SPEAKER FOR FOUNDER'S DAY

Mr Kidd had accepted the invitation to present the prizes and the day was fixed for February 15th, 1952.

OUTSTANDING
BILLS. A list showing the outstandings for the current term was presented.

Miss McLean reported that she had sent a letter to Mr. Vos, by registered post, and this letter Mr Kennedy read to the Meeting, but no reply had been received.

...../

The matter was fully discussed and it was decided that Miss McLean write a letter to Messrs Syfret, Godlonton & Low, requesting them to collect the outstanding amount and at the same time to advise Mr Vos that he must make other arrangements for the girls' schooling as their places were being filled.

Miss McLean reported on the latest position in connection with Mr Thorne and said that she had not yet received the balance of the fees. It was agreed that a further letter be sent to Mr Thorne when sending out the usual reminders.

BALE
BALANCE
This was presented.

Mr Robb asked whether a portion of the money could not be invested on deposit "at call". Mr Kennedy said he would go into the matter.

MISS
Miss McLean reported that the tanks are now in a very bad state of repair and that she had received a tender from Hoare & Company.

The tender was considered to be on the high side but it was felt that in asking Mr Hoare to do the work, there would be no need for any undue worry, as he would be able to do the work during the holidays. It was agreed that Miss McLean accept Hoare & Company's tender.

PLANS FOR
LECTURE
ROOM.
Miss McLean handed in her suggestions for the building of a lecture room over the present cloak-room, at an estimated cost of £4,000. Mr Robb asked from what funds this was to be paid and it was thought a portion could be paid for from the Jooste Family Trust but in this connection it was felt that this would not meet with the requirements of the conditions of the Jooste Family Trust.

It was agreed that this matter be held over and discussed at a later stage in connection with the "Hill".

PAINTING
OF STAFF
HOUSE.
Miss McLean reported that the Staff House needed repainting and she was asked to obtain tenders from Mr Bruce and Mr Weir.

DATE OF
COUNCIL
MEETING
It was agreed that this should be held on December 13th 1951.

Mr Robb asked if it had ever been considered having the Council Meetings at Herschel School instead of in Capetown. It was generally felt that this would on the whole be more convenient and it was decided to have the coming Meeting at the School.

ANY OTHER
BUSINESS
Mr Robb asked what had been decided about the Laundry. Mr Kennedy said that owing to various difficulties and with the prospect of purchasing a portion of the land at the "Hill" the matter had been held in abeyance.

Mr Robb said he would like to bring to the Committee's notice that he was given to understand that the property

owned by Mrs Blake of "San Souci" Main Road, Kenilworth, was on the market and suggested that a letter was written to Messrs Syfret's Trust, who are handling Mrs Blake's affairs.

Mr Robb felt at some future date we would have to think about new buildings as the present ones were requiring a great deal to be done to them.

Mr Robb felt that it was very necessary to keep up the numbers on the Council and that he knew of two people whom he felt sure would be very useful on the Council.

It was agreed that names should be submitted to the Archbishop.

Mr Kennedy informed the meeting that there was a possibility of the School buying about three acres of this land.

THERE BEING NO FURTHER BUSINESS THE MEETING
THEN CLOSED.

VACANCIES
ON THE
COUNCIL

THE HILL

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON DECEMBER
5TH 1951, AT 5.0.P.M. 1952

PRESENT: Mrs A.J. Ballantine.
Mrs J.F. Brock.
Mrs Lane Forsyth.
Mr H.L. Kennedy - In the Chair.
Mr F.C. Robb.
In attendance - Miss H.C. McLean.
Secretary - Mrs E.R. Withers.

ARISING FROM THE MINUTES:

ACCOUNTS:

Miss McLean reported:-

- (1) Mr Thorne's cheque had not been received in settlement of his account. A further letter was sent to Mr Thorne on December 3rd, asking for an immediate settlement.
It was agreed that if no response was received, the matter should be referred to Messrs Syfret, Godlonton & Low for attention.
- (2) That Mr Vos had settled his account in full; and that Messrs Syfret, Godlonton & Low had written to Mr Vos after payment had been made, pointing out that the fees must be paid on the first day of term.

STAFF HOUSE:

Miss McLean reported that she had written to Messrs Bruce & Co., and Messrs Weir & Co., asking for a quotation for the painting of the outside of the Staff House. She had received one from Messrs Bruce & Co., for £91. and had not heard from Messrs Weir & Co.,
It was agreed to accept Messrs Bruce & Co., tender and to write to them asking that if the work was held over until March, their tender would hold good until then.

MRS BLAKE'S PROPERTY "SAN SOUCCI"

Miss McLean reported that the letter had been sent to Messrs Syfret's in connection with the property known as "San Soucci" but no reply had been received.

KILN

Mr Kennedy said he had not yet spoken to Mr Jooste about the proceeds received for the Kiln but when a suitable opportunity arose, he would do so.

THE HILL

Mr Kennedy reported that he and Mr Steens had looked at the Hill land for levelling and making of two hockey pitches. Mr Steens had sent an estimate of £4,600. It was felt that this was rather a high figure and that Mr Kennedy and Mr Robb should go into the whole question of figures.

VACANCIES ON THE COUNCIL

This matter was discussed and it was RESOLVED that:-
Mr Robb ask Mrs Dowie-Dunn and Miss McLean ask Miss Penella Douglas, if they were willing to accept nomination.

Mr Kennedy informed the Meeting that Mr Duncan Baxter had given One Thousand Five Hundred Pounds (£1,500.) for the benefit of Herschel School to be used in any way the Council may approve, and a Thousand 5½%

...../

Preferent Shares in J.W.Jagger & Co.Ltd., to be earmarked for the maintenance and development of the School Library. The annual dividends from these Shares should provide the School with sufficient income to keep the Library reasonably up to date. It was agreed that the Archbishop be asked to write a letter to Mr Baxter expressing the Council's appreciation of his gift to the School.

IT WAS RESOLVED that it would be necessary to pass a Resolution for two members of the Council to take transfer of the shares on behalf of the School.
AGREED.

At this stage of the Meeting, Mr Kennedy had to leave to return to Cape Town. Mr Robb took the Chair.

CHRISTMAS
HOLIDAYS.

Miss McLean reported that Miss Harsant had offered to pay the Garden boys wages for the two weeks that the Office staff would be away. Members of the Committee said they would be prepared to come at any time if they were needed in the event of any unforeseen happening.

INTEREST
ON BONDS.

Miss McLean informed the Meeting that she had received a letter from the South African Mutual Life Assurance Society, notifying that the rate of interest would be raised as from the 1st March 1952 by $\frac{1}{2}$ per cent. It was agreed that nothing could be done and that actually the School were enjoying a slightly lower rate of interest compared with other Societies.

BANK BALANCE

This was presented.

OUTSTANDING
FINES.

These were presented and the position found satisfactory.

VAN RIJCKHOEK
FESTIVAL.

Miss McLean reported that she had received a letter from Miss Middleton of the Durban Girls College asking if the School could give her hospitality for nine days for twenty girls and two staff. After the matter was fully discussed it was felt that owing to the special significance of the occasion, the School should grant this request.

IT WAS RESOLVED to charge each member of the party £5.5.0. Miss McLean said she would advise Miss Middleton of the Committee's decision.

It was agreed that this would necessitate ending the first term on Friday March 28th, instead of Tuesday April 1st., and that it would be advisable to open on Thursday April 16th, instead of April 15th.

BICYCLE
SPACE

Miss McLean reported that the space available for bicycles was far from adequate and asked that this be recorded.

UNIFORM AT
HENSILWOODS

Miss McLean reported that so far as she was concerned she was satisfied with the arrangements which Mr. Henshilwood now made for the supply of uniform. She knew there had been complaints about the price of the rain-coats but in view of the fact that they had increased by about £2., in the last two years, she did not think this was excessive. Mr Henshilwood had reported the complaints and that one parent had said that she would report the matter to the Price Controller.

MRS WILLIAMS: Mr Robb read a letter which was addressed to the Council from Mrs Williams expressing her appreciation to them for the bursary which they had granted her daughter since July 1946.

OFFICE
SALARIES.

These were reviewed and it was agreed that the Bursar be paid £35.0.0. per month, plus Cost of Living Allowance of £9.2.0., and that a salary be paid to Mrs Harrison of £23.0.0., plus Cost of Living Allowance of £7.17.6. as from January 1952. Appreciation was expressed of the work done in the Office, particularly in respect of the Bursar who gave unstintingly of her time in all departments of the School.

THERE BEING NO FURTHER BUSINESS, THE MEETING THEN CLOSED.

The loss of MR WADE as Rector is a severe blow; his work in and with the School has been of untold value to the School and to me and is something we are all going to miss very much. The sincere attitude of the children to Worship and their Faith is attributable to him and I would record my gratitude for his help during my four years here.

MISS HEBDITCH is returning to England at the end of this year; she has completed 5 years service and we are going to miss her very much. She has given of her time and energy unstintingly, her organising powers have been excellent and in every way she has been of the utmost value to the School. Miss Briggs of Anstey Physical Training College is coming from England to take her place.

MRS JACKSON, who assisted with the games for 2 years left in October and her place has been taken by Joan Frost, an old girl of the School.

MISS BROWN is returning to be nearer her home; the appointment was not entirely satisfactory but both she and we knew that it was experimental. Miss Frylinck, who has taught for many years at Wynberg Boys School, will take over her Junior classwork and, as well, such Scripture as is not taught by the Rector and the most Junior Form mistresses. I feel this arrangement will be far more satisfactory.

MRS BALLARD, School Matron, leaves after two years and I have replaced her by Mrs Johnstone who has had both nursing and school experience in England.

We have had one or two cases of almost every infectious disease this half-year but with no spread of any; the general standard of health is good.

The School is full, with waiting lists for all forms and continual enquiries for further entry.

Thirty girls were confirmed by the Co-adjutor Bishop in St. Saviours Church on November 1st.

Five girls attended the Citizenship Course in the Michaelmas Holidays.

The Old Girls are taking a more active interest in the School, 71 coming for lunch and matches on November 17th. They have as well held a Bridge Drive and Rummage Sale, the proceeds of which went to the Extension Fund.

The Houses have been very active with their respective Charities and are taking a good personal interest in C.A.F.D.A.; Mission to Seamen; Princess Alice Home. The Clubs have had internal meetings and interesting visits and are working on their individual Christmas contributions to others.

The Production of "The Zeal of Thy House" was most successful, educationally and financially.

We were congratulated after the Purcell Festival of Song on our Conductor, Miss Mossop, and her work.

The School Orchestra performance took place in the Cathedral/.....

Hall and is a very valuable asset in our work.

The Choir will give a rendering of the Christmas Music from the Messiah instead of the usual Carol Service and will collect both money and toys as usual for the Janet Bouryhill Institute.

Some children will help to form the Procession with gifts at the "Carols by Candle Light" on December 22nd, at Rosebank and we have been asked to provide the school girl representing South Africa for the B.B.C. "Round-the-World" Christmas messages.

Visits have been made to the Social Science Department at the University; Lever Brothers; the Cape Town Ballet; Elizabeth Schwartzkop Recital; and the Michael-angeli Recital.

Our Play contributed £121, the Old Girls Bridge Drive £123 and Rummage Sale £67.16.3; Mrs Harris is again selling gladioli for it this year.

MISSION
AND

ENGLISH CHURCH SCHOOLS ASSOCIATION

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS

AND NET FEES: DECEMBER: 1951

NUMBER OF SCHOLARS

	<u>Third Term:</u>	<u>Fourth Term:</u>
BOARDERS:	54	54
DAY GIRLS:	160	160
KINDERGARTEN:	52	51
	266	265

NET FEES: THIRD TERM: £6,039. 8. 9.

 " " FOURTH TERM: £6,044.11. 0.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

March 6th, 1952.

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, at 4.15.p.m. on Friday, March 21st, 1952.

A G E N D A:

1. Minutes to be confirmed.

Quarterly Meeting of Council
held on December 13th, 1951.

2. Reports of the General Purposes Committee:

Monthly Meeting held on February 13th, 1952.
Monthly Meeting held on March 5th, 1952.

3. Report of Headmistress.

4. Comparative Statement of Number of Scholars and Net Fees.

SECRETARY.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE QUARTERLY MEETING OF THE COUNCIL
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY
MARCH 21ST 1952 AT 4.15. P.M.

PRESENT: His Grace, the Archbishop - In the Chair
Mrs J.F. Brock.
Miss Douglas
Mrs Dowie-Dunn
Mrs Lane Forsyth
Professor Grant
Mr H Alers Hankey
Mr H.L. Kennedy
Mr F.C. Robb
Mr G Starck

In attendance - Miss H.C. McLean
Secretary - Mrs E.R. Withers

Apologies for absence: Reverend John Aubrey
Mrs A.J. Ballantine

MINUTES:

The Minutes of the Quarterly Meeting of the Council held on December 13th, 1951, copies of which had been sent to Members, were taken as read and were signed by the Chairman, as a true record of the proceedings.

REPORT OF
GENERAL
PURPOSES
COMMITTEE

The Reports of the following Meetings were submitted:

Monthly Meeting held on February 13th, 1952
Monthly Meeting held on March 5th, 1952.

Arising from the Minutes

STAFF Mr Kennedy reported that Mrs Harrison was going to England and that Miss McLean and he were to interview applicants for the post the next morning.

FEES Mr Kennedy reported that the position in regard to outstanding fees was very satisfactory.

ACCOUNTS Mr Kennedy reported that the position at present shows a small profit of approximately £100. per month.

REPORT OF
TREASURER
COMPARATIVE
FIGURES

The Report was submitted.

These were presented.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

June 3 1952

Hester C. C. C.

CONFIRMED

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT, FEBRUARY 13TH
AT 5. 0. P. M. 1952

PRESENT: Mrs A.J. Ballantine
Mrs J.P. Brock
Mrs Lane Forsyth
Mr H.L. Kennedy - In the Chair
Mr F.C. Rebb
Miss H.C. McLean
Mrs E.R. Withers

In attendance --
Secretary

Miss McLean reported that Mr Thorne had not yet paid the balance of fees due by him for his daughter Alvina who had left the School at the end of last term.

It was agreed that Miss McLean should write to him and failing any response, the matter be handed over to Messrs Syfret, Godlonton & Low.

It was agreed that Mr Vos should not be asked for a term's fees for Ann who had been withdrawn just as term opened.

It was also agreed that in view of the circumstances of Marlina Joubert not returning to school, the usual term's notice or payment of fees should be waived.

Miss McLean reported that Miss Botha-Reid had asked for unpaid leave to go overseas and that she had found a suitable substitute for this period.

The question of Contributions to the Pension Fund was discussed and it was agreed that the Council would pay their part during this time and that Miss Botha-Reid be asked to contribute her share while away.

Mr Rebb considered that a Staff who had done good work for the School should not be penalised unnecessarily by this type of absence.

The Balance-Sheet was presented for the Fifteen Months ended 31st December 1951.

Mr Kennedy said that he was satisfied with the result and drew attention to the fact that the Provisions showed a satisfactory position compared with last year. He said that several changes could be made to simplify the keeping of the books but he had still to go through those with the Auditor.

Mr Kennedy said that Mrs Harrison wished to go to England, leaving on March 28th, and that she had asked to be allowed to return at the end of three months, should this be possible.

It was felt that no promise could be made since her service was of a very short duration.

It was agreed that letters be sent to Mrs Dowie-Dunn and Miss Penella Douglas notifying them that they had been duly elected to the Council on December 13th, 1951.

Miss McLean said that Founder's Day had been cancelled for February 15th 1952 and that Prize Giving would now be on March 14th, at 3.0.P.M., and that Mr Kidd was still able to be the Speaker and His Grace would take the Chair.

Mr Baxter had been asked to propose the vote of thanks to the Speaker, but he felt unable to do so on this occasion. Other names were discussed and it was decided to ask the

Honourable Mr Justice Ogilvie Thompson to do this.

ANNUAL GENERAL
MEETING

It was agreed that the Annual General Meeting should take place on Friday March 21st, at 4.30.P.M. in the Library at Herschel School.

Miss McLean reminded the Meeting that Joel had completed Thirty years service with the School on the 1st February 1952 and asked that some recognition might be made of this.

After discussion it was agreed that he be given a cheque for £10.0.0. and that a letter be sent to him by the Council in appreciation of his services.

As well it was agreed that he should receive £5.0.0. responsibility Allowance for being responsible for the School in Miss McLean's absence.

ANY OTHER
BUSINESS

Miss McLean reported that a cheque for £27.10.0. had been received in respect of the Half-yearly Dividend on the 5½% J.W.Jagger Preference Shares which Mr Duncan Baxter had given to the School for the Library.

THE HILL Mr Kennedy reported that he had seen Mr Wilks again and he had told him that the plans were still in the hands of the Surveyor General and that Messrs Syfret's Trust would not lose sight of the matter.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

TEL. 7-3689

BISHOPSCOURT.
CLAREMONT.
CAPE.
S. AFRICA.

1st April, 1957.

Dear Miss McLean,

Thank you for your letter. I
enclose Joel's letter for which you
ask.

All good wishes to you,

Yours very sincerely,

Loy Bowdler .

March 29th, 1957

Dear Mr Cowdry,

Mrs Withers tells me that you have sent her Professor Cassons letter, for which we thank you.

I wonder if in going through the Archbishop's papers in connection with Herschel there is among them a letter written by Joel in answer to one from the Council on the occasion to the completion of his thirty years service at Herschel, we would very much like this in our Minute Book, if it is possible.

Joel has now been here thirty five years so it must be way back in 1952.

I hope all is well with you for you must have had an anxious and busy time.

With kind regards.

Yours sincerely,

c/o Herschel School,
Claremont.
11th March, 1952.

The Chairman,
The Council of the English Church Schools Assc. (Inc)
Herschel School,
CLAREMONT.

Dear Sir,

I thank you for your letter of the 4th instant
handed to me by Miss McLean, with the very kind comments
which you have made in connection with my thirty years
service at Herschel School and also the very gracious
mark of your appreciation which accompanied your letter.

I should like to record that the thirty years which
I have spent at Herschel School have been extremely pleasant
and thank you once again most sincerely.

I remain,

Yours faithfully,

Joel McLean

XXX

CLAREMONT
OOOOOOOOOO

MARCH 4th, 1952.

Dear Joel,

The Council would like to record that you have now worked at Herschel School for thirty years and to thank you for ~~the~~loyal service which you have given.

Miss McLean, when she hands you this letter, will give you a sum of money to mark the Council's appreciation of your work.

(sgd) His Grace
Archbishop.

MIDWOOD,
NEWLANDS,
CAPE PROVINCE.

23rd February 1952.

The Secretary,
Herschel School,
Claremont.

Dear Madam,

Thank you for your letter of
22nd inst. informing me of my election as
a member of the Council of Herschel School.

I feel that as an Old Girl I have
been greatly honoured and I shall do my
best to serve the School in whatever way
I can. I shall be present at the meeting
on Friday, 21st March.

Yours faithfully
Janella Joyles.

XXXX 7-5067

XXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

CLAREMONT

XXXXXXXXXXXX February 2nd, 1952.

Miss F. Douglas,
"Midwood"
Palmyra Road,
NEWLANDS. CAPS.

Dear Madam,

I have been directed by the Chairman to notify
you that you were duly elected a Member of this
Council at the Meeting held on December 13th, 1951.

The next Meeting takes place on Friday March
21st, at 4.15.P.M. at Herschel School.

Yours faithfully,

SECRETARY.

XXXX 7-5067

XXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXX February 22nd 1952.

CLAREMONT.

Mrs Dowie-Dunn,
"Foldendy"
Temnant Road,
WYBBERG. CAPS.

Dear Madam,

I have been directed by the Chairman to notify
you that you were duly elected a Member of this
Council at the Meeting held on December 13th, 1951.

The next Meeting takes place on Friday March
21st, at 4.15.p.m. at Herschel School.

Yours faithfully,

SECRETARY.

MINUTES OF THE GENERAL PURPOSES COMMITTEE
MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT
ON WEDNESDAY, MARCH 5TH, AT 5.0.P.M. 1952

Mr H.L.Kennedy - In the Chair.

PRESENT: Mrs A.J.Ballantine.

Mrs J.P.Brock.

Mrs Lane Forsyth.

Mr F.C.Robb ..

In attendance - Miss H.C.McLean.

Secretary - Mrs D.R.Withers.

Arising from the Minutes:

LETTERS had been written to:-

Mr. Thorne, and his post-dated cheques received.

The Traffic Department, and the arrangement for making the drive a "one way only" were approved.

Mrs Dowie-Dunn and Miss Douglas on their election to the Council.

Mr Justice Ogilvie Thompson, who was unable to give the vote of thanks at the Prize Giving, as he would be away. Professor Grant to be asked.

Joel on his completion of 30 years service; this was awaiting the Archbishop's signature.

MISS BOTHAM-BRID'S contributions to the Pension Fund were discussed and it was agreed that in the event of her not returning, she be asked to pay back the Council's contribution.

These were discussed and it was agreed to ask Mr McCarthy if he would give his advice on these from time to time.

BALANCE This was presented.

STANDING These were reviewed.

CONTRACT The possibility of a Contract still being in existence was discussed and it was agreed to check whether a letter had been written by Mr Baker severing this connection.

DECISION When this was small it was agreed that the Chairman should make the decisions in consultation with the Headmistress, and the Committee confirm at the next Meeting, rather than call the members together unnecessarily.

MINUTES These were discussed.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

HEADMISTRESS'S REPORT MARCH 1952

STAFF: Mr Aubrey, on his appointment as Rector of St. Saviour's, will take over the teaching of Scripture to the top three forms, taking prayers and Chapel Services from time to time.

MISS BRIGGS has arrived from England to replace Miss Hadditch for Physical Training.

MISS FREYLINCK, who has taught for many years at Wynberg Boys Junior School, is taking over Miss Brown's class-work in Standards IV and V and the Scripture from Standards IV to VIII. We are fortunate to have her on the Staff with us. Miss Brown's other lessons have been shared among the Music Staff.

MRS JOHNSTON has taken over the Health part of the Matron's work and the arrangements in this department are more satisfactory.

MRS CILLIERS leaves at the end of this term as her husband has bought a practice in the Free State. She has been here Four years and has done excellent work.

HEALTH: This has been good.

ADMISSION We have one or two spaces in the Boarding House, caused by unexpected withdrawals and inability to replace owing to lack of space in the class-rooms, where we really are too full.

ACTIVITIES: Founders Day arrangements were cancelled owing to the King's Funeral; the Prize Giving only, being held on March 14th.

Of the 19 Candidates entered for the School Leaving Certificate 17 passed; 5 in Class I, 11 in Class II, 1 in Class III with 12 exemptions from Matriculation and 3 distinctions. These results were unexpected to me, both for good and bad. The regulations now make it less advantageous to take Seven subjects and I am slowly veering to the outlook of reducing to Six subjects and taking more time for general activities to widen the training rather than through the Seventh subject.

Parties from the School have visited Parliament; watched the Australian Tennis; ridden at the Rosebank Show; visited the Domestic Science Exhibits; heard the Vienesse Boys' Choir and the Festival Orchestra. Arrangements are in hand for visits to other Festival activities.

A party from Durban Girls College will stay here for the first ten days of the holidays for the Festival.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORP.)

HERSCHEL SCHOOL,

CLAREMONT, CALIF.

March 6th, 1952.

COMPARATIVE STATEMENT OF NUMBER
OF SCHOLARS AND NET FEES: MARCH
1952

NUMBER OF SCHOLARS

	<u>Fourth Term '51.</u>	<u>First Term '52</u>
BOARDERS	54	50
DAY GIRLS	160	165
KINDERGARTEN	51	53
	<u>265</u>	<u>268</u>

NET FEES: FOURTH TERM 1951: £6,044.

" " FIRST TERM 1952: £5,956.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

March 6th, 1952.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel School, Claremont, on Friday, March 21st at 4.30.p.m. for the following purposes:-

1. To transact the business of the Association.
2. To receive the Accounts, with the Auditor's Report thereon and the Report of the Council on the past year's transactions.
3. To fix the remuneration of the Auditors.
4. To elect Members to fill the vacancies on the Council in place of Members who retire by rotation.
5. To discuss questions incidental to the Association and its Members.

SECRETARY.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE
ENGLISH CHURCH SCHOOLS ASSOCIATION (INC.)
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON FRIDAY
MARCH 21ST, 1952 AT 4.30 P.M.

PRESENT: His Grace, the Archbishop-In the Chair
Mrs J.P.Brock
Miss Douglas
Mrs Dowie-Dunn
Mrs Lane Forsyth
Professor Grant
Mr H Alers Hankey
Mr H.L.Kennedy
Mr P.C.Robb
Mr G Starck
In attendance: Miss H.C.MoLean
Secretary: Mrs E.R.Withers

Apologies for absence: Reverend John Aubrey
Mrs A.J.Ballantine

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 31st December 1951, the Balance Sheet at that date and the Auditors Report, were submitted and adopted.

COUNCIL Mrs Dowie-Dunn and Miss Douglas, nominated for election by Members, were elected.

The following retiring Member, eligible for re-election by Members, was re-elected.

Professor Grant.

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.

THE HILL The proposed purchase of The Hill was fully discussed and it was decided to call a Special Meeting on Wednesday April 16th, 1952, at 5.0.p.m..

Date 27 Mar 1953

Confirmed H. J. M. L. G. M.

Chairman

St. Saviour's Rectory,
Claremont.

15th March, 1952.

Dear Mrs. Withers,

Would you please convey my apologies to the Quarterly Meeting of the Council, to be held at 4.15 p.m. on Friday, March 21st. This is, I am afraid another of those days which we have fixed for our At Home.

Yours sincerely,

John Aubrey

The Hon. Secretary,
English Church Schools Association,
Herschel School,
Claremont.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INC)

QUARTERLY AND ANNUAL GENERAL MEETING HELD

ON MARCH 21st, 1952 AT 4.15.P.M.

& 4.30.. P. M.

APOLOGIES FOR ABSENCE:

REVEREND JOHN AUBREY:

MRS.A.J.BALLANTINE.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REPORT of the Council to be presented at the ANNUAL MEETING to be held on Friday, 21st MARCH, 1952.

The Revenue and Expenditure Account for the Fifteen Months ended 31st December 1951 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 for the Fifteen Months shows a surplus of £439.9.9. compared with a deficit for the Twelve Months ended 30th September 1950 of £1,652.

Following on the decision of the Association that the Financial Year of the School should end on the 31st December in each year (to coincide with the working year of the School) instead of on the 30th September, the present Accounts cover a period of Fifteen Months and it is not possible to make comparisons with individual items for the previous Twelve Months.

The Council at a Meeting on the 9th March 1951, approved of an increase in the Scale of Fees but to allow for the necessary notice to parents these increases only became effective for the term starting on the 19th July 1951. Therefore in the accounting period of Fifteen Months three terms were on the previous scale of fees and only two on the increased scale. The surplus of £439 can, in the circumstances, be regarded as satisfactory.

Expenditure continues to rise, chiefly owing to the increase in the prices of foodstuffs and maintenance materials but the transfer of the office control to the School has resulted in a closer supervision of expenditure and a statement of Revenue and Expenditure will now be prepared about the 15th of each month, to show the results for the previous months. It is satisfactory that January and February both show a surplus.

PUPILS

A comparison of between 1950 and 1951 of the number of pupils attending the School is as follows:-

	Average 1950	Average 1951
BOARDERS	54	54
DAY GIRLS	148	160
KINDERGARTEN	52	50
	254	264
	=====	=====

MEMBERS OF COUNCIL

It is with deep regret that the Council records the

/.....

death in August 1951 of the Hon. Mr Justice St. Leger Searle, who was a member selected by the Archbishop.

Mr W. Duncan Baxter, elected by the Members, resigned in December 1951.

The Reverend Eustace Wade, selected by the Archbishop resigned in December 1951.

As the Annual General Meeting of the Association has been put forward to March of each year, it was necessary for the Council at its Meeting on the 13th December 1951, to elect Members for the 1952 Calendar Year and the Association will be asked to confirm the elections:

- (1) Re-election of Professor Grant.
- (2) Election of Mrs Dowle Dunn.
Election of Miss Penella Douglas.

The Reverend John Aubrey has been selected by the Archbishop.

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

AUDITORS

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

CHAIRMAN

CLAREMONT, CAPE

MARCH 21st 1952.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1951.

LIABILITIES

NOMINAL CAPITAL

10,000 Shares of 1/- each

500 - -

ISSUED CAPITAL

5,142 Shares of 1/- each,
fully paid

257 2 -

MORTGAGE CREDITOR

South African Mutual Life
Assurance Society

Balance of First and
Second Bonds

2000 - -

Balance of Third Bond

12927 11 9

14927 11 9

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

SUNDRY CREDITORS

947 6 4

TRUST FUNDS

Extension Trust Fund

3546 11 6

Hirschhorn Trust Fund

292 10 3

Sonia Beck Memorial Prize

50 - -

R. Grant Trust

329 - -

Mrs. Ashton Trust

97 10 -

W. Duncan Baxter Trust Fund "A"

1500 - -

W. Duncan Baxter Trust Fund "B"

1000 - -

6815 11 9

ENDOWMENT ACCOUNT

24225 15 3

REVENUE AND EXPENDITURE ACCOUNT

Balance at 1st October 1950

20974 12 11

Add Surplus for the fifteen
months ended 31st
December 1951

439 9 9

21414 2 8

FORWARD:

£68587 9 9

ASSETS

LAND AND BUILDINGS - At Cost

Herschel School, Claremont, C.P.
(Mortgaged as per Contra)

54319 11 4

Staff Residence, Claremont

1483 6 -

55802 17 4

BATHING BOX, ST. JAMES

10 - -

FURNITURE AND EQUIPMENT

At 1st October 1950

1950 - -

Additions since

174 16 -

Less Depreciation

2124 16 -
169 16 -

1955 - -

PIANOS

At 1st October 1950

325 - -

Less Depreciation

50 - -

275 - -

LINEN AND CURTAINS

At 1st October 1950

200 - -

Less Depreciation

50 - -

150 - -

CUTLERY, CROCKERY, GLASSWARE AND
KITCHEN UTENSILS

At 1st October 1950

200 - -

Less Depreciation

25 - -

175 - -

STOCKS ON HAND

391 9 6

SUNDRY DEBTORS

1249 11 10

CASH

At Bank

1673 13 4

On Hand

89 6 -

1762 19 4

TRUST FUND INVESTMENTS

1000 5½% Cumulative Preference
Shares of £1 each, fully paid,
in J.W. Jagger and Company
Limited - At Valuation

W. Duncan Baxter Trust Fund "B"

1000 - -

South African Permanent Mutual
Building and Investment Society:

Fixed Deposits -

Extension Trust Fund

3535 19 5

Hirschhorn Trust Fund

258 15 -

R. Grant Trust Fund

329 - -

Mrs. Ashton Trust Fund

97 10 -

W. Duncan Baxter Trust Fund "A"

1500 - -

Permanent Share -

Sonia Beck Memorial Prize

50 - -

Cash at Bank awaiting investment

44 7 4

6815 11 9

FORWARD:

£68587 9 9

2RS.6

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1951 (CONTINUED).

LIABILITIES				ASSETS			
BROUGHT FORWARD:				BROUGHT FORWARD:			
£68587 9 9				£68587 9 9			
£68587 9 9				£68587 9 9			

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE FIFTEEN MONTHS ENDED 31ST DECEMBER 1951.

TO Salaries of Staff:								BY Fees:									
Teaching	10697	6	3					Tuition and Board	27070	2	7						
Non-Teaching	822	17	10					Extra Subjects	3489	4	6	30559	7	1			
Secretarial	794	-	1														
Special Subjects and Services	2595	2	-	14909	6	2		" Registration Fees				250	19	-			
" Wages of Domestic Staff and Garden Boys				2624	19	-		" Sundry Revenue				255	4	6			
" Provisions:																	
Bread	256	14	11														
Butter	337	15	10														
Fish, Fruit, Vegetables and Eggs	1558	17	3														
Groceries	1611	15	9														
Meat	1870	5	4														
Milk	729	13	3	6365	2	4											
" Domestic Charges:																	
Electricity, Gas and Coal	662	5	4														
General Maintenance	874	18	8														
Laundry	793	3	7														
Miscellaneous Supplies	342	4	6														
Water	146	6	-	2818	18	1											
" Sports Requisites				52	2	3											
" Property Charges:																	
Grounds	88	9	7														
Maintenance	300	16	8														
Rates and Specific Services	76	10	10														
Rent of Bathing Box	20	-	-														
Water for Swimming Bath	95	6	10	581	3	11											
" Administration:																	
Advertising	13	14	6														
Audit Fee	68	5	-														
Bank Charges	24	6	4														
Miscellaneous	203	18	5														
Postages and Telegrams	65	10	2														
Printing and Stationery	298	18	4														
Secretarial Fee	325	-	-														
Accountancy Charges	68	5	-														
Telephone	85	-	-														
Class Materials	271	2	-	1423	19	9											
" Contributions																	
Pension Fund	375	11	8														
Unemployment Insurance Fund	115	19	6	491	11	2											
" Insurance				317	14	8											
" Interest on Mortgage Bonds				746	7	6											
" Depreciation				294	16	-											
" Balance, being Surplus carried to Balance Sheet				439	9	9											
				£31065	10	7											

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 fifteen months ended 31st December 1951.

CAPE TOWN.

8th February 1952.

CHARTERED ACCOUNTANTS (S.A.)
AUDITORS.

MINUTES OF THE MEETING HELD AT HERSCHEL
SCHOOL, CLAREMONT, ON WEDNESDAY
APRIL 16th, 1952, AT 5. 0. P. M.

PRESENT: His Grace, the Archbishop -In the Chair
Rev. John Aubrey.
Mrs A.J. Ballantine
Mr David Baxter
Mrs J.F. Brock
Miss Fenella Douglas
Mrs Dowie-Dunn
Mrs Lane Forsyth
Professor Grant
Mr H.L. Kennedy
Mr F.C. Robb
In attendance Miss H.C. McLean
Secretary Mrs E.R. Withers

Apologies for absence: Mr H. Alers Hankey

The Confidential Report on the Proposed Purchase of the
"Hill" was discussed.

It was agreed:-

- I) that a sum of £25,000 to £30,000, interest free,
was an essential.
- II) that every effort be made to obtain this sum.
- III) that a committee be appointed to compile a list
of those to be approached: this committee to
consist of Mr Robb, Mr Kennedy, Mr Baxter and
Miss McLean.
- IV) that Miss McLean should revise the figures for
additional boarders, as well as day girls, with
a view to improving the estimated running costs.
- V) that the Council meet again on Monday April 21st,
at 5.30.p.m. to discuss the list compiled by
the Committee.

MINUTES OF THE MEETING HELD AT HERSCHEL
SCHOOL, CLAREMONT ON MONDAY, APRIL 21ST
1952, AT 5.30 P.M. (THE HILL)

PRESENT: Mr David Baxter
Mrs J.F. Brock
Miss Douglas
Mrs Dowie-Dunn
Mrs Lane Forsyth
Professor Grant
Mr H.L. Kennedy
Mr F.C. Robb - In the Chair
In attendance - Miss H.C. McLean.
Secretary - Mrs E.R. Withers.

Apologies for
absence: - His Grace, the Archbishop
The Rev. John Aubrey.

Mr Kennedy proposed that Mr Robb take the Chair,
and this was Seconded by Mr David Baxter -Agreed.

The Minutes of the previous Meeting were read and
it was agreed that the amount required, interest
free, should read "£30,000 to £35,000". This
alteration was made.

The lists suggested by the Committee were discussed
and it was agreed that people be approached personally
by the Council Members to whom they were known.
(See accompanying list)

It was agreed to meet again on Monday May 5th, at
5.30 p.m.

CONFIDENTIAL LIST OF THOSE TO
BE APPROACHED

Dr Ashton
Mr Brooks
Mr Butters
Mr Corder
The Hon. Mr Justice deVilliers
Mr Piddian-Green
Mrs Gant
Mrs Garlick
Mr Gio
Mr Gill
Sir deVilliers Graaff
Mrs G Henderson
Mrs A.R.L. Henderson
Mr Holmes
Mr Hughes
Mr Jooste
Mrs Maskell
Mr McCarthy
Mr A.B. McDonald
Dr R. McDonald
Mr McGlaughlin
Mrs Nicholson (Barbara Hunt)
Mrs Packer (Glendyr Orr)
Mrs Pyott
Mrs Regnier
Mr Risien
The Hon. Mrs Hamilton Russell
Mr Shub
Mrs Sly
Mrs Small
Mrs Sutherland
Mr Myles Syfret
Mrs W.J. Thorne

MINUTES OF THE MEETING HELD AT HERSCHEL SCHOOL
CLAREMONT ON MONDAY MAY 5TH 1952, AT 5.30. P.M.
"THE HILL"

PRESENT: The Rev. John Aubrey
 Mr David Baxter
 Mrs J.F. Brock
 Mrs Dowie-Dunn
 Miss Douglas
 Mrs Lane Forsyth
 Professor Grant
 Mr H.L. Kennedy
 Mr F.C. Robb - In the Chair

In attendance - Miss H.C. McLean
Secretary - Mrs E.R. Withers

Apologies for absence: His Grace, the Archbishop
 Mrs A.J. Ballantine
 Mr H. Alers Hankey.

REPORT ON PROGRESS MADE:

A sum of approximately £8,000 had been promised by way of gifts in the event of The Hill being purchased, and loans of £500, free of interest, for a period of five years.

There were still a number of people to be approached and it was decided that before any final decision could be arrived at, a further meeting should take place at 5.30.P.M. on May 19th, 1952.

MINUTES OF THE COUNCIL MEETING HELD
AT HERSCHEL SCHOOL, CLAREMONT, ON
MAY 19TH AT 5.30.P.M. 1952 "THE HILL"

PRESENT:- His Grace, the Archbishop-In the Chair
Rev. John Aubrey.
Mrs A.J. Ballantine
Mr D Baxter
Mrs J.F. Brock
Mrs Dowie-Dunn
Miss Douglas
Mrs Lane Forayth
Mr F.C. Robb
In attendance - Miss H.C. McLean
Secretary - Mrs E.R. Withers
Apologies for absence: Professor Grant
Mr H.L. Kennedy

FURTHER REPORT ON PROGRESS MADE

Each Member reported on their work and approximately £8,600 had been promised.

After further discussion, it was agreed to postpone the matter for another fortnight, as there were still several people to be approached.
It was agreed that a further meeting take place at 5.30.p.m. on June 2nd, 1952.

It was agreed that the General Purposes Committee Meeting should be held at 5.0.p.m. on June 2nd, 1952.

ENGLISH ORIGIN SCHOOLS ASSOCIATION (1939)

May 30th, 1952.

The Quarterly Meeting of the Council will be held at Herschel School, Clarendon, in the Library at 5.0.p.m. on FRIDAY, JUNE 13TH, 1952.

A G E N D A.

1. Minutes to be confirmed.

Quarterly Meeting of Council held on March 21st, 1952.

2. Reports of the General Purposes Committee:-

Monthly Meeting held on May 5th, 1952.

Monthly Meeting held on June 2nd, 1952.

3. Report of Headmistress.

4. Comparative Statement of Number of Scholars.

5. Any other business.

J. R. Williams

SECRETARY.

MINUTES OF THE COUNCIL MEETING HELD AT HERSCHEL
SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY
JUNE 13TH, AT 5.0.P.M. 1952.

PRESENT: His Grace, the Archbishop-In the Chair
The Reverend John Aubrey
Mrs A.J. Ballantine
Mrs Iane Forsyth
Mr H.L. Kennedy
Bishop Sydney Lewis
Mr F.C. Robb

In attendance - Miss H.C. McLean
Secretary - Mrs E.R. Withers

Apologies for absence : Mr D. Baxter
Miss F. Douglas
Mrs Dowie-Dunn

The Minutes of the Quarterly Meeting of the Council held on March 21st, 1952, 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.

OF GENERAL
COMMITTEE:

The Reports of the following Meetings were submitted:-

Monthly Meeting - May 5th, 1952
Monthly Meeting - June 2nd, 1952

Arising from these Reports:

ACCOUNTS: Mr Kennedy reported that a surplus of approximately £100, per month, was being made, and while this showed a reasonably healthy position, the new Cost of Living Allowances, would cost approximately £1,000 to the Salary Account and with the constant rise of the price of food, it was possible an increase in the fees would have to be considered.

ARCHITECT: The General Purposes Committee having asked the Council to appoint a School Architect, Mr Kennedy proposed and Mr Robb seconded that Mr R.F. Ohlsson be appointed.
Agreed that Mr R.F. Ohlsson be appointed in his personal capacity and not as a member of his firm.
The question of any existing agreement between Messrs Walgate & Elsworth was again discussed and it was considered that no such agreement was in existence.

OUTSTANDING FEES: These were satisfactory. There are only three fees outstanding for the present term. In the case of Mr Vos, a letter had been sent through Messrs Syfret, Godlonton & Low, notifying him that unless the fees are paid in advance to the end of the year, he would have to take his child from the school.

MISS H.C. McLEAN'S

In answer to the question of why the 3 boarders had become day girls, since this would create a financial loss to the school, Miss McLean said that two had come to the boarding house at too old an age, and had not enjoyed boarding-school routine. The other girl's parents/....

-2-

parents had come to live in Kenilworth and as she was on a medical diet, this could be arranged more satisfactorily at home. Miss McLean added that these three beds were needed for the Sick Bay, for which the present arrangement, isolation was frequently impossible. The increase in boarders from 48 to 54 was making the accommodation very over-crowded.

Miss McLean pointed out that the problem of being able to take the usual entry into the Kindergarten for January 1953 was very difficult. After discussion, it was suggested that a prefabricated building might be erected. Mrs Ballantine agreed to get all particulars from the "Buxton" who had recently erected an "Elgin Timber" building.

Mr Kennedy said that he had been approached by Mr Crean of the St.Cyprian's School's General Purposes Committee, with a view to discussing salaries and fees as between the two Schools.

It was agreed that this collaboration might prove beneficial.

The granting of Leave of Absence to Mr H Alers Hankey during his visit to England, was recorded.

THERE BEING NO FURTHER BUSINESS, THE MEETING
CLOSED.

Date *Dec 12 1952*

Confirmed *H. H. Crean*

Chairman.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON MONDAY
MAY 5TH, 1952 AT 6. 0. P.M.

PRESENT: Mrs J.P.Brock
Mrs Lane Forsyth
Mr H.L.Kennedy - In the Chair
Mr F.C.Robb

In attendance - Miss H.C.McLean
Secretary - Mrs E.R.Withers

Apologies for absence : Mrs A.J.Ballantine.

ACCOUNTS

Mr Kennedy reported on the position of the first three months of the year and that a small profit was made of approximately £300.

Miss McLean reported that she had received an estimate from Mr Jacobs of £62. It was decided to have the one tree removed. Miss McLean was asked to find out about the insurance cover in the event of any damage being done to the Library whilst the tree is being cut down.

STAFF HOUSE

Miss McLean reported that there was hardly a fence at all between the Staff house and the house next door and wanted to know whose responsibility it was to see to a fence being erected. It was decided that Miss McLean should write to the neighbour concerned.

WALL HOUSE

Miss McLean asked if something could not be done to this, as it was really now in a very serious state. It was decided that Mr Hoare should be asked to come and inspect the wall and see what could be done.

MINUTES OF THE GENERAL PURPOSES COMMITTEE
MEETING HELD AT HIRSCHL SCHOOL, CLAREMONT,
ON MONDAY, JUNE 2ND, 1952 AT 5.0. P.M.

PRESENT: Mrs A.J. Ballantine
Mrs J.F. Brock
Mrs Lane Forsyth
Mr H.L. Kennedy -In the Chair
Mr P.C. Robb
In attendance: Miss H.C. McLean
Secretary: Mrs E.R. Withers

Miss McLean reported that she had spoken to Jacobs in connection with the Insurance Cover whilst the trees were being cut down and he said that he was responsible for any damage and that he would let us have a Certificate to that effect.

It was agreed that the one tree, near the Library, should be cut down and the Six others should be lopped and the dead wood removed at a cost in all of £40. (Forty Pounds).

Miss McLean mentioned that Jacobs undertook to remove all the wood.

WALL OF HOUSE -Miss McLean reported that she had received an estimate from Messrs Hoare & Company. The matter was fully discussed and it was agreed that the Council be asked to appoint an Architect for the School, who could then advise on what should be done.

PENDING FEES: The position was very satisfactory. Miss McLean was asked to write further letters to Mr Bowie and Mr Sleggs.

BALANCE: This was presented.

BOTHA-REID: Miss McLean reported that Miss Botha-Reid would not be returning and asked whether she was to receive her Pension Refund, plus interest, in full. It was agreed that she should receive the contributions, plus interest, paid in by herself, and the contributions paid by the Council be transferred to the Fund.

WALL FENCE: Miss McLean reported that the surveying of the land transferred to the Park was complete and the transfer would be registered through Messrs Syfret, Godlonton & Low, probably in May 1953, when the plan had been approved by the Surveyor General's Office.

OTHER BUSINESS: Miss McLean reported that Miss Mossop's viola and several sets of gramophone records, both used for teaching purposes, were missing and that so far no solution to the problem could be found.

HEADMISTRESS'S REPORT JUNE 1952

STAFF

MISS LANSDALE wishes to return to England at the end of the year; she will have been here 12½ years by then.

MRS LE ROUX has replaced Mrs Cilliers for Afrikaans and will remain until the end of the year.

MISS BOTHA-REID is not returning, Mrs Jordan will stay until a permanent appointment is made.

HEALTH

Good, on the whole.

ADMISSION

The number in the School remains at the highest possible, with waiting lists; the number in the Boarding House will be 51 only next term. This is caused by existing pupils wishing to become day girls, leaving no vacancies in the class-rooms; for the coming term we need the 3 extra beds in the sick bay but it is a situation that needs careful reviewing for the future.

ACTIVITIES

The usual Club and House activities have taken place; otherwise we have had a pause after the many activities in connection with the Festival.

The Party from Durban was very appreciative of their stay at Herschel and I was appreciative of the help given me by a number of the VITH Form.

Three girls have been chosen for the Western Province Schools Hockey Team; one was chosen for the Western Province Cricket team; the Juniors were first in their section of the Inter-Schools Swimming Gala, and we have started Fencing as an extra in the Senior Forms.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD) .

May 30th, 1952.

COMPARATIVE STATEMENT OF NUMBER OF
SCHOLARS AND NET FEES: JUNE 1952:

NUMBER OF SCHOLARS:

	<u>First</u> <u>Term 1952.</u>	<u>Second</u> <u>Term 1952.</u>
BOARDERS	50	54
DAY GIRLS	165	161
KINDERGARTEN	53	55
	<u>268</u>	<u>270</u>

NET FEES: FIRST TERM 1952 £5,956.

" " SECOND TERM 1952 £6,134.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

September 2nd, 1952.

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library at 5.0.p.m. on FRIDAY, SEPTEMBER 12th, 1952.

A G E N D A:

1. Minutes to be confirmed:--
Quarterly Meeting of Council held on June 13th, 1952.
2. Reports of the General Purposes Committee:--
Monthly Meeting held on August 6th, 1952.
Monthly Meeting held on September 3rd, 1952.
3. Report of Headmistress.
4. Comparative Statement of Number of Scholars.
5. Any other business.

E. P. Withers
SECRETARY.

ENGLISH CHURCH SCHOOLS ASSOCIATION

THE QUARTERLY MEETING CALLED FOR THE
12th SEPTEMBER 1952 was cancelled.

MINUTES OF THE COUNCIL MEETING HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON MONDAY
JUNE 2nd, AT 5.30 P.M. 1952
"THE HILL"

PRESENT: His Grace, the Archbishop-In the Chair
Mrs A.J. Ballantine
Mr D. Baxter
Mrs J.F. Brock
Miss Douglas
Mrs Dowie-Dunn
Mrs Lane Forsyth
Professor Grant
Mr H.L. Kennedy
Mr P.C. Robb
In attendance - Miss H.C. McLean
Secretary - Mrs B.R. Withers

Apology for absence: The Reverend John Aubrey

FURTHER REPORT ON PROGRESS MADE:

Members reported on the people they had seen and further small amounts had been promised.

His Grace, asked whether the Members at this stage felt it would be at all possible to purchase The Hill and after the matter was fully discussed, it was agreed that the matter should be postponed for a period of Six Months, in view of the present state of the property market.

It was agreed that during this period members should let the people know the decision which had been reached and that as soon as anything definite could be decided, they would let them know when the promised monies would be required.

It was also agreed that efforts to raise this money should not be relaxed during this period but that the time was not propitious for a general appeal.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCORPORATED)

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS
AND NET FEES: SEPTEMBER 1952

NO OF SCHOLARS:

Second Term Third Term

Boarders	54	51
Day Girls	161	166
Kindergarten	55	56

270 273

=====

=====

=====

=====

Second Term £6134.

Third Term: £6092.

Any other business.

E. R. Rother

Secretary

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

November 24th, 1952.

The Quarterly Meeting of the Council
will be held at Herschel School, Clare-
mont, in the Library at 5.0.p. m. on
Friday, December 12th
1952.

A G E N D A:

I. Minutes to be confirmed:-

Quarterly Meeting of Council
held on June 13th, 1952.

2. Reports of the General Purposes Committee:-

Monthly Meeting held on August 6th, 1952.
Monthly Meeting held on September 3rd, 1952.
Monthly Meeting held on October 31st, 1952.
Special Meeting held on November 17th, 1952.
Monthly Meeting held on December 3rd, 1952.

3. Reports of Headmistress.

4. Comparative Statement of Number of Scholars.

5. The Hill.

6. Any other business.

E. R. Withers

SECRETARY.

HEADMISTRESS'S REPORT SEPTEMBER
1952

- STAFF: MISS WALDEN-SMITH has had jaundice and been in bed in the Cottage until August 30th, when she went home as she will not be fit for work until next term; her work is being done by Mrs van Oudsthoorn.
- MISS TAYLOR had a serious eye operation on August 28th, and will not be fit for work again this year; her work is at present being done by Miss Haskew Miller.
- HEALTH: Good on the whole; no infectious diseases but several minor ailments of varying kinds.
- NUMBERS: All classes are full and have waiting lists but because of this the numbers in the boarding house are proving a problem.
- ACTIVITIES: The usual Club and House activities have taken place; the school orchestra has combined with the joint schools' orchestra for practice here and a concert to be given in Cape Town on September 13th, with a possible repeat performance at Stellenbosch; the juniors have played to their parents; the boarders are attending the three performances given by the Old Vic Company; the Fencing Association gave a demonstration to parents and seniors; the Chor will sing at an Old Girls wedding; the Vith Form are having their dance on the last day of term.
-

MINUTES OF THE GENERAL PURPOSES COMMITTEE HELD AT
HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY, AUGUST
6th, 1952 AT 5. 0. P. M.

PRESENT: Mrs J.F.Brock
Mr H.L.Kennedy - In the Chair
Mr F.C.Robb
In attendance - Miss H.C.McLean
Secretary - Mrs E.R.Withers

Apologies for absence: Mrs A.J.Ballantine
Mr D Baxter
Mrs Lane Forsyth

MINUTES: Mr Kennedy reported that the tree had to be cut down,
and the work had all been done during the holidays.
It was agreed that the account for this work, amounting
to £40.0.0. be paid.

BATHING
CUBICLE: Miss McLean reported that she had received a letter
from the Town Clerk, informing her that the Platform
to the Cubicle needed repairing. After discussing the
matter, it was agreed to write to the Town Clerk, asking
for details of the Agreement for the Bathing Box.

INSPECT: It was agreed to write to Mr R.F.Ohlsson, asking him to
come and inspect the buildings.

FINANCE: Mr Kennedy reported that for the Six Months ended June
30th, 1952, a surplus of approximately £600, is shown.
The question of Staff Salaries was discussed and it was
agreed that this matter be left in abeyance until such
time as the Government Scale is gazetted.

OTHER
BUSINESS: Mrs v.d.Bijl asked if there was a Bursary for which she
could apply, since for domestic reasons she would be
unable to afford the full fees for Valerie. After dis-
cussion, the Committee asked for more full and definite
details of her position.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY
SEPTEMBER 3rd, 1952 AT 5.0.P.M.

PRESENT: Mrs Ballantine
Mr D. Baxter
Mrs Brock
Mrs Lane Forsyth
Mr H.L. Kennedy
Mr P.C. Robb
In attendance: Miss H.C. McLean
Secretary: Mrs E.R. Withers

Arising from the Minutes of last Meeting:

BATHING BOX: Miss McLean reported that she now had the letting conditions of the Bathing Box. After discussion, it was agreed that consideration be given to letting the box, rather than disposing of it.

ARCHITECT: Miss McLean reported that Mr. R.P. Ohlsson had been out to inspect the buildings and that he would send in his report; this has not yet been received.
Mr Ohlsson also said that he would send someone out to give an estimate for work necessary.

V.v.d.BIJL: Miss McLean reported that she was expecting Mrs Wroughton on Thursday afternoon in connection with Valerie v.d.Bijl.

Miss McLean reported that Miss Walden-Smith had been ill for the month of August and had gone home to convalesce, and that she had received her salary in full for the month of August and would be paid half a month's salary for the month of September. Agreed.

Miss Taylor had undergone a very serious operation to her eye and had applied for three months leave. After discussion, it was agreed that Miss Taylor, in view of her long service, should be granted full pay for the three months, following the one month sick/on full pay.
leave

Miss Harsant had applied for Six Months leave in 1954. This was agreed to on the usual terms.

These were discussed and it was agreed that it would be wiser to make no change.

MISS McLEAN reported that the filling of boarding vacancies was becoming difficult owing to lack of classroom vacancies; this was made more difficult by names of those entered for the boarding from the day school, being withdrawn; it was agreed that Miss McLean approached the parents concerned.

BALANCE: This was presented and it was agreed to invest £1,500.0.0. "On Call".

STANDING POS: This showed a very satisfactory position.

MINUTES OF THE GENERAL PURPOSES COMMITTEE
MEETING HELD AT HERSCHEL SCHOOL ON 31ST
OCTOBER 1952, at 5.0.P.M.

PRESENT: Mrs A.J.Ballantine.
Mrs J.F.Brock.
Mrs Lane Foreyth
Mr H.L.Kennedy -In the Chair.
Mr P.C.Robb.

In attendance.. Miss H.C.McLean.
Secretary .. Mrs E.R.Withers.

Apologies for absence: Mr D. Baxter.

Arising from the previous Minutes:

VALERIE V.D.BIJL. Miss McLean reported that there is now sufficient money to meet the full fees and that these are being paid through the Board of Executors.

BATHING CUBICLES. Miss McLean reported that she had been told that Hotels are no longer interested in renting these, and that she had heard the Settlers Club might be interested. It was agreed that Miss McLean offer the one cubicle to them at a rental of £12.0.0. per annum, as this figure would pay the yearly rental and help towards maintenance.

ARCHITECT. Miss McLean reported that she had received a report from Mr Ohlsson with estimates and this was read. After discussion it was agreed that Mr Robb and Mr Kennedy should discuss the matter further with Mr Ohlsson.

The question of increasing the Staff salaries was discussed and it was agreed that before anything definite could be arranged, more details should be to hand. Miss McLean was asked to work out these and circulate them to the Committee, before a Special Meeting on November 17th, at 5.0.p.m.

MR'S DAY: Speaker and Date, the following were suggested:

W.Duncan Baxter.
Dame Emmeline Tanner.
Dr.Raikos.
Judge deVilliers
The Admiral of South Atlantic Station.
The High Commissioner.

The date was left to Miss McLean to decide.

It was reported that a number of the girls had had enteritis and that Dr Watermeyer had called in the Health Authorities. All tests that were taken proved negative. Miss McLean added that the Divisional Health Inspector said he was not completely satisfied with the arrangements for storing of milk and felt that some improvement might be made. A written report on the kitchen inspection had been asked for and promised.

Mr Kennedy reported that the Rhodes Trust had promised a loan of £5,000 Free of Interest to the School.

MINUTES OF THE SPECIAL MEETING OF THE GENERAL
PURPOSES COMMITTEE, HELD AT HERSCHEL SCHOOL,
CLAREMONT, ON MONDAY, NOVEMBER 17th, AT 5.P.M.
1952.

PRESENT: Mrs A.J.Ballantine
Mr.D.Baxter
Mr H.L.Kennedy -- in the Chair
Mr F.C.Robb
In attendance: Miss H.C.McLean
Secretary: Mrs E.R.Withers

Apologies for absence: Mrs J.P.Brock
Mrs Lane Forsyth

RES:
The suggested increases in the Salaries were discussed
and it was agreed that the increases set out on the
enclosed sheet should be recommended to Council.

If these Salaries were to be paid from January 1953
then the Salary Account would be increased by approxi-
mately £2,000 per annum.

In order to meet this increase, it would be necessary
to increase the fees. It was suggested that the
fees be increased by approximately £10.10.0. to
£15.15.0. per annum, which figure would meet the
excess, and allow for a small amount towards a Mainte-
nance Fund.

After some discussion it was agreed that figures be
prepared by Miss McLean and that further discussion
be deferred to a future Meeting.

HILL
Mr Kennedy outlined the latest developments in connec-
tion with the purchase of The Hill and it was agreed
that if the sum of £20,000 could be raised, it would
seem very likely that an offer could be made to Mr.
Wilks for the purchase of The Hill.

Final payment after
adding C.O.L. & deduct-
ing Pension or U.I.F.

	<u>Basic</u>			
	1952	1953	1952	1953
Wiggs	21. 6. 8.	28. 0. 0.	28.10. 3.	37. 1. 6
Wesop	25. 6. 8.	33.15. 0.	33.15. 5.	43.10. 3
Weyn	28. 6. 8.	40. 6. 8.	38. 6. 1.	49.18. 8
Wubert	23. 6. 8.	27. 0. 0.	32. 3. 10.	37. 7. 2
Wulk	31.13. 4.	40. 6. 0.	44.18. 2.	51.12. 6
W Beer	31.13. 4.	40. 0. 0.	43. 6. 6.	51.12. 6
Wasant	21.13. 4.	27.10. 0.	29. 9. 4.	37. 3. 6
W-Jones	31.13. 4.	40. 0. 0.	42. 2. 2.	50. 0. 6
Wust	28.13. 4.	38.15. 0.	39. 6. 2.	48.16. 9
Wshs	27.13. 4.	37.10. 0.	37. 7. 8.	47.13. 0
Wylor	26.13. 4.	32. 0. 0.	38.14. 0.	47. 4. 6
Wrdan	22. 0. 0.	26.10. 0.	31. 4. 8.	37. 4. 0
Wylinck	13. 0. 0.	17. 0. 0.	18. 2. 2.	24. 4. 6
Wlliner	13. 6. 8.	20. 0. 0.	18.19. 8.	28.11. 8
Wrtter	17. 5. 6.	22.13. 4.	26.11.10.	34. 0. 8

£363.12. 2. £471. 0. 0. £502.17.11. £626. 1. 8

New Staff have been appointed as follows:

Wrbst	24. 5. 0.	32.15. 1
Wthews	27.10. 0.	36.12. 0.
Wtchell	15. 0. 0.	20. 0. 3.
Wman	28. 0. 0.	37.13. 0.
West	28. 0. 0.	37.13. 0.

£122.15. 0. £164.13. 4

£593.15. 0. £790.15. 0.

INCREASED FEES RECOMMENDED BY GENERAL PURPOSES COMMITTEE:

Kindergarten	from	7½ gns	to	10 gns	per term.
Lower I	"	10 "	"	13 gns	" "
Junior Day	"	17½ "	"	21½ "	" "
Senior Day	"	20 "	"	24 "	" "
Boarders	"	45 "	"	50 "	" "

MINUTES OF THE GENERAL PURPOSES COMMITTEE
MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT
ON WEDNESDAY, DECEMBER 3rd, 1952
at 5. D. P.M.

PRESENT: Mrs A.J. Ballantine.
Mrs J.F. Brock
Mr D. Baxter
Mrs Lane Forsyth
Mr H.L. Kennedy - In the Chair
In attendance: Miss H.C. McLean
Secretary: Mrs E.R. Withers

Apologies for
absence: Mr F.C. Robb

Arising from the previous Minutes:

BATHING CUBICLE Miss McLean reported that she had
sub-let the one bathing cubicle at £12.0.0. per
annum.

Increased fees, as proposed, by Miss McLean were discussed
and after reducing the Kindergarten ones, it was agreed
that those shown on the enclosed list, should be recommended
to Council.

It was asked that the fees charged by Bishops, St. Cyprians,
Western Province and another Kindergarten, be obtained for
purposes of comparison.

It was agreed that a letter be drafted, explaining the
reasons for these increases to the parents. This letter to
be sent during the middle of January, increases to take
effect from the Second Term.

Miss McLean asked if a general programme of maintenance
could, as well, be framed, in view of the Architect's
Report, as urgent repairs had to be put in hand, without
reference to the Architect or the Committee. It was agreed
that it was in order for such emergency work to be carried
out, until such general programme was framed.

A list showing the outstanding fees was presented and it
was agreed that letters should be sent to Mr Bowie and Mr.
Sleggs, demanding that the fees be paid.

This was presented.

The Report by the Health Authorities on the Kitchen Inspec-
tion was read and it was agreed that a wash basin be fixed
for the domestic staff's use and that a reply be sent to
this effect, adding that the Council felt "Our Health
Inspector was asked to report, and on his inspection on
the 24th October, 1952, found a very improved picture"
was an unjustified criticism.

HEADMISTRESS' REPORT

DECEMBER 1952

MISS STEVENSON wishes to go to England at the end of this year when she will have been here for 9½ years and in charge of the Music Department for some five years, as well as being a House Mistress and we shall miss her considerably.

MISS WALDEN-SMITH finally expressed a wish to leave, although it was officially too late to let me know; I agreed to release her if I was able to replace her satisfactorily and this I have done by appointing Miss Joubert to a permanent post.

I have also been able to make permanent appointments to replace the three temporary Staff, MRS leROUX by Miss Herbst M.A. for Afrikaans, who will be resident; MRS HORWITZ by Miss Newman B.Sc. for Science; MRS NICHOLAS by Miss Mitchell as Assistant for Games, who will be resident and who will, as well, do a number of duties within the boarding house and general organization.

These various changes will, I think, help considerably in the general running of the School; I am endeavouring that each Form in the Junior school shall have its own Form Mistress, making Miss Porter responsible for this department as a whole, and I am sure that this will make for improvement in every way.

In the Senior school I wish to appoint Mrs Steyn as my deputy, I use this word, designedly, for I feel that this covers what is needed to a greater degree than a Senior Mistress. I am anxious to be able to take a more active part in one or two ways, while yet knowing that there is someone who will act in my place whatever the occasion. The final details of all this I have not yet been able to arrange.

Good on the whole, with the one exception of the thirty-six to forty cases of suspected enteritis, twenty-five in the boarding house and the others among the day girls.

The cases were investigated by the Health Authorities and no source of infection was found, all tests from patients and of the milk proved negative; and the only adverse criticism seems to be the lack of a wash-basin in the kitchen quarters, otherwise the Health Inspector "could find no fault with the handling, preparation or storage of food".

I have since had the incinerator rebuilt, bought three new dustbins and called in the foreman of the Refuse Department in order to settle the vexed question of how much a dustman may carry and what he must remove. All seems working satisfactorily now.

The position is unchanged and the problem of vacancies in the boarding house is gradually being solved.

...../

ACTIVITIES

Eighteen girls were Confirmed by the Archbishop in St. Saviour's Church on October 27th.

Five girls attended the Citizenship Course held in the Michaelmas holidays.

About seventy-five Old Girls came on Saturday November 15th, for lunch, tea, and matches, with some eight or nine of their children in the afternoon. At their Meeting, it was unanimously agreed that such money as they had, possibly £500, should go towards the purchase of "The Hill" when that becomes possible.

Club and House activities continue; we have had speakers here, visits have been made outside and the Christmas good-turns, that each does, are well in hand.

The Dramatic Reading of "The Linden Tree" was most successful and the proceeds, with those from the "Hour of very Junior Music" enabled us to send £50 to the Cathedral Building Fund.

Two Junior Plays are being Produced on December 5th and 6th.

The Carol Service takes place on Wednesday, December 10th.

Some thirty-five children will take part in "The Carols by Candlelight" on December 20th.

The Chapel Committee organised a very successful Morning Market and are to give a short entertainment to the School in order to raise sufficient money for the alteration of the Chapel Lighting and to buy new Psalm Books with pointing, as used in St. Saviour's Church; normally the Chapel has only the Sunday Collections at its disposal for maintenance and its Charity work.

We tied, with Rustenburg, for first place in the Inter-Schools Netball in September, a very great achievement on the part of all concerned; we were generously rewarded by an anonymous donor with a gift of £50 for further equipment and this is being spent mainly on gym apparatus.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS
AND NET FEES: DECEMBER 1952

NO OF SCHOLARS:

	<u>Third Term</u>	<u>Fourth Term</u>
Boarders	51	51
Day Girls	166	166
Kindergarten	56	57
	<u>-----</u>	<u>-----</u>
	273	274
	<u>=====</u>	<u>=====</u>

NET FEES: Third Term £6092.
 Fourth Term £6104.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

March 11th, 1955

The Quarterly Meeting of the Council will be held at Herschel School, Claremont, in the Library, on Friday, March 27th, 1953 at 5.0.p.m.

A G E N D A.

1. Minutes to be confirmed.

Quarterly Meeting held on
December 12th, 1952.

2. Reports of the General Purposes Committee:-

Monthly Meeting held on
February 4th, 1953.
Monthly Meeting held on
March 4th, 1953.

3. The following nominations have been received for election by members:-

Mrs L.F.Small.
The Hon.Mr Justice L.deV.van Winson.

4. Report of Headmistress.
5. Comparative Statement of Number of Scholars.
6. Any other business.

ENGLISH CHURCH SCHOOLS ASSOCIATION(INCD)

MINUTES OF THE QUARTERLY MEETING OF THE
COUNCIL HELD AT HERSCHEL SCHOOL, CLAREMONT
IN THE LIBRARY ON FRIDAY, DECEMBER 12th,
1952 AT 5. 0. P.M.

PRESENT: His Grace, the Archbishop.
Reverend John Aubrey.
Mrs A.J. Ballantine
Mr D Baxter
Mrs J.F. Brook
Mrs Dowie-Dunn
Mrs Lane Forsyth
Mr H Alers Hankey
Mr H.L. Kennedy
Bishop Sidney Lavis
Mr F.C. Robb

In attendance: Miss H.C. McLean
Secretary: Mrs E.R. Withers

Apologies for absence: Professor W.P. Grant.

The Minutes of the Quarterly Meeting of the Council held on June 13th, 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.

PURPOSES: The Reports of the following Meetings were submitted:-

Monthly Meeting held on August 6th, 1952.
Monthly Meeting held on September 3rd, 1952.
Monthly Meeting held on October 31st, 1952.
Special Meeting held on November 17th, 1952.
Monthly Meeting held on December 3rd, 1952.

Arising from these Reports:

ACCOUNTS: Mr Kennedy reported that as far as he could see there would be a surplus of about £1,000 to £1,100 at the end of the Financial Year.

INCREASE IN STAFF SALARIES:

This question having been discussed by the General Purposes Committee, they recommended to the Council that the Staff salaries be increased as set out in the list circulated to all Members.

It was agreed to pay the increased Salaries as set out from the 1st January 1953.
Agreed.

INCREASE IN FEES.

This question having been discussed by the General Purposes Committee, they recommended to the Council that the School Fees be increased as shown on the list also circulated.

It was agreed to increase the fees as recommended

.....

-2-

from the Second Term of 1953.

LEAVE OF ABSENCE: The granting of Leave of Absence to Professor J.F. Grant and Mrs J.F. Brock during their absence overseas was recorded.

RELATIONS TO
ARTICLES OF
ASSOCIATION.

Approval was given to the proposal that amendments should be made to certain of the Articles of Association.

These changes were necessary as a result of the alteration in the closing date of the Financial Year of the Association from the 30th September to 31st December in each year.

MISS McLEAN:

Miss McLean retired from the Meeting.

On the motion of Mr Kennedy, seconded by Mr Alers Hankey, it was resolved:-

To increase Miss McLean's salary to £1,000 a year, inclusive of the Schools contribution to the Pension Fund; the increase to take effect from 1st January 1953.

Carried unanimously.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

Date 27 March 1953

Confirmed.....

H. J. C. C. C.

Chairman.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE
MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT,
ON WEDNESDAY, MARCH 4th, 1953 AT 5.0 P.M.

PRESENT: Mrs A.J. Ballantine.
Mr D. Baxter.
Mrs Lane Forsyth.
Mr H.L. Kennedy- In the Chair

In attendance: Miss H.C. McLean
Secretary: Mrs E.R. Withers.

Apologies for absence: Mr F.C. Robb.

BALANCE: This was presented.

STANDING These were presented.

3. Of the estimates received from Messrs Harper & Company it was agreed to put D, E, and F of the repair work and A of the paint work in hand, provided that the figures given were firm quotations to do the work and not estimated costs.

The classrooms, dining hall, Staff bedrooms and boarders sitting room were inspected and it was decided to obtain estimates for this work from workmen known to members of the Committee, as being more economical than putting the work to tender with the usual business firms.

Mrs Lane Forsyth and Mr Baxter promised to supply names.

HEADMISTRESS REPORT MARCH 1953

I think we have been extremely fortunate in the new appointments. Other than those I mentioned in my December Report, there are:

MISS MATTHEWS teaching Geography, some singing and she is organising "Private Reading" and at a later stage will give Vocational Guidance to the Seniors.

MISS SWEET and MRS POPHAM-SMITH have replaced Miss Stevenson and Mrs Reddick for Music, while MISS MOSSOP is now in charge of this department.

MRS van OUDSTHOORN has replaced Miss Walden-Smith and Mrs Jordan is now only part time.

These changes have made it possible to leave Miss Porter responsible for the Junior School and for it to be separated to a large extent from the Senior School with marked improvement in many directions.

This has been good.

The position is unchanged in that the School is full and still has a long waiting list.

Of the twenty candidates who entered for the School Leaving Certificate, all passed, three in the First class, fifteen in the Second, two in the Third; fourteen received exemption from Matriculation, four had distinctions in Geography and one has received a Scholarship at the University.

Visits this term have been made to Parliament, the Supreme Court, the Cathedral Organ Recital, the Orchestral Concerts and a Wine Farm.

At the inter-schools tennis, where the standard of play was high, the couples did very well tying for first place on points in two sections.

I am considering taking a party to Bulawayo for the Festival during the first ten days of the Third term.

Herschel School,
Claremont.

February 4th, 1963.

Dear Miss McLean,

The Staff would like me to express to you our gratitude for the generous salary increases. We realise that it must have required a great deal of thought to work out the way to make such increases possible.

We appreciate the difficulties of running an independent school and this appreciation makes our gratitude the greater.

Yours sincerely,

Janet Steyn.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INC'D)

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS
AND NET FEES: MARCH 1953

NO. OF SCHOLARS:

	<u>Fourth Term.</u>	<u>First Term.</u>
Boarders	51	52
Day Girls	166	163
Kindergarten	57	54
	<u>274</u>	<u>269</u>

NET FEES: Fourth Term 1952: £6104.
First Term 1953: £6080.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCORPORATED)

NOTICE is hereby given that a Special General Meeting of the Association will be held at Herschel School, Claremont, in the Library, on Friday, March 27th, at 5.15.p.m. to consider and, if approved, to agree to the following alterations to the Articles of Association.

PRESENT:

PROPOSED ALTERATIONS:

- | | |
|---|---|
| <p>Article 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.</p> | <p>Before noon on the 15th day of March 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 12 months commencing on the first day of April, following. Each appointment which is not of a person being re-appointed shall be accompanied by an acceptance thereof by the person appointed.</p> |
| <p>Article 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.</p> | <p>Likewise at or before noon on the 15th day of March, in each year, nominations for Members to be elected on the Council to take office for the 12 months commencing on the first day of April, following, must be lodged with the Secretary. Each nomination which is not of a person being re-appointed must be accompanied by an acceptance thereof by the person nominated.</p> |
| <p>Article 24. At the first meeting of the Council in each year a Chairman shall be elected who shall hold office and preside at all Meetings during such year. The Council shall meet once a quarter, and at such other times as may be determined.</p> | <p>At the first Meeting of the Council in each year commencing on the first of April, a Chairman shall be elected who shall hold Office and preside at all Meetings during such year. The Council shall meet once a quarter and at such other times as may be determined.</p> |
| <p>Article 32. The Association shall hold its Annual General Meeting during the latter half of December in each year for the purposes of:</p> <ul style="list-style-type: none"> (a) Transacting the business of the Association. (b) Receiving the report or return of the Members elected to fill vacancies on the Council. (c) Electing an auditor or auditors, and fixing the remuneration. (d) Receiving the report from the Council on the past year's transactions and Accounts. | <p>The Association shall hold its Annual General Meeting during the latter half of March in each year for the purposes of:-</p> <p style="text-align: center;">(NO CHANGE)</p> <ul style="list-style-type: none"> Transacting the business of the Association. Receiving the report or return of the members elected to fill vacancies on the Council. Electing an auditor or auditors, and fixing the remuneration. Receiving the report from the Council, on the past year's transactions and accounts. |

PRESENT

NO CHANGE

- (e) Receiving the Accounts for the past year with the Auditors report thereon.
- (f) Discussing questions incidental to the Association and its members.

Receiving the accounts for the past year with the auditor's report thereon.

Discussing questions incidental to the Association and its Members.

PROPOSED ALTERATION

Article 43. The Accounts of the Association shall be closed on the thirtieth day of September in each year and the balance sheet and statements of account, together with the report of the Council, shall be made available for the inspection of Members previous to or at the Annual General Meeting of the Association.

The Accounts of the Association shall be closed on the thirty-first day of December, in each year and the balance sheet and statement of account, together with the report of the Council shall be made available for the inspection of members previous to or at the Annual General Meeting of the Association.

MARCH 24th, 1953.

E. R. Wilkes

SECRETARY

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORP.)

MINUTES OF THE SPECIAL MEETING HELD AT HERSCHEL
SCHOOL, CLAREMONT, IN THE LIBRARY ON FRIDAY
MARCH 27th, 1953, AT 5.15 P.M.

On the Motion of Mr H.L. Kennedy, seconded by
Mr David Baxter, it was Resolved: -

That the following alterations in the
Articles of Association should be
amended, as follows: -

Article 17:

Old: 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.

Now: Before noon on the Fifteenth day of March 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 Twelve months commencing on the First day
of April, following. Each appointment which is
not of a person being re-appointed shall be
accompanied by an acceptance thereof by the
person appointed.

Article 18

Old: 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.

Now: Likewise at or before noon on the Fifteenth day of
March, in each year, nominations for Members to be
elected on the Council to take Office for the
Twelve months, commencing on the First day of April,
following, must be lodged with the Secretary.
Each nomination which is not of a person being re-
appointed must be accompanied by an acceptance
thereof by the person nominated.

Article 24:

Old: At the First Meeting of the Council in each year, a
Chairman shall be elected who shall hold office and
preside at all Meetings during such year. The Council
shall meet once a quarter, and at such other times as
may be determined.

At/.....

Now: At the First Meeting of the Council in each year commencing on the First Day of April, a Chairman shall be elected who shall hold Office and preside at all Meetings during such year. The Council shall meet once a quarter and at such other times as may be determined.

Article 32:

Old: The Association shall hold its Annual General Meeting during the latter half of December in each year.

Now: The Association shall hold its Annual General Meeting during the latter half of March in each year.

Article 42:

Old: The Accounts of the Association shall be closed on the Thirtieth day of September in each year and the balance sheet and statements of account, together with the report of the Council, shall be made available for the inspection of Members previous to or at the Annual General Meeting of the Association.

Now: The Accounts of the Association shall be closed on the Thirty-first day of December, in each year and the balance sheet and statement of account, together with the report of the Council shall be made available for inspection of members previous to or at the Annual General Meeting of the Association.

AGREED:

MARCH 11th, 1953.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel School, Claremont, on Friday, March 27th, at 5.20, p.m. for the following purposes:-

1. To transact the business of the Association.
2. To receive the Accounts, with the Auditor's Report thereon and the Report of the Council on the past year's transactions.
3. To fix the remuneration of the Auditors.
4. To elect Members to fill the vacancies on the Council in place of Members who retire by rotation.
5. To elect the General Purposes Committee.
6. To discuss questions incidental to the Association and its Members.

SECRETARY.

Copy for Miss McLean

Will Miss Withers please make my
apologies. H.

March 18th. 1953.

My dear Archbishop,

Your kind note of the 16th. March affords me an unlooked for excuse for asking to be allowed to remain for the present on the Council of Herschel, which has always had a special appeal to me from the beginning.

The disclosure last week of the cause of the exhaustion which has been the bane of one's life for the last year or so, has enabled a change of treatment to bring about an improvement which I hope will continue though one can't look for a cure at my age.

I accept with gratitude your invitation to serve again and am disappointed that the next Meeting of Council falls on the same date as the Annual General Meeting of the Merchant Navy Club, when the principal speaker for that occasion will be on my hands for the afternoon.

Yours very sincerely,

The Most.Rev,
The Archbishop of Cape Town,
Bishopscourt, Claremont,
CAPE.

H.A.H.

ENGLISH CHURCH SCHOOLS ASSOCIATION:

MINUTES OF THE ANNUAL GENERAL MEETING HELD AT
HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY ON
MARCH 27th, 1953 AT 5.20.P.M.

PRESENT: His Grace, the Archbishop (In the Chair)
The Reverend John Aubrey
Mrs A.J. Ballantine
Mr David Baxter
Miss F. Douglas
Mrs Dowie Dunn
Mrs Lane Forsyth
Mr H.L. Kennedy
Bishop Sidney Lavis
Mr F.O. Robb

In attendance: Miss H.C. McLean
Secretary: Mrs E.R. Withers

Apology for absence: Mr H. Alers Hankey

ORDER OF MEETING: The Notice convening the Meeting was submitted.

REPORTS & ACCOUNTS: The Report of the Council, the Statement of Revenue and Expenditure for the year ended 31st December 1952, the Balance Sheet at that date and the Auditors Report, were submitted and adopted.

RESOLUTIONS: The remuneration of the Auditors, Messrs E.R. Syfret & Company, Chartered Accountants (S.A.) for the past year, was fixed at Sixty Five Guineas.

RESOLUTION OF MEMBERS: On the Motion of Mr Baxter, seconded by Mrs Lane Forsyth, it was resolved that:-

Mrs L.F. Small be elected to fill one of the vacancies on the Council.

Agreed.

On the Motion of Mr Robb, Seconded by Bishop Lavis, it was resolved that:-

The Hon. Mr Justice L. de V. van Winsen be elected to fill the remaining vacancy.

Agreed.

**BISHOPS'S
RESOLUTIONS:**

These were left in abeyance.

RESOLUTION:

The Chairman read a letter from Mr G.H. Starck, tendering his resignation. This was accepted with regret.

**RESOLUTIONAL PURPOSES
COMMITTEE**

Mr Kennedy suggested, that if possible, one woman and one man on this Committee should retire each year, with a view to letting some of the other members of the Council take some part in the running of the School. There was no provision in the Articles which laid down hard and fast rules covering sub-committees and the most effective way of introducing the matter would be for the Council to record that the rotation should

take place each year if possible.

Mr Robb said that he felt if there were seven members it would make an easy working number, and it was a very good idea to have the rotating method, particularly on a Committee of this nature.

The question of the number to be appointed was discussed and it was agreed that no change in numbers should be made but that one woman and one man should retire annually if practicable.

COMMITTEES TO
GENERAL PURPOSES
COMMITTEE

Mr Robb proposed that Mrs Dowie Dunn, Miss Douglas and Mrs Ballantine be on the Committee. Miss Douglas notified the Chairman that she would be in England for six months as from June 1953.

It was then proposed that Mrs Ballantine, Mrs Dowie Dunn, Mrs Lane Forsyth, Mr Kennedy, Mr Baxter and Mr Robb be appointed to the General Purposes Committee.

Agreed.

MATRICULATION

This was discussed and it was decided that the matter should be referred to the General Purposes Committee.

The Council did mention that they would favour a Post Matriculation Class if it proved possible and asked the General Purposes Committee to consider whether it would be practicable.

THERE BEING NO FURTHER BUSINESS THE MEETING
CLOSED.

DATE. 19 March 1954.

H. J. C. C.

CHAIRMAN

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCORPORATED)

REPORT of the COUNCIL to be presented at the ANNUAL
GENERAL MEETING of the ASSOCIATION to be held on
FRIDAY, the 27th MARCH, 1953

The Revenue and Expenditure Account for the twelve months ended 31st December 1952, together with the Balance Sheet at that date, certified by the Auditors, are submitted with this Report.

REVENUE AND EXPENDITURE ACCOUNT.

The Revenue and Expenditure Account shows a surplus of £1,219 for the twelve months compared with the surplus of £439 at the 31st December, 1951, which was for a period of fifteen months.

As the Revenue and Expenditure Account to the 31st December, 1952, covers a period of twelve months and the previous Account was for a fifteen month period, it is not possible to compare the individual items in total but the following is a comparison of the monthly averages.

	Period to 31/12/51 to 31/12/52		Increase + Decrease -
FEES	2,037	2,284	+ 247
REGISTRATION FEES	17	16	- 1
SUNDRY REVENUE	17	34	+ 17
	<u>£2,071</u>	<u>£ 2,334</u>	<u>+ £263</u>
BALARIES OF STAFF	1,000	1,089	+ 89
WAGES:			
DOMESTIC STAFF & GARDEN BOYS	174	190	+ 16
PROVISIONS	424	472	+ 48
DOMESTIC CHARGES	187	168	- 19
SPORTS REQUISITES	4	3	- 1
PROPERTY CHARGES	38	95	+ 57
ADMINISTRATION	94	93	- 1
CONTRIBUTIONS TO P.F. & U.I.F.	32	27	- 5
INSURANCE	20	16	- 4
INTEREST ON MORTGAGE BONDS	49	55	+ 6
DEPRECIATION	19	24	+ 5
	<u>£2,041</u>	<u>£2,232</u>	<u>+ £191</u>
SURPLUS	30	102	+ 72
	<u>£2,071</u>	<u>£2,334</u>	<u>+ £263</u>

The Council at a Meeting on the 12th December, 1952, agreed to increases in Staff salaries from the 1st January, 1953, and to meet the additional cost it was also agreed to increase the fees. It was felt that the surplus disclosed in the 1952 Accounts, although satisfactory, was hardly sufficient to meet any additional expenditure which might have to be incurred, particularly in connection with the maintenance of the buildings.

...../

The fees were therefore raised sufficiently to produce, on the basis of the 1952 Accounts, an additional surplus of £2,000 per annum.

This extra surplus will not be as much as £2,000 in 1953, because the increase in fees only takes place from the beginning of the Second Term of 1953, and a further increase in Cost of Living Allowances came into force on the 16th March 1953. This will cost approximately £700 for a full year or £550 for 1953.

Tenders for essential repairs and painting have been accepted for which the total cost will be £813. In an endeavour to keep maintenance costs as low as possible a few of the classrooms will be colour washed and painted, during the Easter break, by a Coloured Handymen. If this is successful, the remainder of the rooms will be done. It must be realized, however, that this kind of work places an additional burden on the School staff, particularly on the Headmistress, as a considerable amount of supervision has to be done.

The cash position at the 31st December, 1952, was very satisfactory and there should be ample funds to provide the payments required for repairs and painting, and also the increases in salaries payable in the First Term.

PUPILS

A comparison between 1951 and 1952 of the number of pupils attending the School is as follows:

	Average 1951	Average 1952
BOARDERS:	54	51
DAY GIRLS:	160	164
KINDERGARTEN:	50	53
	-----	-----
	264	268
	=====	=====

AUDITORS:

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

CHARLETON, CAPE
MARCH 26th, 1953.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1952.

<u>LIABILITIES</u>				<u>ASSETS</u>			
<u>AUTHORISED CAPITAL</u>				<u>LAND AND BUILDINGS - At Cost</u>			
10,000 Shares of 1/- each	£500	-	-	Herschel School, Claremont, C.P. (Mortgaged as per Contra)	54319	11	4
<u>ISSUED CAPITAL</u>				Staff Residence, Claremont, C.P.	1483	6	-
5,142 Shares of 1/- each, fully paid			257 2 -	BATHING BOX, ST. JAMES, C.P.			10 - -
<u>MORTGAGE CREDITOR</u>				<u>FURNITURE AND EQUIPMENT</u>			
South African Mutual Life Assurance Society				At 1st January 1952	1955	-	-
Balance of First and Second Bonds	2000	-	-	Less Depreciation	160	-	-
Balance of Third Bond	12927	11	9	14927	11	9	1795 - -
<u>SUNDRY CREDITORS</u>				665	13	-	
<u>TRUST FUNDS</u>				<u>PIANOS</u>			
Extension Trust Fund	3724	17	3	At 1st January 1952	275	-	-
Hirschhorn Trust Fund	312	4	5	Less Depreciation	50	-	-
Sonia Beck Memorial Prize	50	-	-	225	-	-	
R. Grant Trust	340	10	3	<u>LINEN AND CURTAINS</u>			
Mrs. Ashton Trust	100	17	11	At 1st January 1952	150	-	-
W. Duncan Baxter Trust Fund "A"	1560	-	-	Less Depreciation	50	-	-
W. Duncan Baxter Trust Fund "B"	1000	-	-	100	-	-	
<u>LOAN FROM RHODES TRUST (FREE OF INTEREST)</u>				7088	9	10	
To be used for possible extension to School			5000 - -	<u>CUTLERY, CROCKERY, GLASSWARE AND KITCHEN UTENSILS</u>			
<u>ENDOWMENT ACCOUNT</u>				At 1st January 1952	175	-	-
			24225 15 3	Less Depreciation	25	-	-
<u>REVENUE AND EXPENDITURE ACCOUNT</u>				150	-	-	
Balance at 1st January 1952	21414	2	8	<u>STOCKS ON HAND</u>			
Add Surplus for the year ended 31st December 1952	1219	16	5				397 15 -
			22633 19 1	<u>SUNDRY DEBTORS</u>			
							1372 3 11
				<u>CASH</u>			
				With Inter-Union Finance Limited	1500	-	-
				At Bankers	1272	10	1
				On Hand	84	14	9
							2857 4 10
				<u>TRUST FUND INVESTMENTS</u>			
				1000 5 1/2% Cumulative Preference Shares of £1 each, fully paid, in J.W. Jagger and Company Limited - At Valuation			
				W. Duncan Baxter Trust Fund "B"	1000	-	-
				South African Permanent Mutual Building and Investment Society:			
				Fixed Deposits -			
				Extension Trust Fund	3661	15	11
				Hirschhorn Trust Fund	278	9	2
				R. Grant Trust Fund	340	10	3
				Mrs. Ashton Trust Fund	100	17	11
				W. Duncan Baxter Trust Fund "A"	1560	-	-
				Permanent Share -			
				Sonia Beck Memorial Prize	50	-	-
				Cash at Bank awaiting investment	96	16	7
							7088 9 10
<u>FORWARD:</u>				<u>FORWARD:</u>			
			£74798 10 11				£69798 10 11

RS to

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

BALANCE SHEET AS AT 31ST DECEMBER 1952 (CONTINUED)

LIABILITIES

BROUGHT FORWARD:

£74798 10 11

£74798 10 11

ASSETS

BROUGHT FORWARD:

£69798 10 11

CASH FROM RHODES TRUST DEPOSITED
IN SAVINGS ACCOUNTS

South African Permanent Mutual
Building and Investment Society
United Building Society

2500 - -
2500 - -

5000 - -

£74798 10 11

CHAIRMAN

MEMBER OF THE COUNCIL

We report to Members that we have examined the above Balance Sheet and annexed Revenue and Expenditure Account with the books, accounts and vouchers of the Association; that we have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit and that we have satisfied ourselves of the existence of the Securities. In our opinion proper books of account have been kept by the Association, so far as appears from our examination of those books. We are satisfied that the Balance Sheet and Revenue and Expenditure Account are in agreement with the books of account.

To the best of our information and according to the explanations given to us we are of opinion that the said Accounts give the information required by the Companies Act, 1926, as amended, in the manner so required; that the Balance Sheet gives a true and fair view of the state of the Association's affairs as at 31st December 1952, and that the Revenue and Expenditure Account gives a true and fair view of the surplus for the financial year ended on that date.

CAPE TOWN.

13th February, 1953.

Z. R. Synt-Co
CHARTERED ACCOUNTANTS (S.A.)
AUDITORS.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED)

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 1952.

TO Salaries of Staff:							BY Fees:						
Teaching	9078	5	4				Tuition and Board	24322	5	9			
Non-Teaching	694	12	-				Extra Subjects	3089	18	-	27412	3	9
Secretarial	891	4	7				" Registration Fees				186	18	-
Special Subjects and Services	2399	11	4	13063	13	3	" Sundry Revenue				408	10	1
" Wages of Domestic Staff and Garden Boys				2282	-	4							
" Provisions:													
Bread	221	3	10										
Butter	189	8	-										
Fish, Fruit, Vegetables and Eggs	1359	14	1										
Groceries	1398	16	4										
Meat	1854	16	11										
Milk	638	9	6	5662	8	8							
" Domestic Charges:													
Electricity, Gas and Coal	604	1	2										
General Maintenance	423	2	10										
Laundry	596	3	9										
Miscellaneous Supplies	265	18	8										
Water	132	10	-	2021	16	5							
" Sports Requisites				34	2	-							
" Property Charges:													
Grounds	95	4	1										
Maintenance	921	14	-										
Rates and Specific Services	64	19	5										
Rent of Bathing Box	10	-	-										
Water for Swimming Bath	49	4	6	1141	2	-							
" Administration:													
Advertising	20	4	-										
Audit Fee for the fifteen months ended 31st December 1951	68	5	-										
Provision for Audit Fee for the year ended 31st December 1952	68	5	-										
Bank Charges	33	2	6										
Miscellaneous	256	-	3										
Postages and Telegrams	72	2	10										
Printing and Stationery	225	16	2										
Accountancy Charges	21	-	-										
Telephone	76	16	7										
Class Materials	279	17	6	1121	9	10							
" Contributions:													
Pension Fund	281	8	8										
Unemployment Insurance Fund	48	7	11	329	16	7							
" Insurance				187	-	5							
" Interest on Mortgage Bonds				659	5	11							
" Depreciation				285	-	-							
" Balance, being Surplus, carried to Balance Sheet				1219	16	5							
				£28007	11	10					£28007	11	10

RS 6

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INC).

MINUTES OF THE QUARTERLY MEETING HELD AT HERSCHEL
SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY, MARCH
27th 1953 AT 5. O. P. M.

PRESENT: His Grace, the Archbishop-In the Chair
The Reverend John Aubrey
Mrs A.J. Ballantine
Mr D Baxter
Mrs Dowie Dunn
Miss F Douglas *in the room*
Mrs Lane Forsyth *4th*
Mr H.L. Kennedy
Bishop Sidney Lavis

In attendance: Miss H.C. McLean
Secretary: Mrs E.R. Withers

Apologies for absence:- Mr H. Alers Hankey

MINUTES: The Minutes of the Quarterly Meeting of the Council held
on December 12th 1952, copies of which had been sent to
Members, were taken as read and were signed by the Chairman
as a true record of the proceedings.

REPORT OF
SCHOOL
PROCESSES

REPORT The Reports of the following Meetings were submitted:

Monthly Meeting held on May 6th, 1953.
Monthly Meeting held on June 3rd 1953.

Arising out of these Reports.

FEE: Mr Kennedy reported that the increase in the fees
had been accepted without comment.

ACCOUNTS: Mr Kennedy reported that a surplus of £110 showed
for the month of January, but that the figures
were not available for the month of February.

PAINTING AND REPAIRS

Mr Kennedy reported that it had been decided to
have the outside of the main portion of the school
limewashed and painted and that this would be paid
for out of the surplus made at the end of the
Financial Year ended December 31st, 1952. The
work would be started during the Easter holidays.

REPORT OF HEADMISTRESS: This was presented.

REPORTATIVE STATEMENT

NUMBER OF PUPILS: This was presented.

REPORT TO BULWAYO: Miss McLean reported that the proposed visit
to Bulwayo was still being considered.

REPORT OF ABSENCE: The granting of Leave of Absence to Miss F.
Douglas during her visit to England, was
recorded.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

DATE. 12th March 1953

CONFIRMED... *H. Kennedy* CHAIRMAN

MINUTES OF THE GENERAL PURPOSES COMMITTEE
MEETING HELD AT HERSCHEL SCHOOL, CLAREMONT
CAPE, ON WEDNESDAY FEBRUARY 4TH 1953 AT
5. 0. P.M.

PRESENT: Mrs Lane Forsyth
Mr H.L.Kennedy - In the Chair
Mr P.C.Robb
In attendance: Miss H.C.McLean
Secretary: Mrs D.M. Withers

Apologies for absence: Mrs A.J. Ballantine
Mr D Baxter

Arising from the previous Minutes:

INCREASE IN FEES: There had been no repercussions from the letter notifying this, except to approve it. Two children were being withdrawn at the end of this term for financial reasons, but this would have happened in any case.

INCREASE IN STAFF SALARIES: Mrs Steyn wrote on behalf of the Staff, expressing their appreciation for these increases.

MEMBERS: Mr Kennedy reported that he was re-drafting the Rules of the Association.

Mrs Small had been approached and expressed willingness to be nominated.

Other names were discussed and it was agreed to ask the Hon. Mr Justice van Winsen; it was suggested, in re-drafting the Rules, the Committee may retire in rotation.

MEETING OF BUILDING: It was agreed in view of the possible surplus of Income over Expenditure, estimates might be called for repairs to the building.

FINANCE: This was presented:

MEMBERS: Miss McLean asked that the Council foregathered in the Drawing-room before the Prize Giving.

MEMBERS: Mr Kennedy raised the question of the price of the School Uniform and also the difficulty in obtaining it; this was discussed and it was agreed that a letter be sent to Henshilwoods expressing the Council's dissatisfaction.



April 22nd, 1953.

UNION OF SOUTH AFRICA

Judges' Chambers,

Supreme Court,

Cape Town.

The Hon. Mr Justice L van Winssen,
"Villiers"
Dunkeld Avenue,
BISHOPSCOURT ESTATE, CLAREMONT.

14/3/53

Dear Sir,

I have been directed by the Chairman
to notify you that you were duly elected a Member
of this Council at the Meeting held on March 27th,
1953.

The next Meeting takes place on Friday,
June 12th, 1953, at 5.0 p.m. at Herschel School.

Yours faithfully,

SECRETARY.



UNION OF SOUTH AFRICA

Judges' Chambers,

Supreme Court,

Cape Town.

14/3/53

Mr. J. H. van der Schueren
English School de Schied. Am.
c/o Herschel School.

Dear Sir

I understand I am to be
nominated for the Council.

This serves to inform you that
should I be elected I would
be prepared to serve.

Yours faithfully,

A. H. van der Schueren

ALL CHEQUES

30 tickets

(10c adults
5c students)

CASH

10c

5c

15

CHEQUES

R1. 80c

ALL MONEY
TOTALLED

R1. 95c

ROSEHILL,
HILLWOOD ROAD,
KENILWORTH,
CAPE TOWN.

14-3-53.

The Secretary,
English Church Schools Assoc.,
Herschel School,
Claremont.

Dear Madam,

I understand
that I have been nominated for
election to the Herschel School Council.
If elected, I am willing to serve
on the Council.

I am

Yours faithfully
Lois F. Small.

ROSEHILL,
HILLWOOD ROAD,
KENILWORTH,
CAPE TOWN.
17. 5. 53.

The Secretary,
Herschel School,
Claremont.

Dear Madam,

Thank you for
your letter of April 22nd. notifying me
that I have been elected a member
of the School Council.

I hope to be present at the
next meeting June 12th at 5pm.

Yours faithfully
Lois F. Small.

April 22nd, 1953.

12
18
Road,
TH. CAPE.

lan,

I have been directed by the Chairman to
you that you were duly elected a Member of this
at the Meeting held on March 27th, 1953.

The next Meeting takes place on Friday,
2th, 1953, at 5.0.P.M. at Herschel School.

Yours faithfully,

SECRETARY.

GENERAL PURPOSES COMMITTEE:

NOTICES OF MEETINGS TO BE SENT TO MEMBERS AS FOLLOWS:

Mrs A.J. Ballantine
 "Hopeton House"
 Oak Avenue,
KENILWORTH. CAPE. (Telephone No. 7-6039)

David Baxter, Esq.,
 P.O. Box. 726,
CAPE TOWN. (Telephone No. 2-0011)

Mrs Dowie Dunn
 "Foldend"
 Tennant Road,
WINBERG: CAPE. (Telephone No. 7-8557)

Miss F. Douglas,
 Gruinan,
 Cummor Avenue,
KENILWORTH. CAPE. (Telephone No.)

Mrs Lane Forsyth,
 "Ochterlony" *Feburary,*
 Camp Ground Road,
NEWLANDS. CAPE. (Telephone No. 6-8706)

H.L. Kennedy, Esq.,
 c/o Syfret's Trust Co.,
 P.O. Box. 206,
CAPE TOWN. (Telephone No. 2-6182)

Advocate P.C. Robb,
 Inter-Union Finance,
 Room 637, Boston House,
 Strand Street,
CAPE TOWN. (Telephone No. 2-5384)

Copy of Notice to be
 handed to:-

Miss H.C. McLean
 Headmistress,
 Herschel School,
CLAREMONT. CAPE. (Telephone No. 7-5067)

NOTE: The Committee meets at the School at
 5.0'clock in the afternoon on the
 first Wednesday in each month.

THE QUARTERLY MEETING OF THE COUNCIL
WILL BE HELD AT HERSCHEL SCHOOL,
CLAREMONT, IN THE LIBRARY, AT 5.0.P.M.
ON SEPTEMBER 11th, 1953.

AUGUST 27th, 1953.

A G E N D A.

1. Minutes to be confirmed:-

Quarterly Meeting of Council held
on June 12th, 1953.

2. Report of General Purposes Committee.
3. Report of Headmistress.
4. Comparative Statement of Number of Scholars.
5. Any other business.

E. R. Kr. Thus

SECRETARY.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE QUARTERLY MEETING HELD AT
HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY
ON FRIDAY, JUNE 12th, 1953 AT 5.0. P. M.

PRESENT: His Grace, the Archbishop.
The Rev. John Aubrey
Mrs A.J. Ballantine
Mr D. Baxter
Mrs Dowie Dunn
Mr H.L. Kennedy
Mr H. Alers Hankey
Mr F.C. Robb
Mrs L.F. Small
Mr Justice van Winsen
Miss H.C. McLean
Mrs B.R. Withers

In attendance:
Secretary:

Apologies for
absence:

Mrs Lane Forsyth
Miss Douglas
Bishop Sidney Lavis

MEMBERS:

The Chairman, His Grace, welcomed Mrs Small and
Mr Justice van Winsen to the Council.

MINUTES:

The Minutes of the Quarterly Meeting of the
Council held on March 27th, 1953, copies of which
had been sent to Members, were taken as read and
were signed by the Chairman as a true record of
the proceedings.

REPORT OF
GENERAL PURPOSES
COMMITTEE

The Reports of the following Meetings were
submitted.

Monthly Meeting held on May 6th, 1953
Monthly Meeting held on June 3rd, 1953.

Arising from these Reports.

MUSIC STAFF SALARIES

Mr Kennedy reported that it had been suggested
that the Music Staff salaries be increased as
from 1st January 1953, if Council approved. This
was agreed to by the Council.

POST MATRICULATION CLASS

The response to the letter sent out to parents
so far have been most disappointing and it was
suggested that if the Class was considered again,
the parents might be consulted at an earlier stage.

REPORT OF
TREASURER This was presented.

COMPARATIVE
STATEMENT OF
MEMBERS: This was presented.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

1154th 1953

CHAIRMAN *H. M. C. C.*

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL ON WEDNESDAY, MAY 6th, AT
5.0.P.M. 1953.

PRESENT: Mrs A.J.Ballantine
Mrs Dowie Dunn
Mrs Lane Foreyth
Mr H.L.Kennedy -In the Chair

In attendance: Miss H.O.McLean
Secretary: Mrs E.R.Withers

Apologies for
absence:- Mr D Baxter
Mr F.C.Robb

SALARIES & FEES: In adjusting the salaries of the Staff as from January 1953, the fee paid to those part-time Music Staff, paid per pupil, was not adjusted. Miss McLean apologised for having over-looked this at the time and asked that the situation be now reviewed. Discussion took place and further figures were to be gone into before making a decision, but it was proposed and agreed, that if adjustment be made, this should be retrospective from January 1953.

DISPOSAL OF EQUIPMENT:

PIANO: The Music Department were in need of a new piano and asked whether this should come under the ordinary renewal by the school or if the Committee would prefer the department to raise funds for it. It was agreed that it would come under renewal by the school and after discussion, it was thought wisest to look for a secondhand piano at this time.

Miss Darbyshire's piano came again under discussion and it was agreed that an estimate be obtained and that it be put in order if this was reasonable, in view of Mr Wallace Brown's attitude towards the disposal of the piano.

PROJECTOR: This was giving trouble, overheating and generally seemed to be wearing out beyond reasonable repair. Miss McLean had received advice that it would be best in the case of renewal to purchase a "Dubree" machine and Mr Kennedy undertook to go into the matter further and report back at the next Meeting.

FILM PROJECTOR: The need for this was also discussed and again Mr Kennedy undertook to go into the matter and report at the next Meeting.

ALARM: An estimate had been received from M.Rattner & Company for the installation of a Fire Alarm. The work to cost £70. It was agreed that an estimate from Edward Shaw should be obtained/....

obtained before any decision be taken.

Miss McLean asked if it were not possible to use some of the money, which had been given to the school, for these renewals and it was agreed that this was probably a wise course.

LAUNDRY:

The question of missing laundry was discussed and it was agreed that where claims were made by parents, these should be met by the school at Miss McLean's discretion.

MATRICULATION:

Mrs Ballantine asked if it would be possible to arrange a Post Matriculation Class at Herschel. Miss McLean said that she was all in favour of this. Miss McLean said she would go into the matter and if some suitable arrangements could be made, she would write to the parents.

BALANCE:

This was presented.

STANDING FEES:

These were presented.

OTHER BUSINESS:

Mr Kennedy reported that over the first three months of the year, we were down by £338 approximately but that this was accounted for by the increase in salaries, and would no doubt adjust itself during the next three months as a result of the increased fees.

School uniform was discussed and the price charged but it was agreed that nothing could be done as all schools were experiencing the same difficulties.

TREES. It was agreed that this should be further investigated, and that Mr Colin Gohl's advice be sort and that the decision be left until the next Meeting.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE MEETING
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON WEDNESDAY
JUNE 3rd, 1953 AT 5.P.M.

O PRESENT: Mrs A.J. Ballantine
Mrs Dowie Dunn
Mrs Lane Forsyth
Mr H.L. Kennedy
Mr F.C. Robb

In attendance: Miss H.C. McLean
Secretary: Mrs E.R. Withers

ARISING FROM THE PREVIOUS MINUTES:

FEES: A list showing the outstanding fees was presented.

MUSIC SALARIES:

This matter was fully discussed and it was agreed to pay the part time Music Staff £4.0.0. per pupil, per term. This new scale to take effect as from 1st January 1953.

PROJECTOR & STRIP FILM

These were again discussed and it was agreed that new ones should be bought out of the Hirschhorn Trust. Miss McLean said she would go further into the matter.

PIANO: The estimated cost of putting this into usable condition was £35., and it was agreed that this should be done.

FIRE ALARM:

Miss McLean reported that she had asked Edward Shaws for an estimate by this afternoon, but that it had not come to hand.

POST MATRICULATION:

Miss McLean reported that she had sent out letters to parents, but so far she had received only two replies and those were in the negative.

TREES: This matter was left over to the next Meeting.

PRINTING FEE SHEET

Miss McLean asked if it would be possible to reprint the fee sheet. After discussion it was agreed to have this done. It was also agreed that when the reprinting was done, the 10% remission on fees for younger sisters should be omitted.

MOWER:

Miss McLean asked if a new small hand lawn mower could be purchased. It was agreed that this could be bought.

RE: Mr Kennedy reported that there was a surplus of £338 for the month of April.

BALANCE. This was presented.

ALL: This was again discussed, the matter was still left in abeyance.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED.

HEADMISTRESS'S REPORT: JUNE
1953.

STAFF MISS MOSSOP leaves at the end of this term to go to England; she will have been here five years and has done excellent work in the Music Department.

HEALTH: This has been good.

ADMISSION: There will be fifty-one in the boarding house next term, allowing six beds in the Sick Bay, three in each room.

ACTIVITIES: Unfortunately there were insufficient numbers to make the Rhodesian visit possible.

I have written to the parents of those children who might benefit from a post-matriculation year, offering them this opportunity; so far the replies have not been encouraging.

Visits this term have been made to the Guide and Scout Coronation Service; Orchestral Concerts; the Rondebosch production of The Mikado; the recital of Mischa Elman; St. Michael's Home at Plumstead; Princess Alice Home of Recovery; the Coronation Films; Kings Rhapsody and the film "Ivanhoe".

Within the school we have had the inter-form gymnastic Competition, the Watson-Morris Dancing Display; an Hour of Music (with collection for Extension Fund of £40); St. Cyprian's School for a Debate and the Traffic Department to show Films.

Clubs have had as visitors Oda Slobodskay; Dr Budtz-Olsen; Dr Blumberg; Dr Mitchell and we were asked to make a record of our Recorders for the Little Theatre production of "The Knight of the Burning Pestle".

In the inter-school swimming Gala we were Fourth in the Senior Section and Second in the Junior; at the Provincial School Girls Hockey Trials we had two chosen for the 1st Team.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

Herschel School,
Claremont, Cape.

June 9th, 1953

COMPARATIVE STATEMENT OF NUMBER
OF SCHOLARS AND NET FEES: JUNE
1953.

NUMBER OF SCHOLARS

	<u>First</u> <u>Term '53.</u>	<u>Second</u> <u>Term '53</u>
BOARDERS	52	52
DAY GIRLS	163	164
KINDERGARTEN	54	54
	<u>269</u>	<u>270</u>

NET FEES: FIRST TERM 1953 £6,093.

" " SECOND TERM 1953 £7,194.

ENGLISH CHURCH SCHOOLS ASSOCIATION

THE QUARTERLY MEETING OF THE COUNCIL
WILL BE HELD AT HERSCHEL SCHOOL,
CLAREMONT, IN THE LIBRARY, ON FRIDAY
DECEMBER 11th, AT 5.0.P.M.

NOVEMBER 20th, 1953.

A G E N D A :

1. Minutes to be confirmed.

Quarterly Meeting of Council
held on September 11th, 1953.

2. Report of General Purposes Committee.
3. Report of Headmistress.
4. Comparative Statement of Number of
Scholars.
5. Any other business.

E. R. Withers

SECRETARY

MINUTES OF THE QUARTERLY MEETING HELD AT HERSCHEL
SCHOOL, CLAREMONT, IN THE LIBRARY, ON FRIDAY
SEPTEMBER 11th, 1953 AT 5.0 P.M.

PRESENT: His Grace, the Archbishop -In the Chair.
The Reverend John Aubrey.
Mr D Baxter
Mrs Dowie Dunn
Mr H Alers Hankey
Mr H L Kennedy
Bishop Sidney Lavis
Mr F.C. Robb
Mrs Small
Mr Justice L de V van Winson.

In attendance: Miss H.C. McLean
Secretary: Mrs L.R. Lither.

Apologies for absence: Mrs Ballantine
Mrs Lane Forsyth

OF GENERAL
PURPOSES COMMITTEE:

Mr Kennedy reported that the General Purposes Committee was concerned with the fact that for the first six months, the accounts showed a deficit of approximately £200. This was due mainly to the increased salaries which were paid from January and which amounted to about £200. per month over last year's average figure. The increase in fees only took effect as from the Second Term but as the July figures showed a surplus of nearly £200. Mr Kennedy felt that by the end of the year, the Balance Sheet should show a satisfactory position.

There was nothing further to report; no Meeting took place in September.

FROM HEAD-
MISTRESS'S REPORT:

Miss McLean said that the decision to reduce the number of boarders to allow six beds to be kept free in case of illness had proved very wise, as recently there had been four cases of measles and several cases of influenza.

The question has now arisen in regard to the future of the parallel form which was started four years ago and which will cease when the present VIFH Form leaves at the end of the year. Would it be advisable to continue with the parallel form or reduce the numbers in the Senior School? Mr Robb asked what the position would be in regard to income and Mr Kennedy asked if the numbers were reduced would there be any saving in Staff. Miss McLean said "No". If a parallel form is to be continued it would present a difficulty from the point of view of accommodation if a Post Matriculation Class were to be started.

After discussion it was suggested that perhaps numbers could be increased in the present forms which would overcome the loss of income.

Mr Robb felt that a Post Matriculation Class could not be started as it would seem that the parents were not sufficiently interested.

Mr Justice van Linson expressed the opinion that he thought it was essential that the School should be kept as full as possible.

It was agreed that the parallel form should be continued.

Miss McLean asked for the Council's opinion on additional shelves being placed, as shown. The Council expressed their approval.

This was presented. It was to be noted that the figure should read 268 and not 269.

Mr Kennedy said he felt that in many cases these Meetings were becoming quite formal and he would like members of the Council to bring up matters of general interest for discussion.

Mr Kennedy said he had, for instance, heard complaints about the behaviour of the girls and did feel that if these complaints were brought to the notice of the Headmistress, that they could be dealt with. Mr Robb said that he had actually heard that a petition was being drawn up to be sent to the Headmistress in regard to the discipline and behaviour of the girls.

After this was discussed it was suggested that an evening be arranged during next term at which the parents and Junior Staff could meet. Miss McLean said she would arrange for such an evening.

Mr Aubrey said that he had heard that the Old Girls Association were very distressed that the Council seemed to be doing nothing to try and raise the money to purchase The Hill. After discussion Mr Kennedy said that the Council would be willing to meet the Old Girls Association to explain what had been done and how the Old Girls Association think they might further the possibilities of acquiring the property.

Miss McLean undertook to send a letter to the Secretary of the Old Girls Association inviting them to meet the General Purposes Committee at 8.0 p.m. on October 8th.

THERE BEING NO FURTHER BUSINESS, THE MEETING
CLOSED.

Confirmed:.... J. V. Aubrey...
Chairman

Date... A. December 1957

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE GENERAL PURPOSES COMMITTEE
HELD AT HERSCHEL SCHOOL, CLAREMONT, ON
WEDNESDAY, AUGUST 12TH, 1953 AT 5.0. P.M.

PRESENT: Mrs Dowie Dunn
Mrs Lane Forsyth
Mr H.L.Kennedy - (In the Chair)

In attendance: Miss H.C.McLean
Secretary: Mrs E.R.Withers

ARISING FROM THE MINUTES

Strip Film and Projector.

Miss McLean reported that a demonstration was given this afternoon of the two machines but that she had not yet come to any decision.

Music Staff Salaries.

The Music Staff had expressed their appreciation for the increase granted to them in their fees and also that this had been paid to them retrospective from January 1953.

Piano

Miss McLean reported that Miss Darbyshire's piano had now been thoroughly overhauled and was in use.

Fire Alarm.

Miss McLean reported that this had now been installed but that on testing it, she did not think the bell rang loud enough. Messrs Edward Shaw had been approached and they were dealing with the matter.

It was agreed that these should not be circulated for the future, but that the Chairman would report on the Meetings at the Quarterly Council Meeting.

Miss McLean showed the proof of the new Fee Sheet and it was approved with the following alteration:-

All School fees are payable in advance to the Secretary
English Church Schools Association,
Herschel School,
CLAREMONT.

RETREAT Miss McLean reported that she had received a letter from the Archbishop, asking if it would be possible for the Clergy Retreat to be held at Herschel School in January 1954. It was agreed that this would be in order.

DESCRIPTION TO

CONFERENCE SCHOOLS. Miss McLean asked the Meeting if it would be prepared to subscribe to the Conference Schools, who have always kept a watching brief for Private Schools. It had been suggested that Private Schools be asked to contribute Sixpence per pupil per year. It was agreed that this should be done.

...../

OUTSTANDING FEES: These were presented.

There was only one case of fees outstanding for last term and this has already been placed in the hands of the Attorneys as the cheque received from Mr Sleggs had been returned through the Bank. After discussion Miss McLean was asked to telephone the Attorneys again.

BANK BALANCE: This was presented.

THE HILL This was discussed but it was not possible to do anything in the matter.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED.

Handwritten notes:
1. 1000/- 1000/-
2. 1000/- 1000/-
3. 1000/- 1000/-
4. 1000/- 1000/-
5. 1000/- 1000/-
6. 1000/- 1000/-
7. 1000/- 1000/-
8. 1000/- 1000/-
9. 1000/- 1000/-
10. 1000/- 1000/-
11. 1000/- 1000/-
12. 1000/- 1000/-
13. 1000/- 1000/-
14. 1000/- 1000/-
15. 1000/- 1000/-
16. 1000/- 1000/-
17. 1000/- 1000/-
18. 1000/- 1000/-
19. 1000/- 1000/-
20. 1000/- 1000/-
21. 1000/- 1000/-
22. 1000/- 1000/-
23. 1000/- 1000/-
24. 1000/- 1000/-
25. 1000/- 1000/-
26. 1000/- 1000/-
27. 1000/- 1000/-
28. 1000/- 1000/-
29. 1000/- 1000/-
30. 1000/- 1000/-
31. 1000/- 1000/-
32. 1000/- 1000/-
33. 1000/- 1000/-
34. 1000/- 1000/-
35. 1000/- 1000/-
36. 1000/- 1000/-
37. 1000/- 1000/-
38. 1000/- 1000/-
39. 1000/- 1000/-
40. 1000/- 1000/-
41. 1000/- 1000/-
42. 1000/- 1000/-
43. 1000/- 1000/-
44. 1000/- 1000/-
45. 1000/- 1000/-
46. 1000/- 1000/-
47. 1000/- 1000/-
48. 1000/- 1000/-
49. 1000/- 1000/-
50. 1000/- 1000/-
51. 1000/- 1000/-
52. 1000/- 1000/-
53. 1000/- 1000/-
54. 1000/- 1000/-
55. 1000/- 1000/-
56. 1000/- 1000/-
57. 1000/- 1000/-
58. 1000/- 1000/-
59. 1000/- 1000/-
60. 1000/- 1000/-
61. 1000/- 1000/-
62. 1000/- 1000/-
63. 1000/- 1000/-
64. 1000/- 1000/-
65. 1000/- 1000/-
66. 1000/- 1000/-
67. 1000/- 1000/-
68. 1000/- 1000/-
69. 1000/- 1000/-
70. 1000/- 1000/-
71. 1000/- 1000/-
72. 1000/- 1000/-
73. 1000/- 1000/-
74. 1000/- 1000/-
75. 1000/- 1000/-
76. 1000/- 1000/-
77. 1000/- 1000/-
78. 1000/- 1000/-
79. 1000/- 1000/-
80. 1000/- 1000/-
81. 1000/- 1000/-
82. 1000/- 1000/-
83. 1000/- 1000/-
84. 1000/- 1000/-
85. 1000/- 1000/-
86. 1000/- 1000/-
87. 1000/- 1000/-
88. 1000/- 1000/-
89. 1000/- 1000/-
90. 1000/- 1000/-
91. 1000/- 1000/-
92. 1000/- 1000/-
93. 1000/- 1000/-
94. 1000/- 1000/-
95. 1000/- 1000/-
96. 1000/- 1000/-
97. 1000/- 1000/-
98. 1000/- 1000/-
99. 1000/- 1000/-
100. 1000/- 1000/-

HEADMISTRESS' REPORT
SEPTEMBER 1953

STAFF: I was unsuccessful in replacing Miss Mossop with a resident member of Staff; in the meantime Mrs Popham-Smith has become a full time member of Staff, Mrs Minnaar comes for six periods a week, including the Recorder Pipe classes and the Seniors are taking more responsibility for the Choir work in Church and Chapel.

HEALTH: There were four cases of measles in the Boarding House and many others among the Junior Day Girls, at the same time there were several cases of influenza and colds, together with a dislocated elbow needing hospital treatment.

MISSION: The Boarding House and all classes remain full but questions arise now in connection with the one parallel form which finishes this year and numbers for next year. It was this fact which made a Post Matriculation class possible next year; but of those to whom I wrote in this connection, most were unable to take the opportunity, one would have done so and two gave no reply.

The questions which arise are, shall we start another parallel Form or shall we keep the room for divisions, which is badly needed, and reduce the numbers in the Senior School by about twelve. We started the parallel Form with the then hope of more accommodation.

ACTIVITIES: The usual Club and House activities have taken place; the School Orchestra has again joined the Joint Schools' Orchestra both for practices here and for the Concert to be given in the City Hall to-morrow afternoon - fifty in all are taking part in Orchestra and Choir.

In games we have done quite well, particularly at netball where at the Inter-Schools Tournament we won the Under 15 Section and were beaten by Wynberg in the final of the Senior Section 7 - 6.

The VI Form will have their Dance here on September 24th.

Old Girls' Day will be on Saturday November 21st.

EQUIPMENT: We have bought from the Hirschhorn Bequest, a new Cine Projector; after discussion in which Mr Victor-Smith was most helpful, we decided on the Debie model costing £235; at the same time we sold the old Bell & Howells for £45.

From the Ashton money we have bought an Aldis Strip-Film Projector costing £46., this model gives very good results in day light. With the remaining money we intend to buy a suitable screen and to form a strip film library.

We now have more books than the library shelves will hold, so far we have an estimate of £21.14.6. for each new pair of shelves. The lighting is not yet complete and we must now aim at finishing all this.

The Fire Alarm bells are now installed.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

September 4th, 1953.

COMPARATIVE STATEMENT OF NUMBER OF SCHOLARS
AND NET FEES: SEPTEMBER 1953.

NO. OF SCHOLARS.

	<u>Second Term.</u>	<u>Third Term.</u>
BOARDERS:	52	51
DAY GIRLS:	164	164
KINDERGARTEN:	54	54
	270	269

NET FEES: Second Term: £7,194.
 Third Term: £7,131.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

February 24th, 1954.

NOTICE is hereby given that the ANNUAL GENERAL MEETING of Members will be held at Herschel School, Claremont in the Library, on Friday, MARCH 19th, 1954 at 5.0.P.M. for the following purposes:-

1. To transact the business of the Association.
2. To receive the Accounts, with the Auditor's Report thereon and the Report of the Council on the past year's transactions.
3. To fix the remuneration of the Auditors.
4. To elect Members to fill the vacancies on the Council in place of Members who retire by rotation.
5. To discuss questions incidental to the Association and its Members.

E. R. Wither
SECRETARY.

ENGLISH CHURCH SCHOOLS ASSOCIATION
(INCD)

MINUTES OF THE ANNUAL GENERAL MEETING HELD AT
HERSCHEL SCHOOL, CLAREMONT, IN THE LIBRARY, ON
FRIDAY, MARCH 19th, 1954 AT 5.15 PM

PRESENT: His Grace, the Archbishop-In the Chair.
The Rev John Aubrey
Mrs Ballantine
Mr Baxter
Mrs Dowie Dunn
Mrs Lane Forsyth
Mr Kennedy
Mr Robb
Mrs Small
The Hon. Mr Justice L deVan Winsen

Apologies for absence: Bisop Sidney Levis
Mrs Brock
Mr H Alers Hankey
Professor W.F. Grant
In attendance: Miss McLean
Secretary: Mrs Withers

ORDER 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 31st December 1953, the Balance-sheet at that date and the auditor's Report, were submitted and adopted.

AUDITORS. The remuneration of the auditors, Messrs E.R. Syfret & Company, Chartered Accountants, for the past year, was fixed at Sixty-five Guineas.

BISHOP'S PROPOSITIONS His Grace, notified the meeting that he would write to Professor L.F. Casson of the University, and ask him if he would be prepared to serve on the Council.

THERE BEING NO FURTHER BUSINESS THE MEETING
CLOSED.

DATE 25/3/55

CHAIRMAN *[Signature]*

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCD)

REPORT of the COUNCIL to be submitted at the ANNUAL
GENERAL MEETING of the ASSOCIATION to be held on
FRIDAY the 19th MARCH 1954

The Revenue and Expenditure Account for the twelve months ended 31st December 1953, together with the Balance Sheet at that date, certified by the Auditors, are submitted with this Report.

REVENUE AND EXPENDITURE ACCOUNTS:-

The Revenue and Expenditure Account shows a surplus of £497 compared with £1,220 for the previous year but this year an amount of £880 was incurred in Property Repairs.

When it was agreed last year to increase the School fees, as from the beginning of the Second Term, it was estimated that the increases would produce a surplus of approximately £3,200 on a full year's working and this estimate appears to have been reasonably accurate if allowance is made for the increased Cost of Living Allowances which came into force in April 1953.

Surplus for 1953	£497
Expenditure on Special Repairs.	880
Additional Cost of Living Allowances April to December	540
Difference between old and new scale of fees for 1st Term of 1953	<u>1110</u>
	<u>£3027</u>

The following is a comparison with last year's figures of the individual items of Revenue and Expenditure.

	<u>1952</u>	<u>1953</u>	+ Increase - Decrease
<u>REVENUE:</u>			
Fees and Extra Subjects	£27412	30610	+ 3198
Registration Fees	187	130	- 57
Sundry Revenue	408	554	+ 146
Interest	-	42	+ 42
	<u>£28007</u>	<u>31336</u>	+ <u>3329</u>
<u>EXPENDITURE:</u>			
Salaries of Staff	£13064	15482	+ 2418
Wages of Domestic Staff	2282	2388	+ 106
Provisions	5662	6186	+ 524
Domestic Charges	2022	2354	+ 332
Sports Requisites	34	50	+ 16
Property Charges	1141	1740	+ 599
Administration	1121	1085	- 36
Pension Fund and Unemployed Insurance.	330	395	+ 65
Insurance	187	202	+ 15
Interest on Mortgage Bonds	659	672	+ 13
Depreciation	285	285	-
	<u>£26787</u>	<u>30839</u>	4052
Surplus	<u>1220</u>	<u>497</u>	- 723
	<u>£28007</u>	<u>31336</u>	+ <u>3329</u>

...../

The main increases for Provisions were in butter, milk and fish, fruit, vegetables and eggs, whereas meat and groceries rose by only a small amount in each case.

The interest on the Mortgage Bonds has now been increased from 4½% to 5% and in 1954 there will be a small increase in the amount paid for insurance as the policies have been reviewed. The cover for the Public Liability has been increased from £500 to £10,000 at an additional annual cost of £10.10.0.

Further repair and painting work will have to be done very soon but the cash position is satisfactory and these additional charges can be met without difficulty.

There is a satisfactory increase in the Sundry Revenue and this is due to the diligence of the office staff, ensuring that all items, however small, are charged on Accounts.

PUPILS

A comparison between 1952 and 1953 of the number of pupils attending the School is as follows:-

	Average 1952	Average 1953
BOARDERS:	51	52
DAY GIRLS:	154	162
KINDERGARTEN:	<u>53</u>	<u>54</u>
	268	268
	<u>=====</u>	<u>=====</u>

COUNCIL:

Mr F.C.Robb and Mr D.Baxter, selected by the Archbishop, retire but are eligible for re-selection and re-appointment by the Archbishop.

Mrs A.J.Ballantine and Mr.H.L.Kennedy, elected by Members, retire but are eligible for re-nomination and election by Members.

There are two vacancies on the Council, to be selected by the Archbishop.

AUDITORS:

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

CLAREMONT, CAPE

March 16th, 1954

BALANCE SHEET AS AT 31ST DECEMBER 1953.

14

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

BALANCE SHEET AS AT 31ST DECEMBER 1953 (CONTINUED).

[illegible]

CHAIRMAN. Henry Capron.

MEMBER OF THE COUNCIL.

REPORT OF THE AUDITORS TO THE MEMBERS OF ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

We have examined the books and accounts and vouchers of the Association and have satisfied ourselves of the existence of the Securities. We have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit. In our opinion proper books of account have been kept by the Association, so far as appears from our examination of those books.

The above Balance Sheet and annexed Revenue and Expenditure Account are in agreement with the books of account. In our opinion and to the best of our information and according to the explanations given to us, the said Accounts give the information required by the Companies Act, 1926, as amended, in the manner so required, and the Balance Sheet gives a true and fair view of the state of the Association's affairs as at 31st December 1953 and the Revenue and Expenditure Account gives a true and fair view of the surplus for the year ended on that date.

CAPE TOWN.

23rd February, 1954.

E. R. Sympet & Co
CHARTERED ACCOUNTANTS (S.A.)
AUDITORS.

ENGLISH CHURCH SCHOOLS ASSOCIATION (INCORPORATED).

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1953.

1952.						1952.					
	TO Salaries of Staff:						BY Fees:				
9078	Teaching	11277	-	11		24322	Tuition and Board	27561	15	-	
695	Non-Teaching	791	7	9		3090	Extra Subjects	3048	15	-	
891	Secretarial	1032	1	1							
2400	Special Subjects and Services	2381	4	9		27412					30610 10 -
13064					15481 14 6	187	" Registration Fees				130 4 -
2282	" Wages of Domestic Staff and Garden Boys				2388 7 3	408	" Sundry Revenue				553 14 3
221	" Provisions:					-	" Interest on Cash at Call				42 2 10
189	Bread	240	1	6							
	Butter	277	16	2							
1360	Fish, Fruit, Vegetables and Eggs	1558	18	-							
1399	Groceries	1426	6	8							
1855	Meat	1877	13	9							
638	Milk	805	5	-							
5662					6186 1 1						
604	" Domestic Charges:										
423	Electricity, Gas and Coal	626	-	4							
596	General Maintenance	770	-	10							
266	Laundry	635	5	10							
133	Miscellaneous Supplies	179	1	11							
2022	Water	143	11	-							
34					2353 19 11						
95	" Sports Requisites				50 9 -						
922	" Property Charges:										
65	Grounds	105	11	10							
10	Maintenance	1505	2	6							
49	Rates and Specific Services	64	16	11							
1141	Rent of Bathing Box	10	-	-							
20	Water for Swimming Bath	54	7	-							
68					1739 18 3						
89	" Administration:										
33	Advertising	3	6	-							
256	Audit Fee for the fifteen months ended 31st December 1951	-	-	-							
72	Audit Fee	89	5	-							
226	Bank Charges	23	1	7							
77	Miscellaneous	332	-	4							
280	Postages and Telegrams	66	9	1							
1121	Printing and Stationery	195	12	1							
282	Telephone	101	8	4							
48	Class Materials	274	2	10							
330					1085 5 3						
187	" Contributions to:										
659	Pension Fund	347	1	6							
285	Unemployment Insurance Fund	47	10	3							
1220					394 11 9						
£28007	" Insurance				201 18 2						
	" Interest on Mortgage Bonds				671 14 8						
	" Depreciation of Fixed Assets				285 - -						
	" Surplus for the year, carried down				497 11 3						
					£31336 11 1	£28007					£31336 11 1

213-10

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER 1953 (CONTINUED).

1952.					1952.				
22634	TO Balance carried to Balance Sheet			23131 10 4	21414	BY Balance at 1st January 1953			22633 19 1
					1220	" Surplus for the year, brought down			497 11 3
<u>£22634</u>				<u>£23131 10 4</u>	<u>£22634</u>				<u>£23131 10 4</u>

NOTE: No Provision for Taxation has been made for the year ended 31st December 1953 as the Association is exempt from Union and Provincial Taxes.

2RS.60

